



# City Council, Regular Meeting

## AGENDA REVISED

6:30 pm – 10:00 pm

February 2, 2016

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

**Approval of Agenda**

**Student Liaison Reports**

**Presentations/Proclamations**

- City Manager's Retirement

**Public Comment**

**Note:** *This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at [manderson@sammamish.us](mailto:manderson@sammamish.us)*

**Consent Agenda**

Payroll for period ending December 31, 2016 for pay date January 5, 2016 in the amount of \$323,527.09

Payroll for period ending January 15, 2016 for pay date January 20, 2016 in the amount of \$326,238.16

1. **Approval:** Claims For Period Ending January 19, 2016 In The Amount Of \$2,107,265.95 For Check No. 42356 Through 42516
2. **Approval:** Claims For Period Ending February 2, 2016 In The Amount Of \$1,582,404.27 For Check No. 42517 Through 42629
3. **Resolution:** Revising The Rules Of Procedure For The City Council

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

4. **Resolution:** Adopting Legislative Priorities for 2016
5. **Approval:** 2016 Council Committees
6. **Resolution:** Repealing Resolution R2010-439 And Establishing A New Depository Bank And Authorized Signatures On City Bank Accounts
7. **Contract:** Tamarack Drainage Design/Osborn
8. **Contract:** On-Call Biologist Services/Watershed Company
9. **Approval:** 2016 Supplemental Human Services Funding
10. **Resolution:** Barrington Final Plat
11. **Approval:** January 14-16 Council Retreat Notes
12. **Approval:** January 5, 2016 Regular Meeting Minutes
13. **Approval:** January 12, 2016 Special Meeting Minutes
- 13A. **Approval:** Bill of Sale: Transferring Community Center Water & Sewer Lines to Sammamish Plateau Water & Sewer

### **Council Reports**

### **Public Hearings**

14. **Ordinance:** First Reading Annexing Certain Property Known As The Mystic Lake Property To The City Of Sammamish; Establishing An Effective Date As Set Forth In Section 4; And Providing For Severability.

### **Unfinished Business**

### **New Business**

### **Council Committee Reports**

### **City Manager Report**

**Executive Session** – Potential property acquisition pursuant to RCW 42.30.110(1)(b) and potential litigation pursuant to RCW 42.30.110(1)(i)

### **Adjournment**

## AGENDA CALENDAR

<b>Feb 2016</b>			
Tues 2/9	6:30 pm	Study Session	Land Use Compatibility in Residential Zones Update: SE 4 <sup>th</sup> Street Open House Discussion: Human Services Grant Process
Mon 2/15	6:30 pm	Cancelled	Presidents Day – City Offices Closed
Tues 2/16	6:30 pm	Regular Meeting/Study Session	Public Works Standards Finances and Capital Plans Second Reading Ordinance Annexation Mystic Lake Resolution: ARCH Work Plan and Budget Resolution: Authorizing ARCH to execute agreements for affordable housing projects.
<b>Mar 2016</b>			
Tues 3/1	6:30 pm	Regular Meeting	Public Hearing/ Ordinance: Land Use Compatibility in Residential Zones Public Hearing/ Resolution: Beaver Lake Management District – Intent to Form District Resolution: Beaver Lake Management District – Vote to Form District Bid Award: Big Rock Park Well Repair/TBD (consent)
Tues 3/8	6:30 pm	Study Session	Discussion: Synthetic Turf Infill Options Discussion: Park Maintenance Presentation: Community Center Update Discussion: Marijuana Discussion: Dimensional Standards for Single Family Homes Inner City Bus Service
Tues 3/15	6:30 pm	Regular Meeting	Public Hearing/ Ordinance: Marijuana Public Hearing/ Ordinance: Dimensional Standards for Single Family Homes
<b>April 2016</b>			
Tues 4/5	6:30 pm	Regular Meeting	Bid Award: EHS Turf Replacement/TBD
Tues 4/12	6:30 pm	Study Session	Discussion: Critical Area Updates/ Shoreline Master Program
Tues 4/19	6:30 pm	Regular Meeting	
<b>May 2016</b>			
Tues 5/3	6:30 pm	Regular Meeting	Public Hearing/ Ordinance: Critical Area Updates/ Shoreline Master Program
Tues 5/10	6:30 pm	Study Session	Discussion: Critical Area Updates/ Shoreline Master Program Discussion: Impact Fee Deferrals
Tues 5/17	6:30 pm	Regular Meeting	Public Hearing/ Ordinance: Impact Fee Deferrals Ordinance: Building Codes Update Presentation: Electrical Permit/ Inspection Program Feasibility Contract: Beaver Lake Shop Roof Replacement/TBD (consent) Contract: Fourth on the Plateau Fireworks/TBD (consent) Contract: Fourth on the Plateau Event Lighting/TBD (consent) Resolution: Youth Board Appointments (consent)
<b>June 2016</b>			
Tues 6/7	6:30 pm	Regular Meeting	Presentation: Parks Commission Hand-off of 2017-22 Parks CIP
Tues 6/14	6:30 pm	Study Session	Discussion: YMCA Property Development Discussion: 2017-22 Parks CIP
Tues 6/21	6:30 pm	Regular Meeting	Resolution: 2017-22 Parks CIP
<b>July 2016</b>			

Tues 7/5	6:30 pm	Regular Meeting	
Tues 7/12	6:30 pm	Study Session	
Tues 7/19	6:30 pm	Regular Meeting	Proclamation: Women's Equality Day
<b>Aug 2016</b>			<b>NO MEETINGS</b>
<b>Sept 2016</b>			
Tues 9/6	6:30 pm	Regular Meeting	Proclamation: Mayor's Month of Concern Food Drive Contract: Trails, Bikeways and Path Plan Consultant/TBD Contract: YMCA Property Development Plan Consultant/TBD
Tues 9/13	6:30 pm	Study Session	
Tues 9/20	6:30 pm	Regular Meeting	
<b>Oct 2016</b>			
Tues 10/4	6:30 pm	Regular Meeting	
Tues 10/11	6:30 pm	Study Session	Discussion: Trails, Bikeways and Paths Plan
Tues 10/18	6:30 pm	Regular Meeting	
<b>Nov 2016</b>			
Tues 11/1	6:30 pm	Regular Meeting	
Tues 11/8	6:30 pm	Study Session	
Tues 11/15	6:30 pm	Regular Meeting	
<b>To Be Scheduled</b>		<b>Parked Items</b>	<b>Parked Items</b>
<ul style="list-style-type: none"> <li>Ordinance: Second Reading Puget Sound Energy Franchise</li> <li>Economic Development Plan</li> <li>Facility Rental Fees</li> </ul>		<ul style="list-style-type: none"> <li>Comprehensive consideration of Capital projects</li> <li>Design Standards</li> <li>Review of regulations regarding the overlay ares, low impact development and special protection areas for lakes</li> </ul>	<ul style="list-style-type: none"> <li>Intra-City Transit Services</li> <li>Mountains to Sound Greenway</li> <li>Sustainability/Climate Change</li> <li>Off Leash Dog Areas</li> <li>Water Quality Update</li> </ul>

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

<< January

## February 2016

March >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6:30 p.m. City Council Meeting	3 6:30 p.m. Parks and Recreation Commission Meeting	4 6:30 p.m. Planning Commission Meeting	5	6 10 a.m. Volunteer at Lower Commons Park!
7	8	9 6:30 p.m. City Council Study Session	10	11	12	13
14	15 12 a.m. Presidents Day City offices closed 6:30 p.m. Committee of the Whole Meeting Canceled	16 6:30 p.m. City Council Regular Meeting / Study Session	17	18 6:30 p.m. Planning Commission Meeting	19	20 10 a.m. Volunteer at Lower Commons Park!
21	22 6:30 p.m. Arts Commission Meeting	23	24	25	26	27 9 a.m. Volunteer at Ebright Creek 1 p.m. "Life Stories" - Cross-Generational Event--FREE
28	29					

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

<< February

### March 2016

April >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 6:30 p.m. City Council Meeting	2 6 p.m. Short Course on Local Planning Bellevue City Hall 6:30 p.m. Parks and Recreation Commission Meeting	3 6:30 p.m. Planning Commission Meeting Canceled	4	5
6	7	8 6:30 p.m. City Council Study Session	9	10	11	12
13	14	15 6:30 p.m. City Council Meeting	16 6 p.m. Sammamish Youth Board Meeting	17 6:30 p.m. Planning Commission Meeting	18 10 a.m. Blood Drive	19 1 p.m. "Make It A Clay Day"--FREE Inclusive Event
20	21	22	23	24	25	26
27	28 6:30 p.m. Arts Commission Meeting	29	30	31		



# MEMORANDUM

**TO:** Melonie Anderson/City Clerk  
**FROM:** Marlene/Finance Department  
**DATE:** January 15, 2016  
**RE:** Claims for January 19, 2016

\$ 202,542.34  
 1,473,151.37  
 428,565.57  
 3,006.67

### Top 10 Over \$10,000 Payments

Porter Brothers	\$856,482.69	Community Ctr - December 2015
Wa Cities Insurance	\$263,793.00	Insurance Premium - 2016
Kenyon Disend	\$102,039.01	Attorney Services - December 2015
Paul Brothers	\$94,842.32	Big Rock Park Phase 1 - December 2015
Heritage Bank	\$40,980.03	Retainage - Porter Brothers Community Center
Corwin Ford	\$39,611.85	Ford F-250 Truck
Lake Wa School District	\$38,492.00	School Impact Fees - December 2015
Best Parking Lot Cleaning	\$35,908.79	Sweeping - December 2015
Ivoxy Consulting	\$35,609.53	NET AP Renewal Support - 2016
Accela	\$34,517.95	Springbrook Software Annual Maintenance - 2016

**TOTAL \$ 2,107,265.95**

**Checks # 42356 - #42516**

0.00G+  
 202,542.34 +  
 1,473,151.37 +  
 428,565.57 +  
 3,006.67 +  
 2,107,265.95G+

## Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 1/5/2016 - 9:55 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
42356	01/05/2016	AWCLIF	Association of Washington Cities	225.20	42,356
42357	01/05/2016	AWCMED	AWC Employee Benefits Trust	134,740.25	42,357
42358	01/05/2016	CENTURY	Century Link	66.99	42,358
42359	01/05/2016	COMCAST2	Comcast	371.78	42,359
42360	01/05/2016	FRONTIR2	Frontier	386.22	42,360
42361	01/05/2016	ICMA401	ICMA 401	44,302.43	42,361
42362	01/05/2016	ICMA457	ICMA457	11,635.96	42,362
42363	01/05/2016	IDHW	Idaho Child Support Receipting	326.50	42,363
42364	01/05/2016	KINGCTED	King District Court East Div, Issaquah	393.18	42,364
42365	01/05/2016	PREPAIDL	LegalShield	109.60	42,365
42366	01/05/2016	FLEXPLAN	Navia Benefit Solutions	1,144.25	42,366
42367	01/05/2016	PSE	Puget Sound Energy	7,904.15	42,367
42368	01/05/2016	SAM	Sammamish Plateau Water Sewer	416.31	42,368
42369	01/05/2016	WASUPPOR	Wa State Support Registry	519.52	42,369
Check Total:				202,542.34	

# Accounts Payable

## Check Register Totals Only

User: mdunham  
Printed: 1/14/2016 - 10:16 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
42370	01/19/2016	48NORTH	48 North Solutions, Inc	7,757.78	42,370
42371	01/19/2016	ACENB	North Bend Ace Hardware LLC	744.18	42,371
42372	01/19/2016	AGENTERP	AG Enterprise Supply Inc	700.60	42,372
42373	01/19/2016	AST	Active Shooter Training LLC	2,875.00	42,373
42374	01/19/2016	ATHLETES	Athletes for Kids	2,500.00	42,374
42375	01/19/2016	ATWORK	At Work!	787.50	42,375
42376	01/19/2016	BACKGROU	Background Source Intl	8.00	42,376
42377	01/19/2016	BEST	Best Parking Lot Cleaning, Inc	35,908.79	42,377
42378	01/19/2016	BHC	BHC Consultants, LLC	4,290.00	42,378
42379	01/19/2016	BMC	BMC West Corp	439.27	42,379
42380	01/19/2016	BRICKMAN	Brickman Group Ltd LLC	5,781.05	42,380
42381	01/19/2016	BRIDGE	Bridge Disability Ministries	750.00	42,381
42382	01/19/2016	CADMAN	Cadman, Inc.	819.72	42,382
42383	01/19/2016	CDW	CDW Govt Inc	6,927.59	42,383
42384	01/19/2016	CNR	CNR Inc	1,341.38	42,384
42385	01/19/2016	COSTCO	Costco Wholesale	741.85	42,385
42386	01/19/2016	CURRY	Kathy Curry	107.24	42,386
42387	01/19/2016	DAILY	Daily Journal of Commerce	1,446.90	42,387
42388	01/19/2016	DALZIEL	Tawni Dalziel	86.18	42,388
42389	01/19/2016	EASTFRIE	Eastside Friends of Seniors	2,500.00	42,389
42390	01/19/2016	ELM	ELM Environments	942.24	42,390
42391	01/19/2016	ENCOMPAS	Encompass	1,708.50	42,391
42392	01/19/2016	ENGBUS	Engineering Business Systems Inc	1,420.22	42,392
42393	01/19/2016	ENGECONO	Engineering Economics, Inc.	3,751.80	42,393
42394	01/19/2016	EPICENTE	Epicenter Services LLC	2,773.38	42,394
42395	01/19/2016	ESA	ESA	332.50	42,395
42396	01/19/2016	EVERSONS	Everson's Econo Vac, Inc.	8,121.41	42,396
42397	01/19/2016	FASTENAL	Fastenal Industrial Supplies	276.75	42,397
42398	01/19/2016	FASTSIGN	Fastsigns Bellevue	960.87	42,398
42399	01/19/2016	GCRTIRES	GCR Tires & Services	2,009.74	42,399
42400	01/19/2016	HERITAGE	Heritage Bank	40,980.03	42,400
42401	01/19/2016	HERMANO	Hermanson Co LLP	926.97	42,401
42402	01/19/2016	HEROHOUS	Hero House	330.00	42,402
42403	01/19/2016	HOGAN	D. A. Hogan & Assoc., Inc	7,255.00	42,403
42404	01/19/2016	HOMEDE	Home Depot	1,382.42	42,404
42405	01/19/2016	HONEY	Honey Bucket	606.01	42,405
42406	01/19/2016	HOPEEMSV	Hopelink Emergency Financial	1,250.00	42,406
42407	01/19/2016	HORNISH	Tom Hornish	87.34	42,407
42408	01/19/2016	ISD	Issaquah School District	4,560.00	42,408
42409	01/19/2016	ISSAQI	Issaquah Press, Inc.	432.00	42,409
42410	01/19/2016	ISSCHURC	Issaquah Community Services	250.00	42,410
42411	01/19/2016	ISSCOMMU	Issaquah Schools Foundation	1,250.00	42,411
42412	01/19/2016	ISSFOOD	Issaquah Food & Clothing Bank	1,250.00	42,412
42413	01/19/2016	JACKS	Jack's Repair, LLC	3,216.95	42,413
42414	01/19/2016	JBLAWN	JB Instant Lawn	297.84	42,414
42415	01/19/2016	JOHNSOND	Daniel Johnson	167.33	42,415
42416	01/19/2016	KELLER	Mike Keller	158.70	42,416
42417	01/19/2016	KENYON2	Kenyon Disend PLLC	102,039.01	42,417
42418	01/19/2016	KINGFI	King County Finance A/R	11,174.79	42,418
42419	01/19/2016	KINGGIS	King County Finance	649.00	42,419

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42420	01/19/2016	KINGPET	King County Pet Licenses	370.00	42,420
42421	01/19/2016	KLEINFEL	Kleinfelder, Inc.	10,506.25	42,421
42422	01/19/2016	L&IBOIL	Dept of Labor & Industries	43.00	42,422
42423	01/19/2016	LESSCHWA	Les Schwab Tire Center	3,999.40	42,423
42424	01/19/2016	LEXIS	Lexis Nexis Risk Data Mgmt	54.30	42,424
42425	01/19/2016	LEYTON	Kimberly Leyton	1,007.44	42,425
42426	01/19/2016	LIFEENRI	Life Enrichment Options	1,000.00	42,426
42427	01/19/2016	LWSD	Lake Washington School Dist	38,492.00	42,427
42428	01/19/2016	MAILPO	Mail Post	211.88	42,428
42429	01/19/2016	MALLORY	Mallory Paint Store	172.58	42,429
42430	01/19/2016	MAXIM	Evan Maxim	28.98	42,430
42431	01/19/2016	MINUTE	Minuteman Press	27.38	42,431
42432	01/19/2016	MOBERLY	Lynn Moberly	9,850.00	42,432
42433	01/19/2016	NAMI	NAMI Eastside	750.00	42,433
42434	01/19/2016	NAPA	Genuine Parts Company/Issaquah	545.94	42,434
42435	01/19/2016	NAVIA	Navia Benefits Solution	147.00	42,435
42436	01/19/2016	NC MACH	NC Machinery Co	4,250.21	42,436
42437	01/19/2016	NESAM	NE Sammamish Sewer & Water	267.48	42,437
42438	01/19/2016	NETRUCK	North End Truck Equip Inc	11,033.52	42,438
42439	01/19/2016	NWLSVC	NW Landscape Services of WA LLC	25,901.45	42,439
42440	01/19/2016	PACSOIL	Pacific Topsoils, Inc	192.09	42,440
42441	01/19/2016	PAPE	Pape Machinery Exchange	15,099.25	42,441
42442	01/19/2016	PARAME	Parametrix, Inc.	1,116.91	42,442
42443	01/19/2016	PAULBROS	Paul Brothers, Inc.,	94,842.32	42,443
42444	01/19/2016	PIEDMONT	Piedmont Directional Signs	350.00	42,444
42445	01/19/2016	PLANTSCA	Plantscapes, Inc	23,230.43	42,445
42446	01/19/2016	PORTER	Porter Brothers Construction, Inc	856,482.69	42,446
42447	01/19/2016	PROTH	Prothman Company	15,000.00	42,447
42448	01/19/2016	QBS	Quality Business Systems Inc.	11.44	42,448
42449	01/19/2016	RAINIER	Rainier Wood Recyclers Inc	56.00	42,449
42450	01/19/2016	REDMOND	City Of Redmond	5,718.65	42,450
42451	01/19/2016	REPUBLIC	Republic Services #172	370.83	42,451
42452	01/19/2016	SAM	Sammamish Plateau Water Sewer	2,827.40	42,452
42453	01/19/2016	SB&MAC	Stewart MacNichols & Harmell Inc	6,020.00	42,453
42454	01/19/2016	SEATIM	Seattle Times	4,159.15	42,454
42455	01/19/2016	SEQUOYAH	Sequoyah Electric, LLC	957.30	42,455
42456	01/19/2016	SHEDD	Bruce C. Allen & Assoc., Inc.	4,800.00	42,456
42457	01/19/2016	SITEONE	Site One Landscape Supply	3,004.42	42,457
42458	01/19/2016	SONSRAY	Sonsray Machinery LLC	167.08	42,458
42459	01/19/2016	SOUNDTEL	Sound Telecom	102.77	42,459
42460	01/19/2016	SPRAGUE	SPRAGUE	242.40	42,460
42461	01/19/2016	STAPLES	Staples Advantage	3,341.70	42,461
42462	01/19/2016	STEWARTN	Nelson Stewart	187.23	42,462
42463	01/19/2016	STOECKL	Jane C. Stoecklin	135.00	42,463
42464	01/19/2016	SUBPROPA	Suburban Propane	933.08	42,464
42465	01/19/2016	SUMNERLA	Sumner Lawn & Saw	6,618.58	42,465
42466	01/19/2016	SUNBELT	Sunbelt Rentals	361.80	42,466
42467	01/19/2016	SWIFTTRE	Swift Tree Care	1,752.00	42,467
42468	01/19/2016	TMOBILEU	T Mobile	240.00	42,468
42469	01/19/2016	TROPHIES	Trophies 2 Go	379.69	42,469
42470	01/19/2016	ULINE	ULINE	273.76	42,470
42471	01/19/2016	UNITRENT	United Rentals NA, Inc	1,937.89	42,471
42472	01/19/2016	VOYAGER	Voyager	3,216.31	42,472
42473	01/19/2016	WALAB	Wa State Dept of Labor & Indus	21,661.53	42,473
42474	01/19/2016	WAPOISON	Wa Poison Center	625.00	42,474
42475	01/19/2016	WATERSH	The Watershed Company	2,196.40	42,475
42476	01/19/2016	WATREAS	Wa State Treasurer	589.50	42,476
42477	01/19/2016	WAWORK	Washington Workwear Stores Inc	441.79	42,477
42478	01/19/2016	YMCACAMP	YMCA of Greater Seattle	5,000.00	42,478

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42479	01/19/2016	ZUMAR	Zumar Industries, Inc.	2,776.34	42,479
				<u>1,473,151.37</u>	
Check Total:				<u>1,473,151.37</u>	

## Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 1/14/2016 - 2:41 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
42480	01/19/2016	ACCELA	Accela, Inc #774375	34,517.95	42,480
42481	01/19/2016	AGENTERP	AG Enterprise Supply Inc	320.46	42,481
42482	01/19/2016	ASCAP	ASCAP	336.00	42,482
42483	01/19/2016	BEST	Best Parking Lot Cleaning, Inc	4,237.66	42,483
42484	01/19/2016	CNA	CNA Surety	210.00	42,484
42485	01/19/2016	COMCAST3	Comcast	1,284.67	42,485
42486	01/19/2016	CORWIN	Corwin Ford	39,611.85	42,486
42487	01/19/2016	DONOVANJ	Joe Donovan	25.00	42,487
42488	01/19/2016	GREATAME	Great America Financial Services	130.31	42,488
42489	01/19/2016	HONEY	Honey Bucket	890.50	42,489
42490	01/19/2016	IPS	Integrated Print Solutions, Inc	4,031.64	42,490
42491	01/19/2016	ISSAQ1	Issaquah Press, Inc.	567.00	42,491
42492	01/19/2016	IVOXY	Ivoxy Consulting LLC	35,609.53	42,492
42493	01/19/2016	KCBLANK	King County Finance	200.00	42,493
42494	01/19/2016	KRIEG	Kyler Krieg	131.00	42,494
42495	01/19/2016	L&IBOIL	Dept of Labor & Industries	71.50	42,495
42496	01/19/2016	L&IELEVA	Dept of Labor & Industries	161.20	42,496
42497	01/19/2016	MACGILVR	Glenn MacGilvra	6,250.00	42,497
42498	01/19/2016	MINUTE	Minuteman Press	191.63	42,498
42499	01/19/2016	NETRUCK	North End Truck Equip Inc	6,282.31	42,499
42500	01/19/2016	NLC	National League of Cities	3,813.00	42,500
42501	01/19/2016	PSE	Puget Sound Energy	14,889.69	42,501
42502	01/19/2016	PSFOA	Puget Sound Finance Officers	100.00	42,502
42503	01/19/2016	ROTARSAM	Rotary Club of Sammamish	156.00	42,503
42504	01/19/2016	SESAC	SESAC	755.00	42,504
42505	01/19/2016	SONG	Chun Song	197.10	42,505
42506	01/19/2016	SYMPRO	Sympro, Inc	4,431.00	42,506
42507	01/19/2016	ULINE	ULINE	1,041.99	42,507
42508	01/19/2016	UMBRACO	Umbraco North America	1,995.00	42,508
42509	01/19/2016	WABO1	Wa Assoc of Bldg Officials	185.00	42,509
42510	01/19/2016	WAINS	Wa Cities Insurance Authority	263,793.00	42,510
42511	01/19/2016	WASTE	Waste Mgmt - Snoking	344.45	42,511
42512	01/19/2016	WATSONSE	Watson Security	1,232.77	42,512
42513	01/19/2016	WRPA	Wa Recreation & Parks Assoc	269.00	42,513
42514	01/19/2016	WSDA	Wa State Dept of Agriculture	66.00	42,514
42515	01/19/2016	ZUMAR	Zumar Industries, Inc.	236.36	42,515
				428,565.57	
Check Total:					

# Accounts Payable

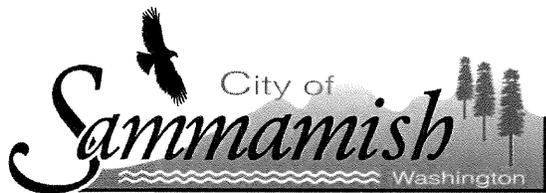
## Check Register Totals Only

User: mdunham  
Printed: 1/14/2016 - 3:37 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
42516	01/19/2016	VERIZON	Verizon Wireless	3,006.67	42,516
				Check Total:	
				3,006.67	





# MEMORANDUM

**TO:** Melonie Anderson/City Clerk  
**FROM:** Marlene/Finance Department  
**DATE:** January 28, 2016  
**RE:** Claims for February 2, 2016

\$ 59,678.73  
 2,679.45  
 1,260,678.74  
 259,367.35

### Top 10 Over \$10,000 Payments

Eastside Fire & Rescue	\$932,033.47	Fire Services Jan/Capital Facilities & Replacement Fund
Perteet	\$133,446.42	Sahalee Way Improvements 2015
Iron Creek Construction	\$66,296.70	Inglewood Glen Repair Project
Assoc of Wa Cities	\$42,019.42	Workers Comp/Membership/Drug & Alcohol Consortium
Badgley Landscape	\$32,790.13	ROW & Park Landscape - January 2016
Corwin Ford	\$30,188.63	2016 Ford F-150
Wa State Dept of Ecology	\$25,827.70	Stormwater Const Annual Fee & Stormwater Permit
Columbia Ford	\$25,746.16	2016 Ford Escape
U.S. Postal Service	\$23,000.00	Bulk Mail Account Postage - City Newsletter
David Evans & Assoc	\$19,585.60	212th Non Motorized Project November/December 2015

**TOTAL \$ 1,582,404.27**

**Checks # 42517 - # 42629**

59,678.73 +  
 2,679.45 +  
 1,260,678.74 +  
 259,367.35 +  
 1,582,404.27

# Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 1/21/2016 - 8:47 AM

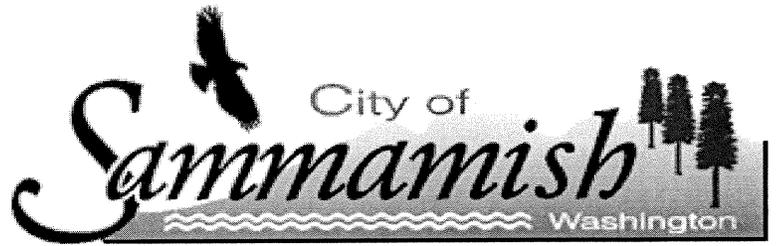


Check	Date	Vendor No	Vendor Name	Amount	Voucher
42517	01/21/2016	CENTURY	Century Link	48.94	42,517
42518	01/21/2016	ICMA401	ICMA 401	43,588.37	42,518
42519	01/21/2016	ICMA457	ICMA457	10,934.37	42,519
42520	01/21/2016	IDHW	Idaho Child Support Receipting	326.50	42,520
42521	01/21/2016	KINGCTED	King District Court East Div, Issaquah	405.74	42,521
42522	01/21/2016	NAVIA	Navia Benefits Solution	1,180.78	42,522
42523	01/21/2016	PSE	Puget Sound Energy	2,674.51	42,523
42524	01/21/2016	WASUPPOR	Wa State Support Registry	519.52	42,524
				59,678.73	
Check Total:					

# Accounts Payable

## Check Register Totals Only

User: mdunham  
Printed: 1/22/2016 - 9:42 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
42525	01/22/2016	PSE	Puget Sound Energy	2,679.45	42,525
				<u>2,679.45</u>	
Check Total:				<u>2,679.45</u>	

2016

Bill # 2

## Accounts Payable

## Check Register Totals Only

User: mdunham  
Printed: 1/28/2016 - 9:09 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42526	02/02/2016	AGENTERP	AG Enterprise Supply Inc	87.84	42,526
42527	02/02/2016	AGSPRAY	AG Spray Equipment	249.94	42,527
42528	02/02/2016	ALPINE	Alpine Products, Inc.	298.61	42,528
42529	02/02/2016	AST	Active Shooter Training LLC	575.00	42,529
42530	02/02/2016	ATOMIC	Atomic Art Services, Inc	250.00	42,530
42531	02/02/2016	AWC	Association of Wa Cities	42,019.42	42,531
42532	02/02/2016	BACKGROU	Background Source Intl	33.00	42,532
42533	02/02/2016	BADGLEY	Badgley Landscape LLC	32,790.13	42,533
42534	02/02/2016	BEST	Best Parking Lot Cleaning, Inc	6,832.80	42,534
42535	02/02/2016	BMC	BMC West Corp	438.13	42,535
42536	02/02/2016	BOHANAN	Martin Bohanan	97.50	42,536
42537	02/02/2016	BURLY	Burly Products	5,784.04	42,537
42538	02/02/2016	CADMAN	Cadman, Inc.	326.08	42,538
42539	02/02/2016	CEZAR	Susan Cezar	27.33	42,539
42540	02/02/2016	COLUMBIA	Columbia Ford	25,746.16	42,540
42541	02/02/2016	CORWIN	Corwin Ford	30,188.63	42,541
42542	02/02/2016	EASTFIRE	Eastside Fire & Rescue	932,033.47	42,542
42543	02/02/2016	ENGBUS	Engineering Business Systems Inc	2,433.09	42,543
42544	02/02/2016	EVERETTS	Everett Steel, Inc	5,420.43	42,544
42545	02/02/2016	FASTENAL	Fastenal Industrial Supplies	788.60	42,545
42546	02/02/2016	HILDE	Katherine Hilde	49.41	42,546
42547	02/02/2016	INTBELT	International Belt & Rubber Supply	192.72	42,547
42548	02/02/2016	INTEGRA	Integra Telecom	1,848.62	42,548
42549	02/02/2016	IRONCREE	Iron Creek Construction, LLC	66,296.70	42,549
42550	02/02/2016	KARAM	Mithoon Karam	500.00	42,550
42551	02/02/2016	MAC	Mac Towing	196.01	42,551
42552	02/02/2016	MCCONAUG	Greg McConaughey	412.27	42,552
42553	02/02/2016	MICRO	Microflex, Inc.	1,200.00	42,553
42554	02/02/2016	MINUTE	Minuteman Press	317.58	42,554
42555	02/02/2016	MYER	Anjali Myer	63.34	42,555
42556	02/02/2016	NC MACH	NC Machinery Co	4,250.21	42,556
42557	02/02/2016	NETRUCK	North End Truck Equip Inc	8,264.90	42,557
42558	02/02/2016	PACAIR	Pacific Air Control, Inc	1,966.43	42,558
42559	02/02/2016	PAPE	Pape Machinery Exchange	59.34	42,559
42560	02/02/2016	POPE	Alan L. Pope & Assoc Inc	2,800.00	42,560
42561	02/02/2016	PSCLEAN	Puget Sound Clean Air Agency	12,472.25	42,561
42562	02/02/2016	PYLE	David Pyle	15.00	42,562
42563	02/02/2016	QBS	Quality Business Systems Inc.	39.42	42,563
42564	02/02/2016	RAINIER	Rainier Wood Recyclers Inc	40.00	42,564
42565	02/02/2016	RICH	Rich Landscapiing, Inc.	5,246.87	42,565
42566	02/02/2016	ROBERTST	Steve Roberts	500.00	42,566
42567	02/02/2016	SAMCHAMB	Sammamish Chamber of Commerce	550.00	42,567
42568	02/02/2016	SAMMI	Sammamish Award Foundation	3,750.00	42,568
42569	02/02/2016	SIRENNET	Sirennet.Com	255.93	42,569
42570	02/02/2016	SITEONE	Site One Landscape Supply	17.68	42,570
42571	02/02/2016	SMARTDAR	Darcie Smart	487.20	42,571
42572	02/02/2016	SMITHJA	Jamie Smith	1,048.80	42,572
42573	02/02/2016	SOUNDTEL	Sound Telecom	273.00	42,573
42574	02/02/2016	SULLIVAS	Stephanie Sullivan	146.64	42,574
42575	02/02/2016	TAGS	Tags Awards & Specialties	54.76	42,575

Check	Date	Vendor No	Vendor Name	Amount	Voucher
42576	02/02/2016	TOPTOBOT	Top To Bottom Janitorial, Inc	10,687.06	42,576
42577	02/02/2016	ULINE	ULINE	144.86	42,577
42578	02/02/2016	USPOST	U.S. Postal Service	23,000.00	42,578
42579	02/02/2016	WAECOL	Wa State Dept of Ecology	25,827.70	42,579
42580	02/02/2016	WASPC	Wa Assoc of Sheriffs & Police Chiefs	305.00	42,580
42581	02/02/2016	WC3	West Coast Code Consultants, Inc	75.00	42,581
42582	02/02/2016	WEATHER	Weathernet LLC	320.00	42,582
42583	02/02/2016	WHITEHOR	White Horse Promotional Products	100.25	42,583
42584	02/02/2016	ZUMAR	Zumar Industries, Inc.	483.59	42,584
Check Total:				1,260,678.74	

2015

Bill # 2

## Accounts Payable

## Check Register Totals Only

User: mdunham  
 Printed: 1/28/2016 - 10:17 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
42585	02/02/2016	3SQUARE	3 Square Blocks	700.00	42,585
42586	02/02/2016	ASSISTAN	Assistance League Of the Eastside	3,000.00	42,586
42587	02/02/2016	BLUEBEAM	Blue Beam Software, Inc	3,000.00	42,587
42588	02/02/2016	BRS	Barker Rinker Seacat Architecture	11,730.44	42,588
42589	02/02/2016	DUGGINS	Waylen Duggins	131.00	42,589
42590	02/02/2016	ENGBUS	Engineering Business Systems Inc	3,695.63	42,590
42591	02/02/2016	EVANS	David Evans & Associates, Inc	19,585.60	42,591
42592	02/02/2016	FASTSIGN	Fastsigns Bellevue	54.75	42,592
42593	02/02/2016	GALT	John E. Galt	2,376.25	42,593
42594	02/02/2016	Garretso	Lin Garretson	50.34	42,594
42595	02/02/2016	GRAYOS	Gray & Osborne, Inc.	9,377.01	42,595
42596	02/02/2016	HWA	HWA GeoSciences, Inc	2,343.50	42,596
42597	02/02/2016	IRELAND	Jed Ireland	27.60	42,597
42598	02/02/2016	ISNW	Industrial Solutions NW LLC	9,006.30	42,598
42599	02/02/2016	ISSCITY	City Of Issaquah	4,252.75	42,599
42600	02/02/2016	KBA	KBA Inc	877.30	42,600
42601	02/02/2016	KCRADIO	King Cty Radio Comm Svcs	526.70	42,601
42602	02/02/2016	KINGFI	King County Finance A/R	14,739.46	42,602
42603	02/02/2016	KINGSH	King County Sheriff's Office	430.00	42,603
42604	02/02/2016	L&IELEVA	Dept of Labor & Industries	114.10	42,604
42605	02/02/2016	LWSFOUND	Lake Wa Schools Foundation	1,250.00	42,605
42606	02/02/2016	NFPA	National Fire Protection Assoc	9.95	42,606
42607	02/02/2016	PACAIR	Pacific Air Control, Inc	9,009.67	42,607
42608	02/02/2016	PACE	Pace Engineers, Inc.	17,364.25	42,608
42609	02/02/2016	PARAME	Parametrix, Inc.	1,027.91	42,609
42610	02/02/2016	PERTEET	Perteet, Inc.	133,446.42	42,610
42611	02/02/2016	PIEDMONT	Piedmont Directional Signs	265.00	42,611
42612	02/02/2016	POA	Pacific Office Automation	459.33	42,612
42613	02/02/2016	PROLINE	Proline Systems, Inc.	750.08	42,613
42614	02/02/2016	SAM	Sammamish Plateau Water Sewer	2,096.52	42,614
42615	02/02/2016	SAMHERIT	Sammamish Heritage Society	2,500.00	42,615
42616	02/02/2016	SHANNONW	Shannon & Wilson Inc	2,200.00	42,616
42617	02/02/2016	SNYDER	Snyder Roofing of WA LLC	502.34	42,617
42618	02/02/2016	SPATIAL	Spatial Development Int LLC	3,915.00	42,618
42619	02/02/2016	THERAPEU	Therapeutic Health Services	1,250.00	42,619
42620	02/02/2016	TIMMONS	Timmons Group	2,847.50	42,620
42621	02/02/2016	TRIANGLE	Triangle Associates, Inc	9,988.87	42,621
42622	02/02/2016	USBANKNA	US Bank N.A.	199.00	42,622
42623	02/02/2016	WAEMP	State of Wa Employment Security Dep	11,427.99	42,623
42624	02/02/2016	WATERSH	The Watershed Company	2,226.33	42,624
42625	02/02/2016	WATRACTO	Washington Tractor	2,197.32	42,625
42626	02/02/2016	WESSPUR	WesSpur Tree Equipment, Inc.	711.86	42,626
42627	02/02/2016	WHITEHOR	White Horse Promotional Products	218.56	42,627
42628	02/02/2016	WHPACIFI	WH Pacific, Inc.	1,841.28	42,628
42629	02/02/2016	WRIGHTST	Steve Wright	1,643.44	42,629

Check Total:

295,367.35



**Meeting Date:** February 2, 2016

**Date Submitted:** 1/27/2016

**Originating Department:** City Manager

**Clearances:**

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

**Subject:** Resolution Revising the Rules of Procedure for the Sammamish City Council

**Action Required:** Adopt the resolution revising Council Rules

**Exhibits:** 1. Resolution

**Budget:** N/A

**Summary Statement:** This resolution will revise the Council Rules of Procedure as agreed upon at the 2016 Council Retreat.

**Background:**

The redlined edits to Resolution R2016-\_\_\_ are intended to implement the Council's discussion at the Retreat. The majority of the edits are self-explanatory.

In addition, the City Attorney has embedded three explanatory marginal comments within the proposed Resolution. The Retreat included discussion that no quasi-judicial matters come before the Council. Given that, Comment MK1 and Comment MK2 recommend deletion of the affected sections because those sections describe quasi-judicial proceedings. The Retreat also included discussion that, under state law, the Mayor serves as a presiding officer, but otherwise retains all of his or her authority as a Councilmember (including the ability to make motions at a Council meeting). Comment MK3 is intended to implement that discussion.

**Financial Impact:** N/A

**Recommended Motion:** Move to adopt the resolution revising the Council Rules of Procedure.



**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R20164-573**

---

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

Formatted: Justified

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. [Departmental work program updates should be included on a Study](#)

Session agenda on a quarterly basis.

- ~~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.~~
3. 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.~~
4. *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.
5. *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.
6. *Meeting Place.* Council Meetings will be held at Sammamish City Hall, located at 801 228<sup>th</sup> Avenue SE, Sammamish, Washington, 98075, or as otherwise directed by the Council and properly noticed.
7. *Public Notice.* The City shall comply with the provisions of RCW 35A.12.160.
8. *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 City 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 City 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 City Clerk or the Presiding Officer may call for a show of hands.
  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 other disqualifying matter 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 City 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, or by any three Councilmembers who so advise the Mayor and City Manager no later than close of business on the Wednesday preceding such Regular Business Council Meeting.
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 Councilmembers 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.~~

**Commented [MK1]:** As discussed at the Retreat, the City Council does not consider any quasi-judicial matters.

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 City 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.~~

**Commented [MK2]:** I would recommend deleting this subsection no. 3 because it applies to quasi-judicial hearings. Note the references to "applicant," "petitioner," and "rebuttal," all of which would apply to a quasi-judicial matter and none of which would apply to a legislative matter.

|

**Section 4. Duties and Responsibilities for Councilmembers.**

A. Councilmember Job Description.

The principal job of a City Councilmember 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.~~

**Commented [MK3]:** I would likewise recommend deleting this sentence. The requirement to disclose ex parte contacts arises from the “appearance of fairness” doctrine which applies only to quasi-judicial proceedings.

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.

While Council can certainly choose to retain this sentence, and its admonition that Councilmembers should disclose ex parte contacts even for legislative matters, Councilmembers have no legal obligation to do so for legislative matters. A key legislative function of a Councilmember is to hear from constituents about pending matters – it would be virtually impossible for any Councilmembers to disclose all such contacts.

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 councilmembers) 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.

**Commented [MK4]:** As discussed at the Retreat, the Mayor under state law retains his or her full authority as a Councilmember, including the right to make motions.

**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 advisory body 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:

# Exhibit 1

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 \_\_\_ DAY OF \_\_\_\_\_, 2016.**

CITY OF SAMMAMISH

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

ATTEST/AUTHENTICATED:

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

Approved as to form:

# Exhibit 1

---

Michael R. Kenyon, City Attorney

Filed with the City Clerk:  
Passed by the City Council:  
Resolution No.:

## Exhibit 1



**Meeting Date:** February 2, 2016

**Date Submitted:** 1/27/2015

**Originating Department:** City Manager

**Clearances:**

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

**Subject:** Legislative Priorities for 2016

**Action Required:** Adopt Resolution

**Exhibits:** Resolution with Attachment A – City of Sammamish Legislative Priorities for 2016

**Budget:** N/A

**Summary Statement:**

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. The legislative priorities for 2016, attached to the proposed resolution, were developed to reflect the needs and interests of the residents and businesses in the City of Sammamish. Once adopted, the City Manager will communicate the legislative priorities and interests to state legislators and make the document available to other interested parties.

**Background:**

Each year, cities like Sammamish develop priorities for consideration by the Washington Legislature. Also, Sammamish participates in a similar process conducted by the Association of Washington Cities (AWC). The AWC legislative priorities for 2016 include the themes of maintaining and restoring State-shared funding for infrastructure, local revenue options and reforms and greater flexibility in funding sources.

The legislative agenda guides the City's work with our area legislators and day-to-day work during the year. The agenda includes the City's top legislative priorities as well as other issues important to the City.

**Financial Impact:** N/A

**Recommended Motion:** Adopt Resolution



**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2016-\_\_\_\_\_**

---

**A RESOLUTION OF THE CITY OF SAMMAMISH CITY  
COUNCIL ADOPTING LEGISLATIVE PRIORITIES FOR 2016**

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 2016 under the themes of maintaining and restoring State-shared funding for infrastructure, local revenue options and reforms and greater flexibility in funding sources and that 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 2016” are hereby adopted. The City Manager shall provide these priorities to legislators in Legislative Districts 41 and 45 prior to the start of the 2016 session and to other interested parties upon request.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_\_\_ DAY OF FEBRUARY, 2016.**

CITY OF SAMMAMISH

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

Exhibit 1

ATTEST/AUTHENTICATED:

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

Approved as to form:

\_\_\_\_\_  
Michael R. Kenyon, City Attorney

Filed with the City Clerk:    January 27, 2016  
Passed by the City Council:  
Resolution No.:                R2016-\_\_\_\_\_

## City of Sammamish Potential Draft Legislative Priorities For 2016

### 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.*

**Local revenue Options and Reforms and Greater Flexibility with Funding Sources:** *The long history of local/state revenue sharing, a partnership dating 70+ years, has been severely undermined in recent years as the state's needs for revenue have substantially been derived by diverting the revenue stream from cities. 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.*

**Help Cities prepare for and address the impacts of natural disasters and other emergencies:** *Based on recent experiences with devastating wildfires, landslides, and other emergencies, cities need better ways to coordinate response and enhance communications in emergencies.*

**Strengthen the Public Records Act in response to changing technology and burdensome requests:** *Cities support open and transparent government and continue to seek the best ways to meet this commitment. Unfortunately there are a growing number of requestors who monopolize resources with broad voluminous retaliatory and commercial requests with public benefit disproportionate to the taxpayer dollars needed to fulfill these requests. Cities need additional tools to resolve conflicts outside the courtroom and the authority to charge a reasonable fee for such requests.*

**Enhance the provision of much needed human service programs to address issues that drive increased homelessness and public safety costs:** *Investment in the state's human services network is necessary. Greater access to mental health and substance abuse services is essential. Cities, together with the state, counties and other partners, need to develop strategies to address affordable housing shortages and homelessness.*

**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. The long history of local/state revenue sharing, a partnership dating 70+ years, has been severely undermined in recent years as the state needs for revenue have substantially been derived by diverting the revenue stream from cities.*

**SR-202** is a vital regional commute corridor, not only for Sammamish but for many residents in Duvall, Carnation, Redmond and unincorporated King County. The corridor gets congested

## Exhibit 2 Attachment "A"

during the AM and PM peak hours. An improved corridor would benefit many jurisdictions, including Sammamish. Thus, it should be among the City's legislative priorities to press the Washington State Department of Transportation to make necessary improvements.

**Issaquah/Fall City Road** is a critical transportation corridor for Sammamish, Issaquah and unincorporated King County residents. Sammamish has already taken initial steps to improve this road. We would like to get additional state funds to complete this much needed transportation corridor.

**Support the Road Usage Charge Study:** The Sammamish City Council unanimously supports the Road Usage Charge (vehicle miles traveled) study currently being conducted by the Transportation Commission as instructed by the Legislature.

### **Economic Development/Land Use/Environment**

#### **Support Legislation to ensure reliable cost recovery for upfront State Environmental Policy Act (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 (PWTF):** 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.*

**Support for the eFairness 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.*

**Reduce Unfunded Mandates:** *As an example, the cost to ratepayers and taxpayers to comply with National Pollution Discharge Elimination System (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.*

### **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.*



**Meeting Date:** February 2, 2016

**Date Submitted:** January 25, 2016

**Originating Department:** Admin Services

**Clearances:**

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

**Subject:** 2016 Council Committee Appointments

**Action Required:** Approve appointments

**Exhibits:** N/A

**Budget:** N/A

**Summary Statement:** Review and approve the Council Committees as agreed upon at the City Council Retreat on January 14 -16, 2016 as follows:

**Council Committees:**

**City Council Finance Committee** (meets quarterly)

- Tom Hornish
- Kathleen Huckabay
- Tom Odell

**City Council Transportation Committee**

- Bob Keller
- Tom Odell
- Christie Malchow

**City Council Public Safety Committee** (meets quarterly)

- Tom Hornish
- Christie Malchow
- Ramiro Valderrama-Aramayo

**City Council Utility District Coordination** (ad hoc – meets as needed)

- Bob Keller
- Ramiro Valderrama-Aramayo
- Don Gerend

**City Council Legislative Committee** (ad hoc – meets as needed)

- Don Gerend, Mayor
- Ramiro Valderrama-Aramayo, Deputy Mayor
- Bob Keller

**Communications** (ad hoc – meets as needed)

- Christie Malchow
- Tom Hornish
- Bob Keller

**Health and Human Services** (ad hoc – meets as needed)

- Christie Malchow
- Tom Hornish
- Kathleen Huckabay (available if needed)
- Bob Keller (available if needed)

**Regional Committees:**

**YMCA Board** (meetings to be determined)

- Tom Odell

**Eastside Transportation Partnership (ETP)**

- Kathleen Huckabay
- Tom Odell
- Don Gerend (alternate)

**Eastside Fire and Rescue** (meets monthly)

- Bob Keller
- Ramiro Valderrama-Aramayo
- Kathleen Huckabay (alternate)

**Emergency Medical Services Advisory Task Force** (3-4 times per year)

- Tom Odell

**Kokanee Working Group** (quarterly)

- Tom Odell
- Tom Hornish
- Don Gerend

**Sound Cities Association PIC** (meets monthly)

- Bob Keller
- Christie Malchow (alternate)

**WRIA 8 - Water Resource Inventory Area** (meets monthly)

- Tom Odell
- Don Gerend (alternate)

**Background:** The Sammamish City Council forms committees every year at their Council Retreat. The purpose for the standing committees is to inform and educate the Council on existing city programs and issues, to provide an opportunity to explore the implications of policy alternatives as part of the policy development process. Councilmembers also serve on regional committees to ensure the interests of Sammamish are represented.

**Financial Impact:** N/A

**Recommended Motion:** Motion to approve the committee appointments.





**Meeting Date:** February 2, 2016

**Date Submitted:** January 27, 2016

**Originating Department:** Finance IT

**Clearances:**

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

**Subject:** Depository Banking Services Resolution

**Action Required:** Pass resolution establishing the City's depository bank.

**Exhibits:** 1. Resolution

**Budget:** General Fund/Finance Department (001-014-514-20-41-00). Potential annual net savings of \$3,500 compared to current bank fees paid by the City.

**Summary Statement:**

A resolution that, if approved by the City Council, would replace Bank of America with Wells Fargo Bank as the City's depository bank.

**Background:**

Bank of America has been the City's depository bank since incorporation in 1999. In October 2015, Bank of America notified the City of Sammamish, along with many other similar sized and smaller government entities in Washington, that it was terminating its services as the City's depository bank. Bank of America's services as the City's depository bank will end in April 2016.

**Process Overview:**

A Request for Proposal (RFP) to provide banking services to the City was issued on November 9, 2015 and posted on the City's website. In addition, the RFP was mailed to the five banks with a physical presence in Sammamish. Those banks included JP Morgan Chase Bank, Key Bank, Wells Fargo Bank, Washington Federal Bank, and Opus Bank. JP Morgan Chase Bank subsequently notified the City they were not eligible to submit a proposal as they are not a qualified depository bank for public funds in Washington State.

Questions from interested banks about the RFP were accepted until December 11, 2015. All questions received from the banks were answered, with the questions and answers provided to all of the banks.

The City received proposals from Wells Fargo Bank, Washington Federal Bank, and Opus Bank by the December 16, 2015 deadline. A committee of three Finance Department staff reviewed the proposals and followed up with questions to the banks arising from the committee's review. Reference checks were conducted by phone.

All three banks received high marks for customer service from all of their references.

**Wells Fargo Bank** received excellent reviews from their references, all of whom had been customers for one year to twelve plus years. They were the only bank able to provide their own merchant services (credit card processing) as well as bank depository services. Wells Fargo Bank has a well-developed, highly rated online banking website, an important feature used daily by the City for cash management and routinely for Automated Clearing House (ACH) transactions and wire transfers. Wells Fargo Bank's net cost for services (earnings on the compensating balance less service fees) fell in the middle with Opus Bank's net cost being lower and Washington Federal Bank's net cost being higher.

**Washington Federal Bank** received very good reviews from their references, all of whom have become customers since 2014. The general consensus among their references was the bank had a fairly good online banking system that Washington Federal was working hard to enhance. Washington Federal Bank partners with a third-party vendor for merchant services. Staff would prefer that merchant services be provided by the City's depository bank. The bank's net cost was the highest of the three banks due to their low interest rate on compensating balances.

**Opus Bank** highlighted their focus on providing financial services to small and mid-sized businesses, entrepreneurs, real estate investors, professionals, and families rather than on government banking in their proposal. It was difficult to evaluate the quality or suitability of services the City could expect from Opus Bank through reference checks as several of their references utilize Opus Bank for investment tools only (e.g. Money Market Accounts and Certificates of Deposit).

Two jurisdictions using Opus Bank as their primary bank use fewer of the bank's services than would be required by Sammamish, such as limited use of the online banking system for wire transfers and ACH transactions. Sammamish requires these systems to transmit payroll and associated taxes; receive credit card payments, federal and state grants, property taxes, and deferred impact fees; to transfer funds for investment; and to purchase property. Their references used these systems in a limited capacity to transmit payroll that has been prepared by a third party, transmit funds to and from the Local Government Investment Pool, and make bond payments. In addition, the City uses the online reporting system daily to monitor cash balances while references using the Opus Bank's online reporting system do not.

Like Washington Federal Bank, Opus Bank partners with a third-party vendor for merchant services. Staff would prefer that merchant services be provided by the City's depository bank. While Opus Bank offers the lowest net cost option, concerns of their ability to effectively provide the required government banking services, as well as the quality of their submittal, placed them third among the three banks submitting proposals.

**Net Banking Service Fees:**

The net banking service fees are comprised of two components: (1) interest earnings and (2) bank fees. The City’s goal is to maintain a balance in the bank sufficient to earn enough interest to cover the bank service charges. The interest rate, or earnings credit rate, varies among banks as do the various fees. Bank fees are a combination of flat fees and fees per transaction such as fees based on how many checks clear the bank and the number of electronic transactions such as ACH and wires. Below is a chart showing net banking service fees in a typical month for the City’s current bank and the three banks submitting proposals. For calculation purposes, the compensating balance in each bank is \$3 million.

<b>Table 1: Net Banking Service Fees-Sample Month</b>				
	<b>B of A</b>	<b>Wells Fargo</b>	<b>Washington Federal</b>	<b>Opus</b>
Monthly Fees	\$ 912.25	\$ 978.50	\$ 649.25	\$ 750.35
Earnings Credit Amount	\$ 625.00	\$ 986.30	\$ 488.22	\$ 1,664.38
Net Service Fees	\$ 287.25	\$ (7.80)	\$ 161.03	\$ (914.03)

*Note: Table 1 is provided for comparison purposes only and illustrates activity in a typical month. The difference between monthly fees and earnings credit is reconciled annually. The earnings credit is only applied to fees paid. Earnings greater than fees paid are retained by the bank and not remitted to the City. It has been Sammamish’s practice to maintain a balance sufficient to cover fees so the net annual cost to the City is \$0.*

**Following the review of the RFP submittals and the reference checks, the recommendation to the City Council is to designate Wells Fargo Bank as the City’s depository bank.**

**Financial Impact:**

The financial impact is minimal. Total fees for banking services are estimated to be \$12,000 per year; however, staff anticipates those fees to be offset by the earnings credit. This reflects a potential annual savings of approximately \$3,500 compared to current Bank of America fees.

**Recommended Motion:**

Approve the resolution designating Wells Fargo Bank as the City’s depository bank.



**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION No. R2016-\_\_\_\_\_**

---

**A RESOLUTION OF THE CITY OF SAMMAMISH,  
WASHINGTON, REPEALING RESOLUTION 2010-439 AND  
ESTABLISHING A NEW DEPOSITORY BANK AND  
AUTHORIZED SIGNATURES ON CITY BANK  
ACCOUNTS**

**WHEREAS**, by Resolution R2010-439, the City of Sammamish affirmed selection of Bank of America, Sammamish Branch as the designated City of Sammamish depository bank and designated authorized signers, by position title, on the City's bank accounts; and

**WHEREAS**, Bank of America has notified the City it is terminating its services as the City's depository bank in April 2016; and

**WHEREAS**, the City Council desires to establish a new location for a depository bank in the City of Sammamish; and

**WHEREAS**, the City issued a Request for Proposal for Banking Services on November 9, 2015 and received proposals from three banks within the city limits; and

**WHEREAS**, the proposal received from Wells Fargo Bank best meets the depository bank needs of the City at a reasonable price;

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

Section 1. Repealer. The City of Sammamish Resolution R2010-439 is hereby repealed.

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

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

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 2ND DAY OF FEBRUARY, 2016.**

CITY OF SAMMAMISH

---

Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

---

Melonie Anderson, City Clerk

Approved as to form:

---

Michael R. Kenyon, City Attorney

Filed with the City Clerk:                      January 27, 2016  
Passed by the City Council:  
Resolution No.:                                      R2016-\_\_\_\_\_



**Meeting Date:** February 2, 2016

**Date Submitted:** 1/28/2016

**Originating Department:** Public Works

**Clearances:**

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

**Subject:** Approval of Tamarack Drainage Improvement Project Design Services Contract

**Action Required:** Authorize the City Manager to execute a Contract with Osborn Consulting, Inc., in an amount not to exceed \$183,980, for design of the Tamarack Drainage Improvement project and to administer a design services agreement management reserve in the amount of \$16,000.

**Exhibits:** (1) Agreement for Services Contract and Contract Scope of Work  
(2) Project Preliminary Design Plan

**Budget:** Funding for the design of the Tamarack Drainage Improvement Project will come from the Surface Water Capital Projects Fund (Fund 438) fund balance.

**Summary Statement:**

The Public Works Department recommends that the City Council authorize the City Manager to award and execute a professional services contract with Osborn Consulting, Inc. for design and easement acquisition services for the Tamarack Drainage Improvement Project.

**Background:**

This project is to upgrade stormwater facilities in the Tamarack neighborhood. The area of the City where this project lies is generally in the vicinity of NE 4<sup>th</sup> Street between 211<sup>th</sup> Place NE and 208<sup>th</sup> Place NE with a connection to the existing drainage facilities in Louis Thompson Hill Road. This project route is along private streets in the Tamarack neighborhood. The goal of the project is to construct a more formal drainage system and acquire permanent easements of the streets and properties along the alignment to address existing drainage and erosion problems in the area.

Residents in this area have been requesting a solution to these drainage issues for a number of years. The City Council authorized a professional services contract for completion of conceptual design alternatives for the Tamarack Drainage Improvement project on July 5, 2011. Public Works staff presented the alternatives for resolving the Tamarack drainage issues to the Council on November 8, 2011 and April 10, 2012. Staff provided another update on April 7, 2015 at which time the Council authorized \$271,000 for staff to move forward with Phase 1 implementation of this project.

The Phase 1 work to be performed under this contract includes design of a storm water collection, conveyance and water quality treatment system to upgrade the existing drainage facilities in the Tamarack drainage area. Also included is assistance from the consultant with acquisition of the easements that will be necessary for construction of this project.

**Financial Impact:**

The amount of this design contract is \$183,980 to cover design and easement acquisition costs for the project. The cost to construct this project will require further Council authorization following completion of the project design.

**Recommended Motion:**

Move to authorize the City Manager to award and execute a professional services contract with Osborn Consulting Inc. in an amount not to exceed \$183,980 for design and easement acquisition services for the Tamarack Drainage Improvement Project and to administer a contract management reserve in the amount of \$16,000.00.

Exhibit 1

**CITY OF SAMMAMISH  
AGREEMENT FOR SERVICES**

Consultant: OSBORN CONSULTING INC.

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

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

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

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

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

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

The City shall pay Consultant:

[Check applicable method of payment]

According to the rates set forth in Exhibit "\_\_\_"

A sum not to exceed \$183,980

Other (describe): \_\_\_\_\_  
\_\_\_\_\_

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

3. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2016, unless sooner terminated under the provisions of the Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

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

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

6. **Indemnification.** The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the Consultant, in performance of this Agreement, except for injuries and damage caused by the sole negligence of the City. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been

## Exhibit 1

mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Furthermore, should subcontracting be agreed to by the parties, the Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as the Insurance Services Office Additional Insured endorsement CG 20 38 04 13.

### **7. Insurance.**

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

**B.** Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of such services, or bodily injury to persons or damages to property, caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

### **Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

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

### **Minimum Amounts of Insurance**

Consultant shall maintain the following insurance limits:

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

### **Other Insurance Provisions**

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

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

## Exhibit 1

### Verification of Coverage

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

### 8. Record Keeping and Reporting.

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

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

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

### 10. Termination.

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

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

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

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

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

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

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

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

Exhibit 1

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

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

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

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

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

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

Company Name Osborn Consulting, Inc.  
Contact Name Laura Ruppert, PE  
Street Address 1800 112<sup>th</sup> Ave NE, Suite 220E  
City, State Zip Bellevue, WA 98004  
Phone Number (425) 451-4009 x 2  
Email Laura@osbornconsulting.com

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

The Contractor will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

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

CITY OF SAMMAMISH, WASHINGTON

CONSULTANT

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

By: Laura Ruppert

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

Print Name: Laura Ruppert

Title: City Manager

Title: vice President

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

Date: 1-6-2016

Attest/Authenticated:

Approved As To Form:

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

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

## Exhibit 1

# Tamarack Drainage Improvements – Final Design, Plans, Specifications, and Estimate

This scope of work outlines the services necessary to take the Tamarack Neighborhood Drainage preliminary design through final design, permitting, and develop plans, specifications, and estimate (PS&E) for construction in the future. This project includes local funding (stormwater utility revenue), there are no federal funds participating in this project.

### *Project Overview*

The City of Sammamish (CITY) is interested in upgrading stormwater facilities in the Tamarack neighborhood to resolve existing drainage problems, accommodate future development and provide for a pedestrian trail. The Tamarack neighborhood has localized drainage problems in the vicinity of 209<sup>th</sup> Avenue NE and erosion in open ditches along NE 4<sup>th</sup> Street. Planned development in this neighborhood is not supported by the existing privately installed infrastructure. The goal of the proposed drainage improvements is to provide solutions to existing drainage problems and support future development without causing impacts to natural resources or existing infrastructure.

The project area is about 60-feet wide and begins at the northeast corner of the intersection of NE 4<sup>th</sup> Street and 210<sup>th</sup> Avenue NE, and runs in a westerly direction along NE 4<sup>th</sup> Street, then northwesterly along NE 5<sup>th</sup> Place (an unimproved Private Road, and then will cut westerly through a 4.5 acre parcel owned by Nansy Berg (King County Parcel # 3225069042), to its terminus at Louis Thompson Road on the west side of the project. The easterly portion of the project lies within the Assessor's Plat of Tamarack, which was platted in 1964. The streets within the Plat are Private Roads, and the ownership interest of the adjoining lots runs to the center of the Private Roads. The westerly portion of the project lies within the Berg Property, which is a wooded property abutted on all sides by Residential Subdivisions. This property is currently at the pre-application stage with future plans for 15 houses. The details of the proposed development is unknown, which will facilitate the need to plan a route through the property which will offer the least impact for any future development. As the project will be running through mostly private properties, The CITY will obtain permanent and temporary Construction Easements for all private properties affected by the design. The easement language to include provisions for a public pedestrian trail.

The Tamarack Drainage Improvement Project includes:

- Proposed collection and conveyance system that improves the existing drainage issues and allows for future development of property and accommodating a public pedestrian trail. Improvements will be a combination of upgrades to the existing system and a new conveyance system across the Berg property.
- Water quality treatment for Sensitive Lake Protection of existing pollution generating impervious area located in private right of way (treatment area to be determined during design).
- Connection to the existing stormwater system in Louis Thompson Road NE (including downstream analysis).

## Exhibit 1

This project will be implemented in two phases. Phase 1 will further assess project feasibility through obtaining permanent easements and performing a downstream analysis to verify conveyance capacity from the project outlet to Lake Sammamish. Depending on the results of the Phase 1 work, the City may elect to proceed with Phase 2 (as written or modified based on Phase 1 findings) or terminate the contract. Written authorization by the City is required to proceed with Phase 2. Phase 2 work includes the analysis, design, permitting, and PS&E development necessary to take the project to construction.

### 1. Project Management

The objective of this work element is to provide project administration including budget and schedule management, internal quality assurance/quality control review of deliverables prior to submission, maintenance of records and monthly progress reports, and project set-up and close-out. Administration will also include design meetings and other coordination with the CITY Project Manager and sub-consultants. A kick-off meeting will be conducted with municipal staff and the consultant team to clarify project goals, identify stakeholders, brainstorm opportunities, and perform an initial site reconnaissance.

#### *Assumptions:*

- Phase 1 begins in January 2016 and has a duration of up to 3 months.
- Phase 2 begins when authorized by the City and will conclude by November 2016.

#### *Phase 1 Deliverables:*

- Attend kickoff meeting and provide meeting minutes.
- Monthly progress reports (3).

#### *Phase 2 Deliverables:*

- Attend kickoff meeting and provide meeting minutes.
- Monthly progress reports (7).

### 2. Survey and Easements (Phase 1)

The objective of this work element is for DOWL HKM to perform a Topographic survey of the project area and prepare base mapping for use in preparing development plans with the CITY, together with the creation of Easement Exhibits and Legal Descriptions for the project. The scope of services is listed below.

2.1 Subdivision Guarantees: Consultant will obtain up to twelve (12) subdivision guarantees for properties where permanent and/or temporary construction easements are needed. Subdivision guarantees will be distributed to the project team and the City. Subdivision guarantees will be needed for the Berg and the Brown properties. The additional ten (10) specific properties will be identified by the Prime (together with the City) during Feasibility and Options Analysis.

## Exhibit 1

2.2 – Easements Legal Description Preparation: Consultant will prepare easement Legal Descriptions and Exhibit Maps for portions of the project improvements which run through the Private Roads and Properties. These easements will include permanent easements for the Storm Drain installations and pedestrian trail and Temporary Construction Easements. It is assumed that approximately 13 Private properties will require Easements.

2.3 – Survey downstream system: Consultant will locate downstream storm drainage structures from the Westerly boundary of the Berg property, westerly along Louis Thompson Road to East Lake Sammamish Parkway. Structure information will include rim elevations, invert elevations, and type and size of underground storm drainage piping along this stretch. Consultant's information will be used by the Project Civil Engineer for their use in preparing a Downstream Analysis for the project.

2.4 – Topographic Survey and base mapping: Consultant will perform a topographic survey of the project area, which will be signed and stamped by a Professional Land Surveyor registered in the State of Washington. The project area is about 60-foot wide and begins at the northeast corner of the intersection of NE 4th Street and 210th Avenue NE, and runs in a westerly direction along NE 4th Street, then northwesterly along NE 5th Place (an unimproved Private Road, and then will cut westerly through a 4.5 acre parcel owned by Nansy Berg (King County Parcel # 3225069042), to its terminus at Louis Thompson Road on the west side of the project. The easterly portion of the project lies within the Assessor's Plat of Tamarack, which was platted in 1964. The streets within the Plat are Private Roads, and the ownership interest of the adjoining lots runs to the center of the Private Roads. The survey will include the full right of way width within the Private Roads within the Assessor's Plat of Tamarack, and an approximate 50 foot wide strip through the Berg Property.

Consultant will coordinate underground utility locates by APS prior to survey data collection. The survey will be made in accordance with City of Sammamish Boundary and Topographic Survey requirements and will include the following.

1. The Survey will be tied to the Washington State Plane Coordinate System, North Zone (NAD83(2011)) for horizontal control and the North American Vertical Datum of 1988 (NAVD88) for vertical control.
2. Street right-of-way and Boundary mapping will be based on Record Plat information and field location of monuments which control the streets right of ways and lot boundaries.
3. The mapping will include the following information
  - a. North Arrow and Graphic Scale
  - b. Location of monuments found which control the Project boundaries.
  - c. Location and description of Benchmarks and Horizontal Control used to develop the Base Mapping, which will be shown on the final drawings.
  - d. Recording numbers and brief description of existing private easements which may affect the project. Easements will be provided by the Client, as referenced in current Subdivision Guarantees for the properties.
  - e. The name of any street, highway or public or private right of ways.
  - f. Location of private improvements within the project area which could impact the design, including fences, walls, rockeries, driveways, pedestrian paths, etc.
  - g. Ground Elevations on a fifty foot grid within the project area to include the following:
    - i. Centerline crown of roads
    - ii. Edge of paving or curb.
    - iii. Top and toes of ditches.

## Exhibit 1

- iv. Centerline of ditches.
- h. Type of pavement shall be provided and labeled.
- i. Location of significant trees, 8" in diameter or greater.
- j. Location of wetland flags throughout the project area, as marked by a Wetland Biologist.
- k. All above ground utilities will be surveyed, and will include:
  - i. Location of power installations, such as power and light poles, manholes, transformers, vaults, meters, etc. The elevation of the lowest wire between the power poles will be shown.
  - ii. Location of gas installations to include meters, valves, etc.
  - iii. Location of communications installations to include vaults, pedestals, manholes, etc.
  - iv. Location of water installations to include fire hydrants, meters, manholes, and water valves with the depth from the top of the valve case to the top nut of the water line.
  - v. Storm drain and Sanitary sewer installations to include catch basins, vaults, manholes, culverts, etc.
- l. Underground Utilities (All mains shall be shown with continuous line-type):
  - i. Utilities from locate shall be shown on the survey, based on Record information of underground utility installations as shown on available as-built utility records, and field locates of underground utilities marked by a Professional utility locating firm. We will coordinate with a professional utility locating firm to locate the underground utilities within the project areas.
  - ii. Gas/Electrical/Fiber Optic/Telecom shall be shown on the survey as located and as researched through purveyor (with notes describing source). Duct banks (if known) shall be called out.
  - iii. Water main size, material (if known), valves, and appurtenances shall be shown at center of main/structure as located. Water meters shall be called out with size.
  - iv. Sanitary and Storm Sewers: Size and material shall be provided. Mains shall be shown from center of structure to center of structure in right-of-way as well as on the property. Inverts shall be shown in upstream and downstream manholes/catch basins from the site. Rim shall be provided. Type of manhole/catch basin shall be labeled.
  - v. Potholed locations and elevations of the top of the potholed underground utilities.
- m. The survey shall be provided in AutoCAD Civil3D Version 2014. The 3D surface shall be provided. 1-foot contours shall be provided based off the surface. Grade breaks shall be called out.

2.5 – Survey Pothole Excavation Results: Separate mobilization to survey the top of the existing utility lines (gas, water, storm, sewer, telecommunication, etc.), and record depth as a result of the potholing excavation.

### *Assumptions:*

- Control survey in NAD83(2011) Horizontal Datum, with all elevations derived from and checked to NAVD '88 Vertical Datum per CITY Control Network.
- CITY will provide 2012 (or newer) high resolution aerial photo and topography.
- This Item excludes resolution of deficiencies disclosed by field survey.
- Does not include survey staking during construction.
- Boundary survey not needed.
- Separate mobilization to survey downstream system.

## Exhibit 1

- Separate mobilization to pick up pothole locations. All pothole data will be collected in one day.

### *Phase 2 Deliverables:*

- Up to twelve (12) subdivision guarantees
- Up to thirteen (13) easement exhibit and legal descriptions.
- Downstream system survey (CAD file)
- Project base map (CAD file and PDF map)
- Provide updated CAD file showing the pothole horizontal and vertical information of each of the potholes.

### 3. Easement Acquisition (Phase 1)

This project includes local funding (stormwater utility revenue), there are no federal funds participating in this project. The CITY desires to acquire the real property rights needed expeditiously through fair and consistent treatment with all property owners. Universal Field Services (UFS) will provide support services to the CITY, as described below, towards completion of the Easement Acquisition process in accordance with CITY approved real property acquisitions policies and procedures. See Table A below identifying the parcels and entities affected.

**Background** – The CITY is in the process of improving current and future demands of storm drainage in the area. A major portion of the improvements will occur within the platted private roadways of the Assessor’s Plat of Tamarack – Division No’s. 1 & 3. Note: All lot lines within said plat extend to the centerline of adjoining streets, except Louis Thompson County Road No. 1087. It is understood a registered Home Owners Association (HOA) and related by-laws and declarations for said plat does not exist for review in order to ascertain the process and level of effort needed to acquire certain real property rights, if any, to install said drainage improvements within the private roadways.

The CITY has determined said drainage improvements will be a special benefit to property owners and desire all real property rights required for this project to be donated without compensation. The CITY also desires to not use its right of eminent domain to acquire said real property rights.

**Approach** - The Right of Way task for this project will be completed in Phase 1. Generally the level of effort will include: Distribution of informational letters to the property owned by Berg and up to nine (9) owners of Tamarack directly affected; Review subdivision guarantees (similar to title reports) for the Berg Property, Lots 60 and 61 of Tamarack Division No. 3, and up to seven (7) additional owners of Tamarack Division No’s. 1 and 3; Meet with owners of up to ten (10) separate parcels as mentioned above to include the Berg Property and nine (9) property owners within Tamarack Division No’s 1 and 3. Note: Subdivision guarantees for the ten (10) parcels discussed above to be obtained under work element 2.1. Additional subdivision guarantees may be required for other purposes.

During the meetings with property owners described above, each will be informed of the CITY’s desire for all real property rights to be donated without compensation in order for this project to move forward.

## Exhibit 1

Upon agreement and settlement of all acquisitions, consultant will deliver all acquisition files to the CITY in an organized manner for its records.

The Sub-Task Elements below will be required for the Right of Way Task, unless specified otherwise. At this time, UFS is limited to support services as the CITY will take the lead role during property owner coordination to acquire real property rights from up to ten (10) separate property owners described above and as shown in Table A below. Support services with additional property owners will require an amendment to this scope of work and related fee estimate.

This scope of work is based on the following:

- 1.) Review of limited public on-line owner information
- 2.) Review of Preliminary Schematic drawings
- 3.) Discussions with CITY
- 4.) Discussions with OCI
- 5.) Tour of the project site
- 6.) Design plans, Right of Way Plans or Acquisition Exhibits not available at this time

Sub-Task Work Elements:

**3.1. Preparation and Administration** - Discuss, strategize and plan overall process with project team.

Attend project kickoff meeting with CITY and up to three (3) progress meetings – CITY office. Progress meetings can be facilitated by conference calling if preferred. Provide up to eight (8) monthly progress reports indicating the work completed for the invoiced month, anticipated work for the following month, and identify issues requiring the CITY input or assistance. UFS will provide sample acquisition documents for the CITY review and approval for use. The CITY's pre-approved forms will be used when provided. Prepare parcel files to include: donation request letters; acquisition documents (permanent drainage easements, temporary construction easements, and ancillary documents); a standard diary form indicating all contacts with owner(s); and other items necessary for acquisitions.

*Deliverables:*

- UFS will attend Project Kickoff Meeting – CITY office
- UFS will attend three (3) Progress Meeting – CITY office or Conference Call
- UFS will provide eight (8) monthly Progress Reports
- UFS will coordinate with the CITY - approved Acquisition forms for project use
- UFS will prepare ten (10) draft easement acquisition files for the CITY's use

**3.2. Ownership Review** – UFS will review up to ten (10) Subdivision Guarantees obtained under work element 2.1.2 to assess ownership interests, encumbrances such as existing easement including the rights of others posing obstacles or delays to the acquisition process. Said Subdivision guarantees may also provide existing real property rights, if any, the CITY may have to construct, operate and maintain said improvements. A Parcel Ownership Summary Memo will be developed

## Exhibit 1

for the subdivision guarantees for up to ten (10) separate tax parcels, listing encumbrances and exceptions with recommendations to the CITY on how to resolve each.

CITY to facilitate a meeting with the owners of the Berg property and Lot 61 of the Assessor's Plat of Tamarack – Division No. 3. CITY to facilitate meetings with owners of Lot 60 of the Plat of Tamarack Division No. 3, together with owners of up to seven (7) other parcels along NE 4<sup>th</sup> Street and 209<sup>th</sup> Ave NE within Assessor's Plat of Tamarack – Division No.'s 1 and 3. Meetings are intended to ascertain the owners' willingness and acceptance to grant and donate the required real property rights. Discussions with the owner of Lot 61 may reveal the requirements for access to construct, operate and maintain said drainage and pedestrian improvements in perpetuity in the private roadways of said plat.

### *Deliverables:*

- UFS will prepare ten (10) Parcel Ownership Summary Memos listing ownerships, exceptions, etc.
- CITY to meet with ten (10) property owners to determine their willingness and acceptance to grant the required real property rights.
- UFS will conduct and support preliminary assessment of process, ability and or requirement to obtain temporary access and permanent access property rights to construct, operate and maintain drainage facilities and a pedestrian trail within the private roadways of said plat.

**3.3. Public Outreach** – UFS will assist CITY in preparation of a boilerplate “Introduction Informational Letter” for delivery to affected property owners. The letter's intent will confirm the CITY's purpose, project schedule, identify the CITY's consultant team and the purpose of each.

### *Deliverables:*

- Boilerplate “Introduction Letter” for delivery by CITY to the ten (10) property owners assigned.

**3.4. Appraisal & Appraisal Review (Real Property Valuation)** – At this time, CITY's desire for all real property rights to be donated without compensation in order for this project to move forward. Therefore, property right valuation services are excluded from this scope of work and related fee estimate. There are no deliverables under this task.

**3.5. Acquisition** – All coordination with property owners shall be conducted and completed by CITY staff. Subsequent the CITY's vetting meetings with owners discussed in task 3.2 above, CITY staff will meet in person and present donation letters; permanent easement forms; and real estate excise tax affidavits, etc., to owners of up to ten (10) separate tax parcels, or more subject to project design requirements. It is assumed the CITY will contact out-of-area owner(s) by telephone and certified mail. If acquisitions reach an impasse, CITY may consult with UFS to discuss alternatives allowing the CITY to proceed with the project.

## Exhibit 1

It has been determined the storm drainage improvements provide a special benefit to all owners of Tamarack, therefore compensation will not be offered the property owners.

City desires to not use its right of eminent to acquire said real property rights for this project. The project may be terminated as a last resort should property owners decide not to participate by donating the property rights required to construct, operate and maintain the improvements.

### *Deliverables:*

- CITY to complete property owner coordination and obtain signed acquisition documents for the Berg property and owner of Lot 61 shown in Table A below.
- CITY to complete property owner coordination and obtain signed acquisition documents for the owner of Lot 60 of the Plat of Tamarack Division No. 3, together with owners of up to seven (7) additional parcels, to be determined, along NE 4th Street and 209th Ave NE within Assessor's Plat of Tamarack – Division No.'s 1 and 3.
- UFS will provide support to CITY staff subject to the allocated time allowed in the related fee estimate.

**3.6. Parcel Closeout**– It is assumed the CITY does not require title insurance for any acquisitions described in this scope of work. CITY staff will provide signed parcel acquisition documents (obtained in task 3.5) to UFS for filing. UFS will file and record the required acquisition documents with King County. Filing/recording fees will be paid by the CITY.

### *Deliverables:*

- CITY to provide signed acquisition documents obtained in task 3.5 to UFS.
- UFS will file and record the required acquisition documents with King County (for up to 10 parcels).

TABLE A				
Phase	Tax Parcel No	Owner	Permanent Storm Drainage Easement	Temporary Construction Easement
Phase 1	322506-9042	Berg, Nansy K.	X	X
	856290-2032 (Lot 61)	Brown, Charles & Robyn (Tamarack Plat – Div 3)	X	X
	856390-2020 (Lot 60)	Wictor, Johan & Mary (Tamarack Plat – Div 3)	X	X
	Assessors Plat of Tamarack Division No.'s 1 & 3	Meet with owners of up to seven(7) separate parcels within said plat	X	X

## Exhibit 1

### **CITY will provide the following:**

1. Form approval, in electronic format, of all legal conveyance documents prior to use (i.e. donation request letters, easements, deeds, leases and permits).
2. Payment, if any, of all compensation payments to property owners, recording fees, legal services and any incidental costs which may arise necessary to complete each transaction.
3. Send introduction letters to property owners as necessary.
4. Meet with ten (10) or more property owners shown in Table A above to determine their willingness and acceptance to grant the required real property rights.
5. Meet with parcel owners shown in Table A above to conduct all acquisition coordination and obtain signatures on all acquisition documents.
6. Public Works staff to lead coordination of informational gathering and decisions on related subject matter through other City departments, including planning, etc.
7. Assist UFS with assessing the CITY's ability and requirements to obtain real property rights within the private road corridors in the Plat of Tamarack. May require legal counsel.
8. Signed acquisition files.
9. Finalize all parcel acquisition files for CITY records and archives.

## 4. Permitting (Phase 2)

Work Element 4 covers critical areas documentation and permitting.

- 4.1. Prepare a SEPA checklist for the project.
- 4.2. NPDES construction stormwater permit narrative and permit application will be developed.

### *Assumptions:*

- Pre-Application notes – PRA3026-00175, provided by City of Sammamish, document no regulated wetlands or streams on the property (as per 2011 critical areas reconnaissance by others).
- Project will avoid in-water and/or wetland work. JARPA submittal to WDFW or the Corps will not be needed.
- Proposed work located within the Landslide Hazard Area – Environmentally Sensitive Area will not require a critical areas report.

### *Deliverables:*

- SEPA Checklist
- NPDES permit application

## 5. Utility Coordination (Phase 2)

## Exhibit 1

The proposed storm drainage and pedestrian improvements may cross multiple public and private existing utilities. The purpose for this task is to avoid, minimize, and mitigate utility conflicts.

- 5.1. As-built records will be requested from public and private utilities for comparison to the field located utilities shown on the survey base map.
- 5.2. 60% plans will be provided to utility owners for review and comment. A utility coordination meeting will occur following the 60% plan submittal to discuss proposed utility crossing, potential conflicts, and where pothole data is needed. Consultant will coordinate potholing of potential conflicts. The consultant will address the utility 60% comments in the 90% plans and provided a written comment response. Pothole data will be shown on the 90% plans.
- 5.3. 90% plans will be provided to utility owners. Utility coordination at this time is anticipated to be limited, and the majority of conflicts should be addressed by this time. Final plans will be provided to utility owners. Utility coordination following the Final plans submittal will be considered extra work.

### *Assumptions:*

- Franchise utilities will perform their own potholing at locations identified by the Consultant.
- A potholing vendor will be used to collect pothole information for CITY owned utilities. The estimated vendor budget of \$4,500 assumes 3 potholes at \$1,500/EA.
- Franchise utilities will perform their own utility relocations, if needed, prior to construction of this project.
- Details for relocations of CITY owned utilities, if needed, will be included in the plans.
- The CITY will be copied on all utility correspondence. Direction provided by franchise utilities will not be addressed without approval by the CITY.

### *Deliverables:*

- Pothole data.
- Utility Conflict comment response (60% design).
- Utility Conflict comment response (90% design).

## 6. Analysis and Final Design

This work element will update the preliminary design based to reflect existing condition data obtained in the previous work elements.

### 6.1. Phase 1 – Downstream Analysis:

Phase 1 will assess project feasibility by performing a downstream analysis to verify conveyance capacity from the project outlet to Lake Sammamish. This work will include:

- Site visit to verify City's GIS information.
- Update the existing MGSFlood Model (developed by Windward Environmental) to include the larger subbasin tributary to the outfall to get hydrology for the downstream system.

## Exhibit 1

- Backwater conveyance – check conveyance capacity of existing ditches and culverts using the King County Backwater Analysis Method spreadsheet, using lengths, rim elevations and inverts provided by City GIS system and supplemented by survey data collected under work element 2.1.2.
  - Complete a 2 page Downstream Analysis Memorandum summarizing findings/recommendations.
- 6.2. Phase 2 – Feasibility analysis for proposed conveyance alignment across Berg property:  
The assumed conveyance alignment across the Berg property is within a future easement along the southern property boundary.
- The easement will be 10-ft to 15-ft wide.
  - Feasibility analysis will consider the slope, geology, existing trees, and other existing surveyed features on site.
  - Buried stormwater conveyance pipe and at-grade HDPE options will be considered. This work will include a site visit.
  - Analysis and findings will be summarized in a one page memorandum supported by an alternatives matrix and conceptual sketches and included in the Design Report.
- 6.3. Phase 2 – Options Analysis for Water Quality Treatment:  
Will be performed to determine the preferred treatment method for providing water quality treatment for Sensitive Lake Protection of existing pollution generating impervious area located in private right of way. Anticipated options will include:
- Investigating boxed solutions (i.e. Filterra or other), sand filter, and low impact development solutions.
  - Consideration of site feasibility, cost, and long term maintenance requirements.
  - A site visit.
  - Analysis and findings will be summarized in a one page memorandum supported by an alternatives matrix and conceptual sketches and included in the Design Report.
- 6.4. Phase 2 – Hydrology:  
The MGSFlood model developed during preliminary design will be updated to reflect the surveyed site conditions and the proposed design.
- Preliminary design assumes 100-year storm. The 100-year design storm will be used for design to ensure all flow is conveyed to the outfall. Water quality design flows will also be calculated.
  - Model results will be documented in a technical appendix in the Design Report.
- 6.5. Phase 2 – Hydraulics:  
Update the preliminary conveyance calculations to reflect the surveyed site conditions and the proposed design.
- Conveyance Design will be verified with backwater calculations using the King County Backwater Analysis Method spreadsheet.
  - Inlet capacity will be verified using rational method based excel spreadsheet. Results will be documented in a technical appendix in the Design Report.
- 6.6. Phase 2 – Design Report:  
The conceptual design report will be updated and expanded to include the work done under this contract. The Design report will be developed following the King County SWDM Technical Information Report (TIR) format. Design calculations will be included as technical appendices.

### *Assumptions*

- The City GIS will have adequate and accurate storm structure and pipe information (sizes, location, rim and inverts).

## Exhibit 1

- Stormwater infiltration will not be allowed within the landslide hazard critical area.
- LID underdrains are not allowed in the Sensitive Lake Protection Area.
- Pavement improvement will be half street overlays where the pipe stays on one side of the ROW. Full overlay will be necessary if the pipe crosses the street.

### *Deliverables*

- Phase 1: Downstream Analysis Memorandum
- Phase 2: Draft & Final Design report including technical appendices

## 7. Plans, Specifications and Estimate (PS&E) – Phase 2

This work element will update the preliminary plans to reflect existing condition data and design. The anticipated sheet count includes the following:

- General sheets (up to 3): Cover, Notes, and Legend
- Horizontal control sheets (up to 3)
- Demolition and TESC sheets (up to 3)
- Drainage plan and profile sheets (up to 6) at 1"=20' scale
- Detail sheets (up to 4)

Draft plan submittals will be provided for review and comment. Comments will be incorporated into the next plan submittal.

- 7.1. 60% PS&E: Preliminary plans will be updated to replace GIS data with surveyed base map. The proposed pipe alignment, and elevations will be adjusted according to the existing site conditions (elevation, utilities, etc.) Draft Special Provisions, and Construction Stormwater Pollution Prevention Plan (SWPPP) will be developed.
- 7.2. 90% PS&E: Consultant will meet with the CITY to review 60% comments. Comments (from CITY and utility owners), and design updates will be incorporated into the 90% plans, specs, and cost estimate. Draft Advertisement, Contract, and appendices to the specifications will be developed.
- 7.3. Final PS&E (Bid Set): Consultant will meet with the CITY to review 90% comments. Comments (from CITY and utility owners), and design updates will be incorporated into the Final, bid ready PS&E.

### *Assumptions*

- PDF plan sets will be provided to the CITY for review. The CITY will provide a complete and timely review and a consolidated set of review comments.
- CITY will provide boiler plate contract documents and special provisions
- Project Specifications will be submitted as word documents for CITY review
- Cost estimates will be submitted as excel documents for CITY review

## Exhibit 1

- The Construction Stormwater Pollution Prevention Plan (SWPPP) will be developed for permitting purposes. SWPPP responsibility will be transferred to the contractor during construction.
- Signed final contract documents will be submitted as paper and electronic documents

### *Deliverables*

- 60% Plans, Special Provisions, SWPPP, and Engineer's Estimate
- Response to 60% comments.
- 90% Plans, Contract Specifications, SWPPP and Engineer's Estimate
- Response to 90% comments.
- Final (Bid Set) PS&E

## 8. Geotechnical Analysis – Phase 2

Aspect Consulting LLC (Aspect) will review geologic maps and available geotechnical data in the project vicinity and then conduct a site and slope reconnaissance along the approximately 1,000-foot long storm drain alignment extending through the Berg Property. Aspect will observe and document surface conditions such as local steep slope areas, ground water seeps and springs, and any areas appearing to be potentially unstable or geotechnically challenging. Aspect will prepare a brief technical memorandum summarizing the results of this review, with recommendations for detailed follow up site explorations and geotechnical engineering analyses.

The geotechnical engineering memo will also address City of Sammamish Municipal Code requirements regarding mapped geologic and/or environmentally critical areas near the proposed storm water pipeline.

If the results of this reconnaissance level geotechnical review warrant further site-specific subsurface explorations and detailed geotechnical engineering analyses, the following scope of work is envisaged. This may be considered optional and part of the management reserve part of this contract.

### *Optional / Management Reserve work:*

Aspect will retain a local earthwork contractor to mobilize a small rubber tracked mini excavator, and a series of test pits would be excavated along the project alignment. The test pits will be excavated under the supervision of an aspect engineer or geologist, who will log the stratigraphy and obtain soil samples at selected intervals. Test pits will be excavated to depths of about 10 feet or to competent glacially consolidated soil, whichever is shallower. On completion the test pits will be backfilled with the excavator bucket; future ground subsidence should be expected. This scope of work excludes site restoration.

Aspect will assign laboratory tests to aid in soil classification and determination of index and engineering properties.

## Exhibit 1

Aspect will then conduct geotechnical engineering analyses including but not limited to: pipe anchor supports for above-ground HDPE outfall pipe; and trench earthwork considerations for a buried storm water pipeline. Aspect will then prepare and submit a draft geotechnical engineering report presenting the results of the geotechnical engineering studies and design and construction recommendations for the storm water outfall or buried pipeline. On receipt of review comments, aspect will address those comments and then issue a final geotechnical report. Aspect will provide limited follow-up geotechnical coordination and support during preparation of the plans and specifications.

### *Assumptions:*

- Optional management reserve work requires CITY authorization prior to start.
- Site access permission will be obtained by the CITY.
- The proposed pipe alignment is generally accessible to a mini-excavator without clearing.

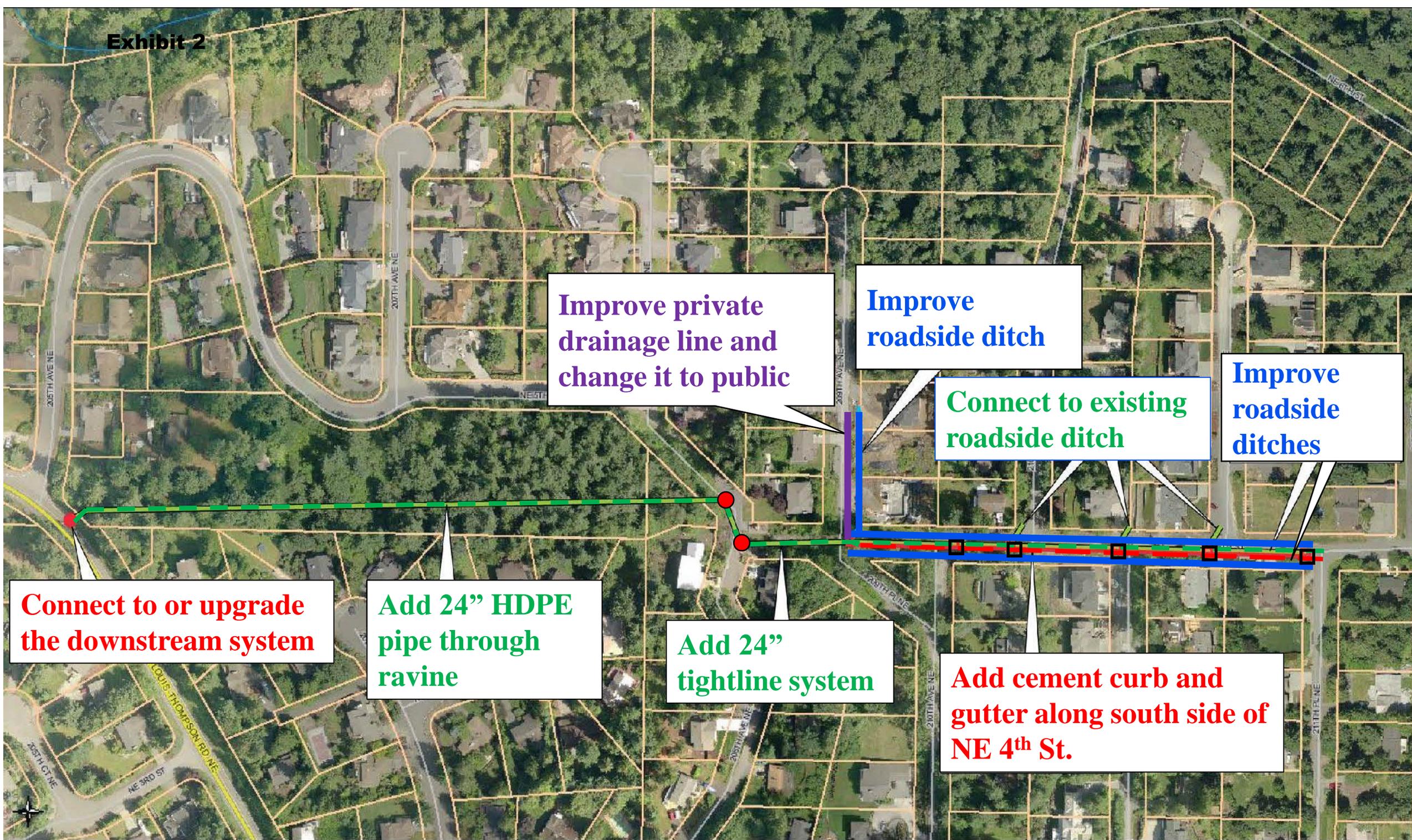
### *Deliverables:*

- Geotechnical engineering memo (PDF).

## 9. Management Reserve – Phase 2 Contingency Item

The objective of this work element is to provide budget for additional services identified by the project manager during the course of the project. Written direction from the CITY is required to proceed with this work element. Potential services may include, but are not limited to:

- Scope or design changes.
- Addressing a changed condition (i.e. existing condition does not fit scope assumptions).



Improve private drainage line and change it to public

Improve roadside ditch

Connect to existing roadside ditch

Improve roadside ditches

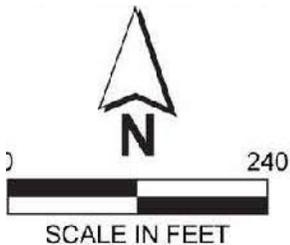
Connect to or upgrade the downstream system

Add 24" HDPE pipe through ravine

Add 24" tightline system

Add cement curb and gutter along south side of NE 4th St.

Source: King County iMAP - Property Information (<http://www.metrokc.gov/GIS/iMAP>)



- Type 1 Catch Basin
- Type 2 Catch Basin
- Parcels

# Tamarack Drainage Improvement Project Preliminary Plan

**Exhibit 2**



**Meeting Date:** February 2, 2016

**Date Submitted:** January 26, 2016

**Originating Department:** Community Development

**Clearances:**

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

**Subject:** Contract Amendment – The Watershed Company

**Action Required:** Authorize the City Manager to sign the Supplemental Agreement

**Exhibits:** 1. Supplemental Agreement

**Budget:** Professional Services – Planning \$30,000

**Summary Statement:**

The Watershed Company has provided the City with on-call services in the areas of wetland and biological sciences since 2006. Due primarily to permitting volumes as well as other legislative work program mandates, this contract continues to be needed to assist staff in processing permit applications, completing peer reviews as needed and providing expert testimony when required. This Supplemental Agreement extends the existing contract through December 31, 2016.

**Financial Impact:**

This Supplemental Agreement will increase the existing contract amount between the City of Sammamish and The Watershed Company by \$30,000 to a total of \$100,000. The financial impact of this contract is offset by permit revenues as well as revenues generated as charge backs from peer reviews.

**Recommended Motion:**

Authorize the City Manager to sign the Supplemental Agreement.









**Meeting Date:** February 2, 2016

**Date Submitted:** January 6, 2016

**Originating Department:** Admin Services

**Clearances:**

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

**Subject:** Approval – Supplemental Human Services Grants 2016

**Action Required:** Approve Human Services Grant Awards for 2016

- Exhibits:**
1. List of Applicants with Grant Awards as approved by the Human Services Committee
  2. List of 2015/2016 Grant Recipients

**Budget:** \$40,000 additional funds for the Klahanie Annexation from the 2016 Budget and \$4,862 unallocated from the 2015/2016 budget for a total of 44,862 in line item 001-050-559-20-41-00

**Summary Statement:**

With the addition of the Klahanie Potential Annexation Area, the population of Sammamish has increased by approximately 10,000. To address potential additional human service needs, an additional \$40,000 was allocated to the Human Services Budget. On December 17, 2015 the Human Service Committee, comprised of Former Mayor Vance, Councilmember Huckabay and Councilmember Keller met to review the supplemental grant applications and prepare a recommendation for Council consideration. Staff is recommending approval of the proposed supplemental human services grants.

**Background:**

The City of Sammamish has been awarding Human Services Grants since 2001 (Resolution R2001-74). The grant process has evolved over the years, starting with two grants in 2001 to 39 grants in 2015/2016. The process for submitting grants and invoices has transitioned from a paper process to an online process. It is now possible for providers to apply to over 16 east, north and south King County cities, using a common application, through the Share1 app (those cities are: Auburn, Bellevue, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila).

All applications are reviewed by staff and the Human Service Committee. Criteria used to evaluate the applications are: (1) Are services provided directly to Sammamish residents? (2) Are there other agencies providing the same service? (3) Does the agency leverage the funds received from Sammamish

by partnering with other agencies? (4) Does the agency provide volunteer opportunities to Sammamish residents?

Once the applications have been reviewed by the Committee, the grant awards are presented to the entire Council for approval. Normally, this process is done for a two-year time frame to coincide with the biennial budget process.

It has always been the City's intention that both residents of the newly incorporated Klahanie area and the current City residents would receive the same level of service and that the current City residents would not suffer a decrease in services due to the annexation. The additional \$40,000 allocation in the 2016 Human Services budget will help ensure that the level of service remains the same for all residents.

Due to the additional funding related to the Klahanie annexation, a slightly different process was used for this award as we are mid-cycle in the regular grant process. Application for the supplemental funds was limited to those organizations that are currently receiving a grant for 2015/2016. It was also limited to those agencies that had a grant total of less than \$10,000 (including all programs for that agency). 13 grant applications (covering 17 programs) were received by the December 17, 2015 deadline for a total request of \$50,500. The Committee recommended funding 11 grants totaling \$42,240 (see Exhibit 1 for details).

#### Ad Hoc Committee

At the 2016 City Council Retreat an Ad Hoc Committee was formed to review the supplemental grant review process. The Ad Hoc Committee, comprised of Councilmembers Tom Hornish and Christie Malchow, met on January 26, 2016. After reviewing the process for the supplemental grants, the Ad Hoc Committee recommended that the 2016 supplemental grant awards go back to council for approval. They also recommended a review of grant policies and funding criteria be completed prior to the next grant cycle, including completion of a needs assessment and discussion of public involvement.

#### Next Steps/2016 Work Plan:

There is particular interest in conducting a needs assessment to evaluate the social and human service needs of the Sammamish community, including services currently available and gaps in service that may exist. The desire to perform a human services needs assessment dates back to 2015, when the desire to perform this assessment was raised at the City Council Retreat.

Staff will provide a presentation on the options for a human services needs assessment at the February 9, 2016 study session. We will also be prepared to provide a timeline developing/revising the policies for the grant program and the public involvement process.

#### **Financial Impact:**

\$42,240 from the Human Services budget.

#### **Recommended Motion:**

Approve the attached list of grant recommendations for the 2016 Human Services Supplemental grants.

Exhibit 1

Agency	Original Grant	Supplemental Grant	Recommendation	Total
Bridge Ministries	\$3,000	\$7,000	\$7,000	\$10,000
Congregations for the Homeless	\$3,630	\$6,000	\$6,000	\$9,630
Eastside Baby Corner	\$3,157	\$3,412	\$3,500	\$6,657
Eastside Legal Assistance	\$2,420	\$2,420	\$2,420	\$4,840
Healthpoint - Dental	\$2,000	\$2,000	\$2,000	\$4,000
Healthpoint - Medical	\$3,000	\$3,000	\$3,000	\$6,000
Hero House	\$1,320	\$4,668	\$1,320	\$2,640
Hopelink	\$5,000		\$0	\$5,000
Issaquah Food Bank	\$5,000	\$10,000	\$5,000	\$10,000
Issaquah School Foundation	\$5,000	\$5,000	\$5,000	\$10,000
St Vincent DePaul	\$8,000	\$2,000	\$2,000	\$10,000
YMCA Summer Camp	\$5,000	\$5,000	\$5,000	\$10,000
Washington Poison Center	\$2,500			\$2,500
<b>Total</b>	<b>\$33,527</b>	<b>\$50,500</b>	<b>\$42,240</b>	

Exhibit 1

## 2015-2016 HUMAN SERVICE GRANT AWARDS

Agency Name	Program Name	Original Grant Award	Additional Grant Award	Revised Grant Award
Assistance League the Eastside - Operation School Bell	Operation School Bell	\$3,000.00		\$3,000
Athletes For Kids	Athletes For Kids	\$10,000.00		\$10,000
AtWork! - Community Liaison	AtWork! - Community Liaison	\$3,150.00		\$3,150
Bridge Disability Ministries -- Mobility	Bridge Disability Ministries -- Mobility	\$3,000.00	\$7,000	\$10,000
Child Care Resources - Child Care Consumer Education and Provider Quality Improvement	CCR Child Care Consumer Education and Provider Quality Improvement	\$1,343.00		\$1,343
Congregations for the Homeless - Housing & Shelter	Congregations for the Homeless Day Center/Outreach	\$3,630.00	\$6,000	\$9,630
Crisis Clinic Crisis Line	24-Hour Crisis Line	\$4,000.00		\$4,000
Crisis Clinic King County 211	King County 211	\$1,000.00		\$1,000
Crisis Clinic Teen Link	Teen Link	\$5,000.00		\$5,000
Eastside Baby Corner -- Meeting Basic Needs for Children	Meeting Basic Needs for Children	\$3,157.00	\$3,500	\$6,657
Eastside Friends of Seniors	Senior Outreach Program	\$10,000.00		\$10,000
Eastside Legal Assistance Program - Legal Services	Legal Services	\$2,420.00	\$2,420	\$4,840
Elder and Adult Day Services	Elder and Adult Day Services	\$5,761.00		\$5,761
Encompass Northwest Birth to Three Early Intervention Services	Encompass Birth to Three Early Intervention	\$7,000.00		\$7,000
Friends of Youth - Healthy Start	Healthy Start	\$1,100.00		\$1,100
Friends of Youth - The Landing Shelter	Youth Service Center	\$1,200.00		\$1,200
Friends of Youth - Youth & Family Services	Youth and Family Services	\$7,700.00		\$7,700
Harborview - Sexual Assault and Traumatic Stress Services (Formerly Children's Response Center)	Harborview Center for Sexual Assault and Traumatic Stress	\$1,512.00		\$1,512
Health Point Medical	Primary Medical Care	\$3,000.00	\$3,000	\$6,000
HealthPoint - Primary Dental Care	Primary Dental Care	\$2,000.00	\$2,000	\$4,000
HERO House	HERO House	\$1,320.00	\$1,320	\$2,640
Hopelink - Emergency Services Financial Assistance	Hopelink - Emergency Services (Financial Assistance)	\$5,000.00	\$0	\$5,000
Issaquah Community Services	Issaquah Community Services	\$1,000.00		\$1,000
Issaquah Food & Clothing Bank	Issaquah Food and Clothing Bank	\$5,000.00	\$5,000	\$10,000
Issaquah Schools Foundation	VOICE Mentoring Program	\$5,000.00	\$5,000	\$10,000
Kindering Center	Early Care and Education Consultation	\$10,000.00		\$10,000

## 2015-2016 HUMAN SERVICE GRANT AWARDS

Agency Name	Program Name	Original Grant Award	Additional Grant Award	Revised Grant Award
King County Sexual Assault Resource Center - Comprehensive Sexual Assault Services	Comprehensive Sexual Assault Services	\$4,845.00		\$4,845
Lake Washington School District-Head Start Program	LWSD-Head Start Preschool Program	\$500.00		\$500
Lake Washington Schools Foundation - LINKS Mentoring	LINKS - Looking Into the Needs of Kids and Schools	\$5,000.00		\$5,000
Life Enrichment Options	Life Enrichment Options	\$2,000.00		\$2,000
Lifewire - CAP (EDVP)	Community Advocacy Program	\$10,000.00		\$10,000
NAMI Eastside-Education, Support, Advocacy	Education, Support, Advocacy	\$3,000.00		\$3,000
Olive Crest - Safe Families For Children	Olive Crest	\$2,000.00		\$2,000
St Vincent de Paul - Mary Queen of Peace Conference	Mary Queen of Peace St. Vincent de Paul Conference	\$8,000.00	\$2,000	\$10,000
The Sophia Way - Eastside Winter Shelter	Eastside Winter Shelter	\$1,000.00		\$1,000
The Sophia Way - Sophia's Home	Sophia's Home	\$3,000.00		\$3,000
Therapeutic Health Services	THS Drug & Alcohol Treatment	\$5,000.00		\$5,000
Together Center	Front Door Services: Information & Referral	\$2,000.00		\$2,000
Washington Poison Center - emergency services	Washington Poison Center	\$2,500.00	\$0	\$2,500
YMCAseattlesummercamp	YMCA Summer Day Camp Scholarship	\$5,000.00	\$5,000	\$10,000
Youth Eastside Services - Early Intervention	YES Early Intervention	\$10,000.00		\$10,000
	Total	\$170,138.00	\$42,240	\$212,378



**Meeting Date:** February 2, 2016

**Date Submitted:** January 28, 2016

**Originating Department:** Community Development

**Clearances:**

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

**Subject:** A Resolution approving the Final Plat for Barrington subdivision PSUB2013-00153

**Action Required:** Approve Resolution

- Exhibits:**
1. Resolution
  2. Hearing Examiner Decision
  3. Matrix showing plat conditions and responses
  4. Map of Final Plat
  5. Vicinity Map

**Budget:** N/A

**Summary Statement:**

The developer of the Barrington subdivision is seeking to record for final plat, which will create 45 new single family lots from 5 existing lots.

**Background:**

The Barrington subdivision is seeking to obtain final plat approval, such that the plat may be recorded. The subdivision authorized the eventual creation of 45 total lots. The preliminary plat was reviewed and granted preliminary plat approval by the City of Sammamish Hearing Examiner on March 25, 2015.

The subdivision application is vested to the City of Sammamish Municipal Code in effect on September 12, 2013. The City of Sammamish has reviewed, and approved the installation of the required infrastructure (drainage facilities, streets, sidewalks, etc.) improvements under site development permit SDP2015-00600. The improvements have been substantially completed and inspected or bonded for as detailed below.

The area of the site being subdivided is zoned Residential, 4 units per acre (R-4). Access to the development on the site is via 214<sup>th</sup> Avenue NE, north of East Main Street.

**Performance Bond:**

The applicant has posted a bond for the installation of the remaining site improvements on January 14, 2016, including final lift of asphalt, curb and sidewalks in the amount of \$864,995.70.

**Landscaping Bond:**

The applicant has posted a bond for the installation of the remaining landscaping and recreational improvements in the amount of \$174,732.17.

**Critical Areas Bond:**

There are no critical areas within this subdivision.

**Street Mitigation Fees:**

The applicant has paid 30% of the street mitigation impact fee in the amount of \$171,787.24 on August 31, 2015. The balance of the street mitigation impact fees will be paid at the time of building permit issuance on a per lot basis for 40 of the 45 new lots with credit given for the 5 existing lots.

**School Mitigation Fees paid to the City of Sammamish:**

The applicant has paid 50% of the applicable Lake Washington School District impact fees in the amount of \$194,300.00 on January 14, 2016, in addition to the current administration fee. The balance of the school impact fees will be paid at the time of building permit issuance on a per lot basis for 40 of the 45 new lots with credit given for the 5 existing lots.

**Park Impact Fees:**

Park Impact fees, in addition to the current administration fee, will be paid at the time of single family building permit issuance on a per lot basis for 40 of the 45 new lots with credit given for the 5 existing lots.

The applicant has demonstrated to the City of Sammamish that all of the preliminary plat approval conditions have either been met, or have been bonded for and will be met in a timely manner.

**Financial Impact:** N/A

**Recommended Motion:** Approve the resolution for the 45-lot Barrington subdivision authorizing the Mayor to sign mylars for the final plat.

**CITY OF SAMMAMISH  
WASHINGTON  
Resolution No. R2016-\_\_\_\_**

---

**A RESOLUTION OF THE CITY OF SAMMAMISH,  
WASHINGTON, GRANTING FINAL PLAT APPROVAL  
TO THE PLAT OF BARRINGTON PSUB2013-00153**

WHEREAS, the City Council has received a recommendation of approval for the final plat of the Barrington subdivision; and

WHEREAS, the City Council has reviewed said plat and finds that it conforms to all terms of the preliminary plat approval and applicable land use laws and regulations; and

WHEREAS, the City Council desires to grant final approval to the 45-lot plat of Barrington subdivision PSUB2013-00153;

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

Section 1. Adoption of Hearing Examiner's Findings and Conclusions.

The City Council hereby adopts the findings and conclusions included in the City of Sammamish Hearing Examiner's decision of March 25, 2015 for the preliminary plat of Barrington PSUB2013-00153.

Section 2. Grant of Approval. The City Council hereby grants final approval to the Barrington (45-lot) plat.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 2<sup>nd</sup> DAY OF FEBRUARY 2016.**

CITY OF SAMMAMISH

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

ATTEST/AUTHENTICATED:

---

Melonie Anderson, City Clerk

Approved as to form:

---

Michael R. Kenyon, City Attorney

Filed with the City Clerk:     January 29, 2016

Passed by the City Council:

Resolution No.:                 R2016-\_\_\_\_\_

**BEFORE the HEARING EXAMINER for the  
CITY of SAMMAMISH**

**DECISION**

FILE NUMBER: PSUB2013-00153

APPLICANT: Murray Franklyn Companies, dba Barrington Homes, LLC  
C/o Duana Koloušková  
Johns Monroe Mitsunaga Koloušková PLLC  
11201 SE 8<sup>th</sup> Street, Suite 120  
Bellevue, WA 98004

TYPE OF CASE: Preliminary subdivision (*Barrington*) <sup>1</sup>

STAFF RECOMMENDATION: Approve subject to conditions

EXAMINER DECISION: GRANT subject to conditions

DATE OF DECISION: March 25, 2015

---

<sup>1</sup> Until 10 days before the date of the open record hearing, this case also included two appeals from the State Environmental Policy Act (SEPA) Determination of Nonsignificance (DNS) issued by the City for the application. (Exhibits AB-201 and AB-202) Stephen Tyzzer withdrew his appeal on March 13, 2015, based upon a settlement which he had reached with Murray Franklyn; Plateau Residents for Responsible Development (PRFRD) withdrew its appeal on March 20, 2015. (Exhibits AB-232 and AB/AM-233, respectively) A representative of PRFRD testified at hearing that it had fully resolved all of its issues and now supported the proposal.

The appeals having been withdrawn before the hearing opened, they were not considered during the hearing and will not be considered herein. In addition, the pre-hearing motions and rulings associated with those appeals are now moot and will not be addressed herein. (Exhibits related to those motions were entered into the record as Exhibits AB/AM-209 – AB-211, AB-213, AB-214, AB-216 – AB/AM-226; the Examiner’s Interlocutory Orders are Exhibits AB/AM-227, AB/AM-228, AB-229, and AB-231.)

## Exhibit 2

HEARING EXAMINER DECISION  
RE: PSUB2013-00153 (*Barrington*)  
March 25, 2015  
Page 2 of 14

### INTRODUCTION <sup>2</sup>

Murray Franklyn Companies, dba Barrington Homes, LLC (Murray Franklyn) seeks preliminary approval of *Barrington*, a 45 lot single-family residential subdivision of a 13.37 acre site which is zoned R-4. (Exhibit SB-201 <sup>3</sup>)

Murray Franklyn filed a Base Land Use Application on August 21, 2013. (Exhibit SB-202) The Sammamish Department of Community Development (the Department) deemed the application to be complete as of September 12, 2013. (Exhibit SB-203)

The subject property is located on the west side of 214<sup>th</sup> Avenue NE a short distance north of E Main Street.

The Sammamish Hearing Examiner (Examiner) viewed the subject property on March 21, 2015.

The Examiner held an open record hearing on March 23, 2015. The Department gave notice of the hearing as required by the Sammamish Municipal Code (SMC). (Exhibit SB-219)

Subsection 20.05.100(1) SMC requires that decisions on preliminary subdivisions be issued within 120 net review days after the application is found to be complete. The open record hearing was held on or about net review day 394. The SMC provides two potential remedies for an untimely decision: A time extension mutually agreed upon by the City and the applicant [SMC 20.05.100(2)] or written notice from the Department explaining why the deadline was not met [SMC 20.05.100(3)]. The Department provided a written explanation for the delay. (Exhibit SB-201 {p. 7, Finding 35})

The following exhibits were entered into the hearing record during the hearing: <sup>4</sup>

Exhibits SB-201—SB-255  
Exhibits AB-201 – AB-234

No testimony was entered into the record by the general public either in support of or in opposition to the application.

The action taken herein and the requirements, limitations and/or conditions imposed by this decision are, to the best of the Examiner's knowledge or belief, only such as are lawful and within the authority of the Examiner to take pursuant to applicable law and policy.

---

<sup>2</sup> Any statement in this section deemed to be either a Finding of Fact or a Conclusion of Law is hereby adopted as such.  
<sup>3</sup> Exhibit citations are provided for the reader's benefit and indicate: 1) The source of a quote or specific fact; and/or 2) The major document(s) upon which a stated fact is based. While the Examiner considers all relevant documents in the record, typically only major documents are cited. The Examiner's Decision is based upon all documents in the record.  
<sup>4</sup> Exhibits were pre-filed and numbered as required by the Rules of Procedure for appeal cases. The Deputy City Clerk has index lists of the exhibits.

## Exhibit 2

HEARING EXAMINER DECISION  
RE: PSUB2013-00153 (*Barrington*)  
March 25, 2015  
Page 3 of 14

### FINDINGS OF FACT

1. The *Barrington* site is a rectangular assemblage of five parcels containing four single-family residences and associated accessory structures. Murray Franklyn owns two of the five parcels and is under contract for the remaining three. (Exhibits SB-213 and SB-250 and testimony)
2. *Barrington* is bordered on the west by the *Tamarack* subdivision whose lots are served by a system of private streets, on the north by the *Tiburón* subdivision, and on the east and south by acreage lots. Murray Franklyn's *Morningside Estates* proposed 20 lot subdivision is located "kitty-corner" southeast of *Barrington* on the east side of 214<sup>th</sup> Avenue NE. (Exhibits AB-234 and SB-250 and testimony) The two Murray Franklyn applications were consolidated for hearing purposes.
3. *Barrington* is located near the northern tip of a large northwest-southeast trending ridge. The majority of the site slopes towards the northeast; the southwest corner slopes naturally toward the west into *Tamarack*. The majority of the site is either landscaped areas around the residences or fallow pasture. A glacially-deposited rock, holding cultural significance to the Snoqualmie Tribe, is located near the south property boundary. There are no regulated environmentally sensitive areas on the site. A steep slope landslide hazard area lies a short distance to the northeast associated with the George Davis Creek corridor. (Exhibits SB-204.14 {p. 28}, SB-204.15 {p. 1}, SB-207, SB-225 – SB-228, SB-232, SB-235, SB-236, and SB-238)
4. The subject property has been zoned R-4, residential development at a maximum density of four dwelling units per acre, since before Sammamish was incorporated in 1999. *Tamarack*, the area immediately north of the *Barrington* site, and the nearby area on the east side of 214<sup>th</sup> Avenue NE are all likewise zoned R-4; the areas immediately south and northeast of *Barrington* are zoned R-1, one dwelling unit per acre. (Exhibit SB-249 and testimony)
5. The maximum permissible lot yield under the subject property's R-4 zoning, calculated in accordance with procedures spelled out in the SMC, is 45. (Testimony)
6. Murray Franklyn's initial plat proposal envisioned 43 single-family residential lots, a stormwater control facility in the northeast corner of the site, and a large open space tract along much of the property's frontage on 214<sup>th</sup> Street NE, all served by a through street which would have connected 214<sup>th</sup> Avenue NE with NE 4<sup>th</sup> Street in *Tamarack*. (Exhibit SB-204.14 {p. 29})
7. The initial application received comments from some 15 people, many from *Tamarack* residents. Major concerns were impacts upon *Tamarack* from the proposed interconnection to its private streets, drainage issues, effect upon the George Davis Creek corridor, and traffic impacts in the neighborhood. (Exhibits SB-204.1 – SB-204.30)

## Exhibit 2

HEARING EXAMINER DECISION

RE: PSUB2013-00153 (*Barrington*)

March 25, 2015

Page 4 of 14

8. Murray Franklyn revised the plat design in response to City comments and public concerns. The new design eliminated the connection to the *Tamarack* street system and replaced it with a cul-de-sac internal street system, removed most of the lots from along the southern edge of the property, established an open space tract to protect the culturally important rock (Tract B), and increased the number of proposed lots by two to 45. (Exhibit SB-213)

Murray Franklyn presented a further revision during the open record hearing. The only change is relocation of previously proposed Lot 1 to an internal location north of previously proposed Lot 18. That change resulted in renumbering most of the proposed lots: The relocated lot is now proposed Lot 24. Murray Franklyn committed to provide driveway drops (curb cuts) to existing driveways and to preserve as many trees as possible during construction of off-site street improvements along 214<sup>th</sup> Avenue NE. (Exhibit AB-234 and testimony)

All proposed lots meet applicable zoning standards. The Department has no objection to the minor change in lot configuration. (Exhibits AB-234, SB-201, and SB-213 and testimony)

9. Public Works wants a non-motorized access easement between *Barrington* and *Tamarack*. (Exhibit SB-244 {p. 1, "Preliminary Plat Plans" comment 1}) That desire has been incorporated into the Department's recommendation as Condition 7 which would require a 10 foot wide, paved connection (with bollards at each end) between the end of the *Barrington* cul-de-sac and NE 4<sup>th</sup> Street. (Exhibit SB-201 {p. 11, Recommended Condition 7}) Murray Franklyn will comply with the Department's recommendation if required, but is ambivalent about the connection. (Testimony)
10. The Department's Staff Report (Exhibit SB-201) provides a detailed exposition of facts related to all criteria for preliminary subdivision approval. Murray Franklyn concurred in full in the Findings, Conclusions, and Recommended Conditions set forth in that report (except as noted above regarding the easement to NE 4<sup>th</sup> Street). (Testimony) The record contains no challenge to the content of that report. Therefore, the Findings and Conclusions/Analysis within the Staff Report are incorporated herein as if set forth in full with the following exception:
  - A. Page 8, Finding 39: The traffic concurrency certificate cited in this Finding is not the most current one in the record. An updated traffic concurrency certificate was issued in July, 2013, and is found in Exhibit SB-241 at pages 165 and 166.
11. Any Conclusion of Law deemed to be a Finding of Fact is hereby adopted as such.

### LEGAL FRAMEWORK <sup>5</sup>

---

<sup>5</sup> Any statement in this section deemed to be either a Finding of Fact or a Conclusion of Law is hereby adopted as such.

## Exhibit 2

HEARING EXAMINER DECISION  
RE: PSUB2013-00153 (*Barrington*)  
March 25, 2015  
Page 5 of 14

The Examiner is legally required to decide this case within the framework created by the following principles:

### Authority

A preliminary subdivision is a Type 3 land use application. [SMC 20.05.020, Exhibit A] A Type 3 land use application requires an open record hearing before the Examiner. The Examiner makes a final decision on the application which is subject to the right of reconsideration and appeal to Superior Court. [SMC 20.05.020, 20.10.240, 20.10.250, and 20.10.260]

The Examiner's decision may be to grant or deny the application or appeal, or the examiner may grant the application or appeal with such conditions, modifications, and restrictions as the Examiner finds necessary to make the application or appeal compatible with the environment and carry out applicable state laws and regulations, including Chapter 43.21C RCW and the regulations, policies, objectives, and goals of the interim comprehensive plan or neighborhood plans, the development code, the subdivision code, and other official laws, policies and objectives of the City of Sammamish.

[SMC 20.10.070(2)]

### Review Criteria

Section 20.10.200 SMC sets forth requirements applicable to all Examiner Decisions:

When the examiner renders a decision . . . , he or she shall make and enter findings of fact and conclusions from the record that support the decision, said findings and conclusions shall set forth and demonstrate the manner in which the decision . . . is consistent with, carries out, and helps implement applicable state laws and regulations and the regulations, policies, objectives, and goals of the interim comprehensive plan, the development code, and other official laws, policies, and objectives of the City of Sammamish, and that the recommendation or decision will not be unreasonably incompatible with or detrimental to affected properties and the general public.

Additional review criteria for preliminary subdivisions are set forth at SMC 20.10.220:

When the examiner makes a decision regarding an application for a proposed preliminary plat, the decision shall include additional findings as to whether:

(1) Appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and

## Exhibit 2

HEARING EXAMINER DECISION  
RE: PSUB2013-00153 (*Barrington*)  
March 25, 2015  
Page 6 of 14

(2) The public use and interest will be served by the platting of such subdivision and dedication.

### Vested Rights

Sammamish has enacted a vested rights provision.

Applications for Type 1, 2, 3 and 4 land use decisions, except those that seek variance from or exception to land use regulations and substantive and procedural SEPA decisions shall be considered under the zoning and other land use control ordinances in effect on the date a complete application is filed meeting all the requirements of this chapter. The department's issuance of a notice of complete application as provided in this chapter, or the failure of the department to provide such a notice as provided in this chapter, shall cause an application to be conclusively deemed to be vested as provided herein.

[SMC 20.05.070(1)] Therefore, this application is vested to the development regulations as they existed on September 12, 2013.

### Standard of Review

The standard of review is preponderance of the evidence. The applicant has the burden of proof. [City of Sammamish Hearing Examiner Rule of Procedure 316(a)]

### Scope of Consideration

The Examiner has considered: all of the evidence and testimony; applicable adopted laws, ordinances, plans, and policies; and the pleadings, positions, and arguments of the parties of record.

## CONCLUSIONS OF LAW

1. Extensive, detailed conclusions regarding conformance with the criteria for approval are unnecessary since *Barrington* is now essentially an uncontested case.
2. Based upon all the evidence in the record, the Examiner concludes that *Barrington* meets the considerations within SMC 20.10.200. All evidence demonstrates compliance with Comprehensive Plan policies and zoning code, subdivision code, and Environmentally Sensitive Areas regulations.
3. Given all the evidence in the record, the Examiner concludes that *Barrington* complies with the review criteria of SMC 20.10.220. The proposed subdivision allows development at the density expected under the Comprehensive Plan, does not thwart future development of surrounding properties, makes appropriate provision for all items listed in that code section, and will serve the public use and interest.

## Exhibit 2

HEARING EXAMINER DECISION  
RE: PSUB2013-00153 (*Barrington*)  
March 25, 2015  
Page 7 of 14

4. The recommended conditions of approval as set forth in Exhibit SB-201 are reasonable, supported by the evidence, and capable of accomplishment with the following changes:
  - A. Recommended Condition 3: The concluding clause (“and subject to applicable conditions of approval specified by the Hearing Examiner”) is unnecessary and will be deleted. This Decision will set forth the conditions of preliminary subdivision approval. The clause makes it sound like there is some other document containing conditions imposed by the Examiner.
  - B. The Examiner declines to impose Condition 7 (the non-motorized access to NE 4<sup>th</sup> Street condition) as presently drafted. Public Works wants a pedestrian access between *Barrington* and *Tamarack* to facilitate neighborhood circulation and, presumably, to further Comprehensive Plan policies. *Tamarack* residents object to a connection as their street system is private and they have concerns of public use of private streets, liability for such use, and increased need for maintenance given increased use.

Both sets of concerns are completely understandable. The Examiner notes that the latest plat proposal contains a utility easement across the north 20 feet of Proposed Lots 28 – 30. The west end of that easement abuts the east end of NE 4<sup>th</sup> Street; the east end abuts the panhandle to Proposed Lot 45 which, in turn, connects southerly to the end of the cul-de-sac in the plat. (Exhibit AB-234)

On the one hand, it makes sense to preserve the opportunity for a non-motorized connection between the subdivisions. But on the other hand, the public interest would not be served by creating a public path that led directly to a piece of private property to which the public had no legal right of usage. A reasonable compromise solution is to preserve the easement but defer opening it to public use until such time, if ever, as the *Tamarack* streets become public or the two neighborhoods reach a mutually acceptable agreement allowing such an interconnection. The condition will be revised accordingly. And, because of its new orientation, it will be moved to become a condition to appear on the face of the final plat.

- C. A few minor, non-substantive structure, grammar, and/or punctuation revisions to Recommended Conditions 3, 5, 16, 27, 35, and 40 will improve parallel construction, clarity, and flow within the conditions. Such changes will be made.
5. Any Finding of Fact deemed to be a Conclusion of Law is hereby adopted as such.

## Exhibit 2

HEARING EXAMINER DECISION  
RE: PSUB2013-00153 (*Barrington*)  
March 25, 2015  
Page 8 of 14

### DECISION

Based upon the preceding Findings of Fact and Conclusions of Law, and the testimony and evidence submitted at the open record hearing, the Examiner **GRANTS** preliminary subdivision approval for *Barrington* **SUBJECT TO THE ATTACHED CONDITIONS.**

Decision issued March 25, 2015.

\s\ John E. Galt (Signed original in official file)

John E. Galt  
Hearing Examiner

### HEARING PARTICIPANTS <sup>6</sup>

Trisna Tanis, unsworn counsel  
Robert Morrison  
Tawni Dalziel  
Phil Haberman

Mike Miller  
Mona Davis  
Kathy Curry

---

<sup>6</sup> The official Parties of Record register is maintained by the City's Hearing Clerk.

## Exhibit 2

HEARING EXAMINER DECISION  
RE: PSUB2013-00153 (*Barrington*)  
March 25, 2015  
Page 9 of 14

### **NOTICE of RIGHT of RECONSIDERATION**

This Decision is final subject to the right of any party of record to file with the Examiner (in care of the City of Sammamish, ATTN: Lita Hachey, 801 228<sup>th</sup> Avenue SE, Sammamish, WA 98075) a written request for reconsideration within 10 calendar days following the issuance of this Decision in accordance with the procedures of SMC 20.10.260 and Hearing Examiner Rule of Procedure 504. Any request for reconsideration shall specify the error which forms the basis of the request. See SMC 20.10.260 and Hearing Examiner Rule of Procedure 504 for additional information and requirements regarding reconsideration.

A request for reconsideration is not a prerequisite to judicial review of this Decision. [SMC 20.10.260(3)]

### **NOTICE of RIGHT of JUDICIAL REVIEW**

This Decision is final and conclusive subject to the right of review in Superior Court in accordance with the procedures of Chapter 36.70C RCW, the Land Use Petition Act. See Chapter 36.70C RCW and SMC 20.10.250 for additional information and requirements regarding judicial review.

The following statement is provided pursuant to RCW 36.70B.130: “Affected property owners may request a change in valuation for property tax purposes notwithstanding any program of revaluation.”

**CONDITIONS OF APPROVAL**  
***Barrington***  
**PSUB2013-00153**

This Preliminary Subdivision is subject to compliance with all applicable provisions, requirements, and standards of the Sammamish Municipal Code, standards adopted pursuant thereto, and the following special conditions:

***General Conditions:***

1. Pursuant to RCW 58.17.170 the plat shall comply with all county, state, and federal rules and regulations in effect on September 12, 2013, the vesting date of the subject application. However, if the legislative body finds that a change in conditions creates a serious threat to the public health or safety in the subdivision, future development may be subject to updated codes, including but not limited to the International Building Code and the International Fire Code, as amended.
2. Preliminary plat approval shall be null and void if any condition is not satisfied and the final plat is not recorded within the approval period of five years of the date of preliminary plat approval as required by SMC 19A.12.020, provided plat shall file for an extension as permitted by code.
3. Exhibit AB-234 is the approved preliminary plat. Revisions to approved preliminary subdivisions are subject to the provisions of SMC 19A.12.040. The plat shall be developed in substantial conformance with the conceptual development plan set prepared by Core Design received August 19, 2014 (Exhibit SB-213), modified as necessary to comport with Exhibit AB-234.
4. For the purpose of ensuring compliance with all conditions of approval and the standard requirements of the SMC, the plat shall provide financial guarantees in conformance with SMC Chapter 27A, and PWS Chapter 10.050(K). All improvements required pursuant to the PW standards, SMC, or other applicable regulations, must be installed and approved, or bonded as specified for plats in SMC 19A.16.
5. The plat or subsequent owner(s) shall comply with the payment of street impact fees in accordance to SMC Chapter 14A.15.

***Prior to City Acceptance of Improvements:***

6. Half street improvements shall be provided on 214<sup>th</sup> Avenue SE from E. Main Street to the unimproved NE 2<sup>nd</sup> Street consistent with a local road or as approved by the City Engineer during final engineering. The preliminary site plans show location of street frontage and off-site improvements.

## Exhibit 2

### HEARING EXAMINER DECISION

RE: PSUB2013-00153 (*Barrington*)

March 25, 2015

Page 11 of 14

7. The internal plat roads serving more than four dwelling units shall be consistent with the local road standards in accordance with PWS Table 1, PWS Figure 01-05 and adopted Public Works Standards, or in accordance with a variation approved by the City Engineer during final engineering.
8. Illumination shall be provided on the local roads consistent with the City's standards for average foot candles and uniformity for a local road. Luminaires shall be full cut-off. Pole type and style shall be approved by Public Works.
9. Cul-de-sacs shall be designed in accordance to PWS.15.120 or as modified by the Fire Marshal pursuant to code or statutory authority.
10. All construction shall meet requirements consistent with the United States Department of Justice ADA Standards. The Access Board's ADA Accessibility Guidelines (ADAAG) serves as the minimum baseline for the standards.
11. Appropriate sidewalk and road transition from all proposed plat roads to all existing roads shall be designed and approved consistent with AASHTO standards as part of the site development permit.
12. Drainage plans, Technical Information Reports, and analysis shall comply with the 2009 King County Surface Water Design Manual (KCSWDM), the City of Sammamish Addendum to the 2009 KCSWDM, and the City of Sammamish Stormwater Management Comprehensive Plan.
13. The platlor shall purchase from the City and install drain markers on each catchbasin within the plat "Only rain down the drain".
14. Limits of disturbance shall be established for the perimeter of all retained trees and soil shall remain undisturbed during construction.
15. The landscape plan for Tract B shall be coordinated with consultation between the platlor and the Snoqualmie Tribe.
16. Due to the proximity to the landslide hazard areas, the proposed stormwater pond shall include minimum 3:1 side slopes from the pond bottom to the 100-year design water surface elevation, except where a reinforced concrete wall is proposed. The pond shall include a dual liner system to provide redundancy and reduce the risk of leakages from the pond. The liners shall be designed by a geotechnical engineer and shall be consistent with the *2009 King County Surface Water Design Manual* for pond liners.
17. Stormwater shall be discharged offsite to NE 6<sup>th</sup> Street via a HDPE pipe anchored at grade from the stormwater pond outlet (20-ft easement Recording No. 9608281623). The existing HDPE pipe anchored at grade shall be replaced.
18. Design details in the geotechnical analysis of site grading, stormwater pond design, retaining walls, and rockeries shall be reviewed and approved by Public Works through design review by a licensed professional geotechnical engineer. All geotechnical reports, analysis, and recommendations shall be updated with the final engineering design.

## Exhibit 2

HEARING EXAMINER DECISION  
RE: PSUB2013-00153 (*Barrington*)  
March 25, 2015  
Page 12 of 14

19. A geotechnical engineer representing the City's interest shall review and approve plans related to all grading permits associated with the proposed plat development, including plat site development permit, retaining wall, and rockeries permits.
20. In addition to the normal practice of Public Works construction inspection, a geotechnical engineer representing the City's interest shall provide inspection during the construction, including inspection of the temporary sediment and erosion control, stormwater pond, HDPE pipe and associated conveyance, and the grading of the fill and cut slopes. This shall not replace the requirement for on-site special inspections and reports from geotechnical engineers representing the developer.

### ***Concurrent with or Prior to Final Plat:***

21. At a minimum, all stormwater facilities shall be constructed and online and operational. This includes construction of road ATB, curb, gutter, and other stormwater related facilities. Final lift of asphalt may be bonded unless otherwise directed by the Public Works Department.
22. All new signs required in the public rights-of-way must be installed by the City of Sammamish Public Works Department or at the direction of the City of Sammamish Traffic Engineer. Procurement and installation shall be paid for by the plattor. Contractor shall contact the Public Works Inspector to initiate signage installation a minimum of SIX WEEKS PRIOR TO FINAL PLAT. Temporary street signs may be required for internal plat roads for emergency vehicle access. "No Parking" signs shall be installed prior to final plat. "No Parking" signs shall be required on all proposed street and private roads with clear widths of 20-feet or less.
23. Pursuant to Chapter 21A.105 SMC, fifty percent of the school impact fees for proposed lots 1-40 (the site has four existing residences, with one to remain), plus an administrative fee, shall be paid.
24. A Public Works surety bond shall be posted consistent with the *2009 King County Surface Water Design Manual*.
25. Prior to final plat approval, a performance bond shall be posted to the City for all required improvements that remain at the time of final plat, or 30% of the total improvement costs, whichever is greater. A bond quantities worksheet shall be provided by the plattor for City review and approval of performance bond amount. The restoration bond shall be released by the City following final plat approval.
26. A licensed surveyor shall survey and stake all storm drain facilities and conveyance lines with associated easements and dedications not located within the public rights-of-way. A Public Works Inspector shall inspect and approve locations prior to final plat and easement recording.

### ***Conditions to appear on the face of the Final Plat (italicized text shall be included verbatim):***

27. The utility easement along the north edge of the plat between the present end of NE 4<sup>th</sup> Street and the panhandle serving Proposed Lot 45, together with the north-south portion of said panhandle shall be revised to indicate that they are subject to an easement for non-motorized use, provided that the easement may be used for such purposes only at such time, if ever, as the *Tamarack* streets become

## Exhibit 2

HEARING EXAMINER DECISION

RE: PSUB2013-00153 (*Barrington*)

March 25, 2015

Page 13 of 14

- public or the *Tamarack* and *Barrington* homeowners associations reach a mutually acceptable agreement allowing such an interconnection.
28. *Metal products such as galvanized steel, copper, or zinc shall not be used in all building roofs, flashing, gutters, or downspouts unless they are treated to prevent metal leaching and sealed such that contact with storm water is prevented.*
  29. *All building downspouts, footing drains, and drains from all impervious surfaces such as patios and driveways shall be connected to the permanent storm drain system as shown on the approved plat Site Development Permit on file with the City of Sammamish unless otherwise directed to an approved flow control BMP. The connection to the storm system shall be through a perforated tight line in accordance to the 2009 King County Surface Water Design Manual. The approved site development plan shall be submitted with the application for any building permit. All connections of the drains shall be constructed and approved prior to final building inspection approval.*
  30. *All lots containing or adjacent to infiltration or dispersion trenches/facilities shall be graded such that the flow path is directed away from the building foundation.*
  31. *Illicit discharge of stormwater pollutants from pressure washing, car washing, and routine maintenance of household appurtenances such as siding, roof and windows shall be prevented from entering the storm drain system. Measures such as directing water to a green, vegetated area or covering the downstream catch basins shall be required and enforced pursuant to SMC 13.30.020.*
  32. *No lot or portion of a lot shall be subdivided and sold, or resold, or its ownership changed or transferred in violation of applicable city, county, state, or federal standards, rules, regulations or laws.*
  33. The plat shall comply with RCW 58.17.280, providing the appropriate “addressing note” with address ranges being on the final plat.
  34. *Maintenance of all landscaping within the internal plat road and 214<sup>th</sup> Avenue NE shall be the responsibility of the Homeowners Association. Under no circumstances shall the City bear any maintenance responsibilities for landscaping strips created by the plat.*
  35. The plat shall make provisions in the CC&Rs to coordinate access with the Snoqualmie Tribes to Tract B.
  36. *All landscaped areas of the plat and individual lots shall include a minimum of 8-inches of composted soil amendment.*
  37. *Maintenance of illumination along all local and private roads shall be the responsibility of the Homeowners Association or jointly shared by the owners of the development.*

## Exhibit 2

### HEARING EXAMINER DECISION

RE: PSUB2013-00153 (*Barrington*)

March 25, 2015

Page 14 of 14

38. Covenant and easement language pertaining to individual lot and tracts with flow control BMPs shall be shown on the face of the final plat. Public Works shall approve the specific language prior to final plat.
39. Unless located within a recreation tract and public easements provided, all Surface Water Management Facilities required for this subdivision shall be contained within a separate tract of land and shall be dedicated to the City of Sammamish for maintenance and operation. Language to this effect shall be shown on the face of the final plat.
40. If applicable with the design and construction of a stormwater pond, include a note that states *Maintenance of landscaping strips along the stormwater pond perimeter other than the interior pond embankments shall be the responsibility of the Homeowners Association.*
41. Trees retained in accordance with SMC Chapter 21A.35.210 shall be identified on the face of the final plat for retention. Trees shall be tagged in the field and referenced on the face of the final plat with the applicable tag number.
42. *Trees identified on the face of this plat have been retained pursuant to the provisions of SMC 21A.35.210. Retained trees are subject to the tree protection standards of SMC 21A.35.230. Removal of these trees is prohibited unless the tree is removed to prevent imminent danger or hazard to persons or property, and may be subject to a clearing and grading permit approved by the City of Sammamish. Trees removed subject to this provision shall be replaced in compliance with SMC 21A.35.240.*
43. The plat shall include a note regarding the payment of street impact fees in accordance to SMC 14A.15.
44. *Pursuant to SMC Chapter 21A.105, fifty percent of the school impact fees have been paid at final plat. The remaining fifty percent of the school impact fees, plus an administrative fee, shall be paid prior to building permit issuance on Lots 1-40.*
45. *Consistent with SMC Chapter 14A.20, the plat is subject to Parks Impact Fees which shall be paid at the time of building permit issuance together with an administrative fee.*
46. *Pursuant to SMC Chapter 13.15, a surface water system development charge shall be paid at the time of building permit issuance for each new residential dwelling unit.*

**Barrington Compliance Matrix**



Date: 8/31/2015  
 Permit No: PSUB2013-00153  
 Reviewer:

Comment No.	Hearing Examiner Condition	Response	City Response
<b>A. General Conditions:</b>			
1	Pursuant to RCW 58.17.170 the plattor shall comply with all county, state, and federal rules and regulations in effect on September 12, 2013, the vesting date of the subject application. However, if the legislative body finds that a change in conditions creates a serious threat to the public health or safety in the subdivision, future development may be subject to updated codes, including but not limited to the International Building Code and the International Fire Code, as amended.	The plattor has complied	Site development was processed under permit SDP2015-00600, which complied with conditions.
2	Preliminary plat approval shall be null and void if any condition is not satisfied and the final plat is not recorded within the approval period of five years of the date of preliminary plat approval as required by SMC 19A.12.020, provided plattor may file for an extension as permitted by code.	The plat will be recorded within 5 years	Subdivision is being recorded prior to March 25, 2020 expiration.
3	Exhibit AB-234 is the approved preliminary plat. Revisions to approved preliminary subdivisions are subject to the provisions of SMC 19A.12.040. The plat shall be developed in substantial conformance with the conceptual development plan set prepared by Core Design received August 19, 2014 (Exhibit SB-213), modified as necessary to comport with Exhibit AB-234.	The plat is being developed in substantial conformance	The construction and site development was approved under the site development permit SDP2015-00600.

4	For the purpose of ensuring compliance with all conditions of approval and the standard requirements of the SMC, the platlor shall provide financial guarantees in conformance with SMC Chapter 27A, and PWS Chapter 10.050(K). All improvements required pursuant to the PW standards, SMC, or other applicable regulations, must be installed and approved, or bonded as specified for plats in SMC 19.A..16.	The facilites will be completed or bonded	Bonds were posted under SDP2015-00600 for all remaining improvements.
5	The platlor or subsequent owner(s) shall comply with the payment of street impact fees in accordance to SMC Chapter 14A.15.	A noted to this effect is on the final plat	30% traffic fees were paid as of 8/31/15.
<b>B. Prior to Final Construction Approval:</b>			
6	Half street improvements shall be provided on 214th Avenue SE from E. Main Street to the unimproved NE 2nd Street consistent with a local road or as approved by the City Engineer during final engineering. The preliminary site plans show location of street frontage and off-site improvements.	Half street improvements have been provided	Reviewed under site development permit SDP2015-00600. Improvements were bonded for on 1/14/16
7	The internal plat roads serving more than four dwelling units shall be consistent with the local road standards in accordance with PWS Table 1,PWS Figure 01-05 and adopted Public Works Standards, or in accordance with a variation approved by the City Engineer during final engineering.	The roads have been designed in conformance	Reviewed and approved under Site Development Permit SDP2015-00600.
8	Illumination shall be provided on the local roads consistent with the City's standards for average foot candles and uniformity for a local road. Luminaires shall be full cut-off. Pole type and style shall be approved by Public Works.	Illumination is being provided in conformance with the requirement	Reviewed under site development permit SDP2015-00600. Improvements were bonded for on 1/14/16
9	Cul-de-sacs shall be designed in accordance to PWS.15.120 or as modified by the Fire Marshal pursuant to code or statutory authority.	Cul-de-sacs have been designed in conformance	Constructed under site development permit SDP2015-00600.
10	All construction shall meet requirements consistent with the United States Department of Justice ADA Standards. The Access Board's ADA Accessibility Guidelines (ADAAG) serves as the minimum baseline for the standards.	Construction meets ASA guidelines	Constructed under site development permit SDP2015-00600.

11	Appropriate sidewalk and road transition from all proposed plat roads to all existing roads shall be designed and approved consistent with AASHTO standards as part of the site development permit.	Sidewalk and road transitions are consistent with AASHTO standards	Reviewed and approved under Site Development Permit SDP2015-00600.
12	Drainage plans, Technical Information Reports, and analysis shall comply with the 2009 King County Surface Water Design Manual (KCSWDM), the City of Sammamish Addendum to the 2009 KCSWDM, and the City of Sammamish Stormwater Management Comprehensive Plan.	The reports complied with the standards	Reports complied and were reviewed and approved as part of the site development permit SDP2015-00600.
13	The plat shall purchase from the City and install drain markers on each catchbasin within the plat "Only rain down the drain".	Action to be completed by the developer	Bonds were posted on 1/14/16 under SDP2015-00600 for remaining improvements.
14	Limits of disturbance shall be established for the perimeter of all retained trees and soil shall remain undisturbed during construction.	Retained trees have been protected	Completed under the site development review and construction. Trees were protected.
15	The landscape plan for Tract B shall be coordinated with consultation between the plat and the Snoqualmie Tribe.	Coordination between the developer and the Snoqualmie tribe is complete	Confirmation received by Snoqualmie Tribes.
16	Due to the proximity to the landslide hazard areas, the proposed stormwater pond shall include minimum 3:1 side slopes from the pond bottom to the 100-year design water surface elevation, except where a reinforced concrete wall is proposed. The pond shall include a dual liner system to provide redundancy and reduce the risk of leakages from the pond. The liners shall be designed by a geotechnical engineer and shall be consistent with the <i>2009 King County Surface Water Design Manual</i> for pond liners.	The side slopes have been designed at 3:1	Reviewed and approved under Site Development Permit SDP2015-00600.
17	Stormwater shall be discharged offsite to NE 6th Street via a HDPE pipe anchored at grade from the stormwater pond outlet (20-ft easement Recording No. 9608281623). The existing HDPE pipe anchored at grade shall be replaced.	A separate easement has been recorded over the Krause parcel for the HDPE discharge	Recorded easement provided in file. Easement recorded under Auditor File #20151014001413.

18	Design details in the geotechnical analysis of site grading, stormwater pond design, retaining walls, and rockeries shall be reviewed and approved by Public Works through design review by a licensed professional geotechnical engineer. All geotechnical reports, analysis, and recommendations shall be updated with the final engineering design.	The reports were reviewed and approved prior to final engineering	Reviewed and approved under Site Development Permit SDP2015-00600.
19	A geotechnical engineer representing the City's interest shall review and approve plans related to all grading permits associated with the proposed plat development, including plat site development permit, retaining wall, and rockeries permits.		Completed under the site development review and construction under permit SDP2015-00600.
20	In addition to the normal practice of Public Works construction inspection, a geotechnical engineer representing the City's interest shall provide inspection during the construction, including inspection of the temporary sediment and erosion control, stormwater pond, HDPE pipe and associated conveyance, and the grading of the fill and cut slopes. This shall not replace the requirement for on- site special inspections and reports from geotechnical engineers representing the developer.		Completed under the site development review and construction under permit SDP2015-00600.
<b>C. Concurrent with or Prior to Final Plat:</b>			
21	At a minimum, all stormwater facilities shall be constructed and online and operational. This includes construction of road ATB, curb, gutter, and other stormwater related facilities. Final lift of asphalt may be bonded unless otherwise directed by the Public Works Department.	The storwater facilites will be operational prior to the recording of the final plat	Stormwater facilities were constructed under SDP2015-00600 and are online and operational. Final lift of asphalt was bonded for and posted on 1/14/16.

22	All new signs required in the public rights-of-way must be installed by the City of Sammamish Public Works Department or at the direction of the City of Sammamish Traffic Engineer. Procurement and installation shall be paid for by the platfor. Contractor shall contact the Public Works Inspector to initiate signage installation a minimum of SIX WEEKS PRIOR TO FINAL PLAT. Temporary street signs may be required for internal plat roads for emergency vehicle access. "No Parking" signs shall be installed prior to final plat. "No Parking" signs shall be required on all proposed street and private roads with clear widths of 20-feet or less.	Action to be completed by the developer	All required signage has been confirmed in the field to have been installed.
23	Pursuant to Chapter 21A.105 SMC, fifty percent of the school impact fees for proposed lots 1-40 (the site has four existing residences, with one to remain), plus an administrative fee, shall be paid.	Action to be completed by the developer	LWSD impact fees were paid on 1/14/16.
24	A Public Works surety bond shall be posted consistent with the <i>2009 King County Surface Water Design Manual</i> .	The bond has been posted	A bond was posted on 1/14/16.
25	Prior to final plat approval, a performance bond shall be posted to the City for all required improvements that remain at the time of final plat, or 30% of the total improvement costs, whichever is greater. A bond quantities worksheet shall be provided by the platfor for City review and approval of performance bond amount. The restoration bond shall be released by the City following final plat approval.	A bond quantities worksheet has been provided and the bond has posted	A bond was posted on 1/14/16.
26	A licensed surveyor shall survey and stake all storm drain facilities and conveyance lines with associated easements and dedications not located within the public rights-of-way. A Public Works Inspector shall inspect and approve locations prior to final plat and easement recording.	A licenced surveyor will be/ has been overseeing the staking of the storm water facilities	Reviewed and approved under Site Development Permit SDP2015-00600. Public Works inspector has approved locations.

**D. Conditions to Appear on the Face of the Final Plat (Words in italics shall be included verbatim)**

27	<p>The utility easement along the north edge of the plat between the present end of NE 4th Street and the panhandle serving Proposed Lot 45, together with the north south portion of said panhandle shall be revised to indicate that they are subject to an easement for non-motorized use, provided that the easement may be used for such purposes only at such time, if ever, as the <i>Tamarack</i> streets become public or the <i>Tamarack</i> and <i>Barrington</i> homeowners associations reach a mutually acceptable agreement allowing such an interconnection.</p>	<p>All of Tract G has been reserved for access and utilities</p>	<p>Reviewed and approved under Site Development Permit SDP2015-00600.</p>
28	<p><i>Metal products such as galvanized steel, copper, or zinc shall not be used in all building roofs, flashing, gutters, or downspouts unless they are treated to prevent metal leaching and sealed such that contact with storm water is prevented.</i></p>	<p>The note appears on the final plat</p>	<p>Note #19 on final plat</p>
29	<p><i>All building downspouts, footing drains, and drains from all impervious surfaces such as patios and driveways shall be connected to the permanent storm drain system as shown on the approved plat Site Development Permit on file with the City of Sammamish unless otherwise directed to an approved flow control BMP. The connection to the storm system shall be through a perforated tight line in accordance to the 2009 King County Surface Water Design Manual. The approved site development plan shall be submitted with the application for any building permit. All connections of the drains shall be constructed and approved prior to final building inspection approval.</i></p>	<p>The note appears on the final plat</p>	<p>Note #20 on final plat</p>
30	<p><i>All lots containing or adjacent to infiltration or dispersion trenches/facilities shall be graded such that the flow path is directed away from the building foundation.</i></p>	<p>The note appears on the final plat</p>	<p>Note #21 on final plat</p>

31	<i>Illicit discharge of stormwater pollutants from pressure washing, car washing, and routine maintenance of household appurtenances such as siding, roof and windows shall be prevented from entering the storm drain system. Measures such as directing water to a green, vegetated area or covering the downstream catch basins shall be required and enforced pursuant to SMC 13.30.020.</i>	The note appears on the final plat	Note #22 on final plat
32	<i>No lot or portion of a lot shall be subdivided and sold, or resold, or its ownership changed or transferred in violation of applicable city, county, state, or federal standards, rules, regulations or laws.</i>	The note appears on the final plat	Note #23 on final plat
33	The platlor shall comply with RCW 58.17.280, providing the appropriate "addressing note" with address ranges being on the final plat.	The addressing note is shown on the final plat	Note #27 on final plat
34	<i>Maintenance of all landscaping within the internal plat road and 214th Avenue NE shall be the responsibility of the Homeowners Association. Under no circumstances shall the City bear any maintenance responsibilities for landscaping strips created by the plat.</i>	The note appears on the final plat	Note #24 on final plat
35	The platlor shall make provisions in the CC&Rs to coordinate access with the Snoqualmie Tribes to Tract B.	Provisions made in CC&Rs	Provisions confirmed in the CC&Rs
36	<i>All landscaped areas of the plat and individual lots shall include a minimum of 8-inches of composted soil amendment.</i>	The note appears on the final plat	Note #25 on final plat
37	<i>Maintenance of illumination along all local and private roads shall be the responsibility of the Homeowners Association or jointly shared by the owners of the development.</i>	The note appears on the final plat	Note #26 on final plat
38	Covenant and easement language pertaining to individual lot and tracts with flow control BMPs shall be shown on the face of the final plat. Public Works shall approve the specific language prior to final plat.	A BMP note is shown on the final plat	Note #32 on final plat with table approved by Public Works.

39	Unless located within a recreation tract and public easements provided, all Surface Water Management Facilities required for this subdivision shall be contained within a separate tract of land and shall be dedicated to the City of Sammamish for maintenance and operation. Language to this effect shall be shown on the face of the final plat.	Tract E will be dedicated to the city for Surface water management and is shown as such on the final plat	Note #3 on final plat
40	If applicable with the design and construction of a stormwater pond, include a note that states <i>Maintenance of landscaping strips along the stormwater pond perimeter other than the interior pond embankments shall be the responsibility of the Homeowners Association.</i>	The note appears on the final plat	Note #3 on final plat
41	Trees retained in accordance with SMC Chapter 21A.35.210 shall be identified on the face of the final plat for retention. Trees shall be tagged in the field and referenced on the face of the final plat with the applicable tag number. .	Tress are shown with numbers on sheet 9 of the final plat	Trees have been tagged on site and referenced on the final plat Sheet 10 of 10
42	<i>Trees identified on the face of this plat have been retained pursuant to the provisions of SMC 21A.35.210. Retained trees are subject to the tree protection standards of SMC 21A.35.230. Removal of these trees is prohibited unless the tree is removed to prevent imminent danger or hazard to persons or property, and may be subject to a clearing and grading permit approved by the City of Sammamish. Trees removed subject to this provision shall be replaced in compliance with SMC 21A.35.240.</i>	The note appears on the final plat	See Sheet 10 of 10 of the final plat
43	The plattor shall include a note regarding the payment of street impact fees in accordance to SMC 14A.15.	A note to this effect is on the final plat	Note #28 on final plat; impact fee will apply to 40 of the 45 lots.
44	<i>Pursuant to SMC Chapter 2JA.105, fifty percent of the school impact fees have been paid at final plat. The remaining fifty percent of the school impact fees, plus an administrative fee, shall be paid prior to building permit issuance on Lots 1-40.</i>	The note appears on the final plat	Note #29 on final plat; impact fee will apply to 40 of the 45 lots. 50% of the school impact fees were paid for 40 lots on 1/14/16.
45	<i>Consistent with SMC Chapter 14A.20, the plat is subject to Parks Impact Fees which shall be paid at the time of building permit issuance together with an administrative fee.</i>	The note appears on the final plat	Note #30 on final plat; impact fee will apply to 40 of the 45 lots.

46	<i>Pursuant to SMC Chapter 13.15, a surface water system development charge shall be paid at the time of building permit issuance for each new residential dwelling unit.</i>	The note appears on the final plat	Note #31 on final plat; impact fee will apply to 40 of the 45 lots.
----	---	------------------------------------	---

## Exhibit 3

# BARRINGTON

A PORTION OF THE SW 1/4, OF THE NW 1/4, SECTION 33, TOWNSHIP 25 NORTH, RANGE 6 EAST, W.M.  
CITY OF SAMMAMISH, KING COUNTY, WASHINGTON



**LEGEND**

● EXISTING TREE TO BE RETAINED

TEC CEDAR

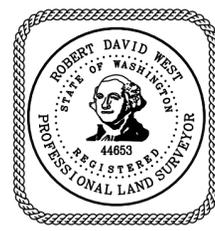
TEF FIR

TREE TAG NUMBER	SPECIES AND DBH
8056	TEC 16
8057	TEC 14
8058	TEC 16
8059	TEC 12
8066	TEF 12
8068	TEF 24
8069	TEF 20
8220	TEC 12
8221	TEC 10
8222	TEC 10
8223	TEC 10
8224	TEC 8
8225	TEC 10
8226	TEC 8
8227	TEC 8
8228	TEC 10
8229	TEC 12
8480	TEC 34

ASSESSOR'S PLAT OF TAMARACK VOL. 76, PGS. 36-37

**TREE RETENTION NOTE**

TREES IDENTIFIED ON THE FACE OF THIS PLAT HAVE BEEN RETAINED PURSUANT TO THE PROVISIONS OF SMC 21A.35.210. RETAINED TREES ARE SUBJECT TO THE TREE PROTECTION STANDARDS OF SMC 21A.35.230. REMOVAL OF THESE TREES IS PROHIBITED UNLESS THE TREE IS REMOVED TO PREVENT IMMINENT DANGER OR HAZARD TO PERSONS OR PROPERTY, AND MAY BE SUBJECT TO A CLEARING AND GRADING PERMIT APPROVED BY THE CITY OF SAMMAMISH. TREES REMOVED SUBJECT TO THIS PROVISION SHALL BE REPLACED IN COMPLIANCE WITH SMC 21A.35.240. ALL TREES TO BE RETAINED IN GROUPS WILL BE PLACED IN TRACTS OR TREE RETENTION EASEMENTS (T.R.E.). T.R.E.'S ARE DEFINED BY THE DRIP LINE OF THE TREES AS SHOWN HEREON. THE PLATTOR SHALL RECORD A COPY OF THE TREE RETENTION PLAN AS PART OF THE FINAL PLAT.



**CORE DESIGN**

ENGINEERING • PLANNING • SURVEYING

JOB NO. 13039

14711 N.E. 29th Pl. Suite 101  
Bellevue, Washington 98007  
425.885.7877 Fax 425.885.7963

SCALE: 1" = 60'

0 30 60 120



### Barrington Subdivision – Vicinity Map



## Exhibit 5

## City of Sammamish – 2016 Council Retreat Recap

### THURSDAY, JANUARY 14

#### GENERAL DISCUSSION

Council discussion was informal, focusing on relationships and roles between Council members, Council meeting dates, and Council committees. The meeting date schedule is as follows:

- Council Meetings.....1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month, 6:30 p.m.
- Council Study Sessions .....2<sup>nd</sup> Tuesday of each month, 6:30 p.m.
- Council Office Hour .....1<sup>st</sup> Tuesday of each month, 5:00-6:00 p.m.

City Attorney Mike Kenyon is working on draft language to present to Council to edit Council Rules. This would allow three members of the Council to request a topic for the agenda. Consensus was reached that written Council Committee reports should be included or referenced with Council Meeting minutes and included as reference material on the City's website on the calendar.

### FRIDAY, JANUARY 15

#### PUBLIC COMMENT

**Scott Hamilton, 19727 SE 19<sup>th</sup> Street, Sammamish** - Expressed his approval on the change in approach to the Council Retreat as it is being held closer to Sammamish this year, which allows more public comment. He commented that in the past transportation has been about concurrency. Now improvements for safety are needed such as: SE 24<sup>th</sup> to the Parkway, 212<sup>th</sup>, etc. Some areas have no shoulders or need wider shoulders, have blind corners, no room for pedestrians or cyclists, etc. The City needs to look beyond LOS/concurrency to address these safety issues.

He then addressed the issue of public comment as Council meetings and suggested that a green-yellow-red light system might be useful so that speakers know when their time is running out. He encouraged open dialogue at City Council meetings as well as Town Hall meetings.

Hamilton further advised that in regards to the Lake Washington bond issue, the City should remain neutral.

**Karen Moran, 20705 SE 3<sup>rd</sup> Way, Sammamish** - Clarified that the Sammamish Plateau Water and Sewer District did not get involved in the Klahanie area annexation discussion as one of the current commissioners lives in Klahanie. She also expressed a desire to see public comment at both the beginning and the end of Council meetings. Ms. Moran further indicated that she was disappointed the City newsletter was not on the agenda as she feels it need some revamping.

**Sean Smith, 1605 218<sup>th</sup> Court SE, Sammamish** - Commented on his support of the "Emerald Necklace" concept and additional land acquisition as a strategic investment for the City. He expressed his concern about traffic issues on SR 202, Issaquah-Fall City Road, Union Hill Road, etc.

**Greg Reynolds, 4339 210<sup>th</sup> Place NE, Sammamish** - Outlined the history of the NE 42<sup>nd</sup> Street barricade and why it was required by King County before the City was incorporated. The road was open for three months after its completion before being closed by the City of Sammamish. At that time the City indicated that they did not want the route used by drivers who would normally use SR202 to get to Sahalee Way. A tree was dragged across the road to block its access. When the tree was removed, concrete blocks were

## City of Sammamish – 2016 Council Retreat Recap

---

then used to stop traffic. This was followed by the installation of the current opticom gate, which only allows access to emergency vehicles.

The City further indicated that when improvements to SR202 were completed, the barricade might be removed. This has not yet happened. Reynolds also mentioned an incident in November 2015 during which the barricade failed to open for an emergency vehicle creating an unsafe situation.

### TOWN CENTER PLAN OVERVIEW DISCUSSION AND UPDATE

Community Development Director Jeff Thomas provided an overview on the three development in the Town Center that have broken ground. The three private projects currently under construction include:

**SE Village** – Located east of 228<sup>th</sup> Avenue, south of Crusader Way. It will consist of 75 townhome units and 6,500 square feet of live/work commercial. Completion is anticipated summer 2016. The storm water vault and it's prominence on 228<sup>th</sup> Avenue was discussed. Staff noted the amount and type of landscaping required in this area and the City would not authorize further construction until this was addressed. Efficient infrastructure, specifically for storm water, was discussed in general and that current projects are too small to provide regional facilities.

**The Village** – Located at the corner of SE 4<sup>th</sup> Street and the west side of 228<sup>th</sup> Avenue SE. There will eventually be 159 apartment units and 110,000 square feet of retail and office commercial space. Being construction in three phases, anticipated completion of the first phase is winter 2017, which includes the Metropolitan Market. Anticipated completion of the other two phases is summer 2017. The project served as a catalyst in getting the Town Center developed. The Main Street discussions staff is having were described in regards to the third phase (mixed use building) at the west end of the project. It was also discussed whether the building design could be significantly changed to incorporate a different design to which the response from staff was some, within reason.

**Plateau 120** – Located on the east side of 228<sup>th</sup> Avenue at SE 1<sup>st</sup> Street. The project consists of approximately 214 apartment units and 42,000 square feet of commercial space. Anticipated completion is spring 2016. Staff reminded City Council of the color discussion regarding this building at last year's retreat and the change to such. City Council expressed some general concern regarding architectural style in the Town Center and that north-west architecture may be preferred. Staff noted the Town Center regulations did not specify architectural style. However, staff is encouraging developers to include different designs in future projects. Street improvements for SE 1<sup>st</sup> Place were discussed and that current homeowners did not want to connect to public street built by developer.

Senior Planner Evan Maxim provided an overview of the Town Center as well as information about current projects. The town center concept came about in 2003 and a citizen Task Force appointed in August 2000. A vision statement for the Town Center was adopted in March 2006, which states:

*"The Sammamish Town Center is a vibrant, urban, family-friendly gathering place in a healthy natural setting. The City's sense of community reflects a balance between its natural and urban characteristics."*

In June 2008 the Town Center Plan was adopted by City Council. Town Center regulation followed becoming effective January 2011. As progress developed, the City evaluated project specific impacts and required mitigation consistent with the Town Center regulations and the Town Center Environmental Impact Statement (IEIS). A Town Center Infrastructure Plan has been adopted that describes possible

## City of Sammamish – 2016 Council Retreat Recap

---

infrastructure alignments for streets, pedestrian networks, stormwater, and open space/parks. Development began in 2015.

A review of EIS for the Town Center Plan was provided. A total build out of 2,000 – 2,250 dwelling units were evaluated. At current, approximately 33% of this total had been allocated. A total of 600,000-675,000 square feet of commercial space was evaluated. At current, approximately 31% of commercial space had been allocated. It was questioned whether the City could continue to rely on the EIS. Staff indicated that the EIS was intended to evaluate the “built out” status of the Town Center and the City around the Town Center – so the analysis in the EIS were still valid. It was also questioned whether the City wanted to temporarily halt development in Town Center until City Council could review again. Staff indicated that this may eliminate the movement forward on Town Center development in the short term and the City may want to wait for a larger sample size of projects and market downturn to consider change.

Two additional development applications that are in the works are:

**Commons at Sammamish** – Located directly north of City Hall on the west side of 228<sup>th</sup> Avenue SE. It will consist of approximately 214 apartment units and 42,000 square feet of commercial space. The application for this project is anticipated spring 2016. Sewer through east end of lower commons was discussed and would allow for development south of SE 4<sup>th</sup> to connect to sewer without going so deep in SE 4<sup>th</sup> Street.

**Sammamish Town Center Association** – The Association controls about 40 acres of land west of 228<sup>th</sup> Avenue SE, north and south of SE 4<sup>th</sup> Street. Its construction application is anticipated spring/summer 2016. The first phase of the project—approximately 8.26 acres—consists of 243 apartment units and 22,000 square feet of commercial space. The applicant is currently starting the pre-app process and coordinating with the City on design of SE 4<sup>th</sup> Street. It is likely the applicant will want to purchase or acquire density from the TC-D zone, which would require CC involvement.

The City has begun work on one of the primary infrastructure projects within the Town Center—the SE 4<sup>th</sup> Street capital project. This is scheduled to break ground in June 2016 and will include several roundabout, significant pedestrian improvements, and will set the stage for development of the Town Center core. City coordination with Sammamish Plateau Water and Sewer to locate a water and sewer system in the area around SE 4<sup>th</sup> Street will create an efficient design for further anticipated development.

With three developments currently underway and several on the horizon, it might be appropriate to begin looking at a road connection from SE 8<sup>th</sup> up to SE 4<sup>th</sup>. Other items that were mentioned included:

- National Pollutant Discharge Elimination System (NPDES) challenge of the Town Center
- Financial impact of new Town Center development on existing businesses
- Improvements needed on 218<sup>th</sup> – SE 8<sup>th</sup>
- “Green Spine” concept through the Town Center
- Adequate City staffing to handle current and future development issues
- The desire for condos vs apartments; apartments are perceived as more “transitory” housing

Interim Public Works Director Cunningham walked Council through the conceptual improvements to SE 4<sup>th</sup> Street between 281<sup>st</sup> Avenue SE and 228<sup>th</sup> Avenue SE, which is at the 30% design phase. This section of SE 4<sup>th</sup> is classified as a minor arterial. (Note: At the retreat, it was incorrectly stated that this section of SE 4<sup>th</sup> was classified as a collector). Design generally calls for one lane in each direction with a planted median and mini roundabouts at each intersection between 218<sup>th</sup> SE and 224<sup>th</sup> SE and normal roundabouts and a two-way left turn lane between 224<sup>th</sup> SE and 228<sup>th</sup> SE. Sidewalks and bicycle facilities

**City of Sammamish – 2016 Council Retreat Recap**

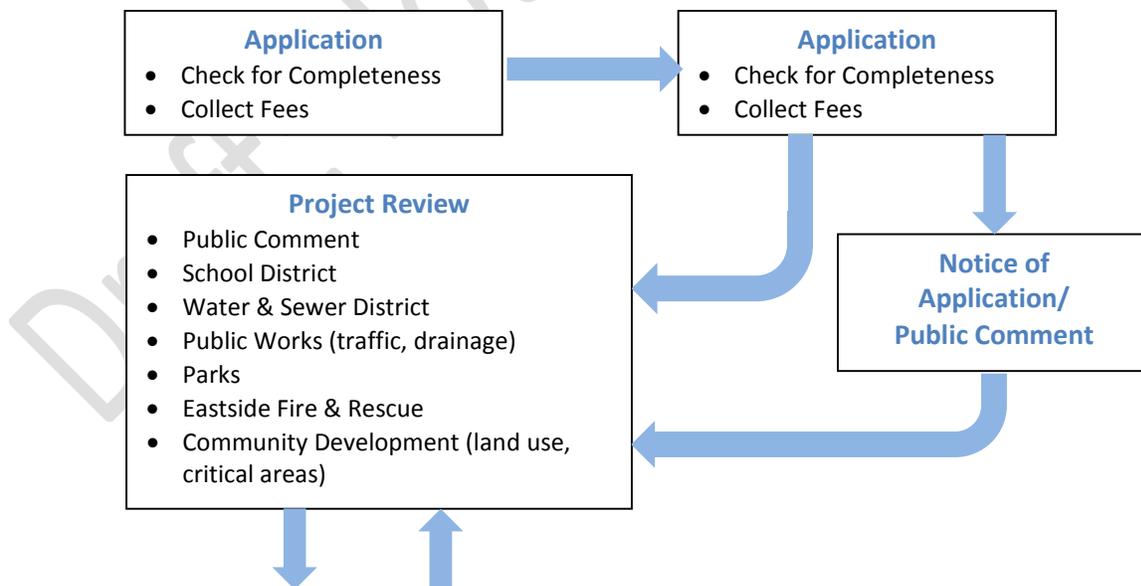
will be provided on both sides of the street. Design is based on current Public Works and Town Center street cross-section standards. Purchase of right-of-way will be necessary to accommodate the design. He also explained that developers had the option of building the frontage improvements in lieu of paying impact fees. If the final cost is less than the impact fees would have been, they are responsible for paying the difference. If, however, cost is more than the projected impact fees, the City does not need to “refund” the difference. Concern was expressed about pedestrian and bicycle safety in locations with a median. It was suggested that this would be a good topic for a future study session and for taking public comment.

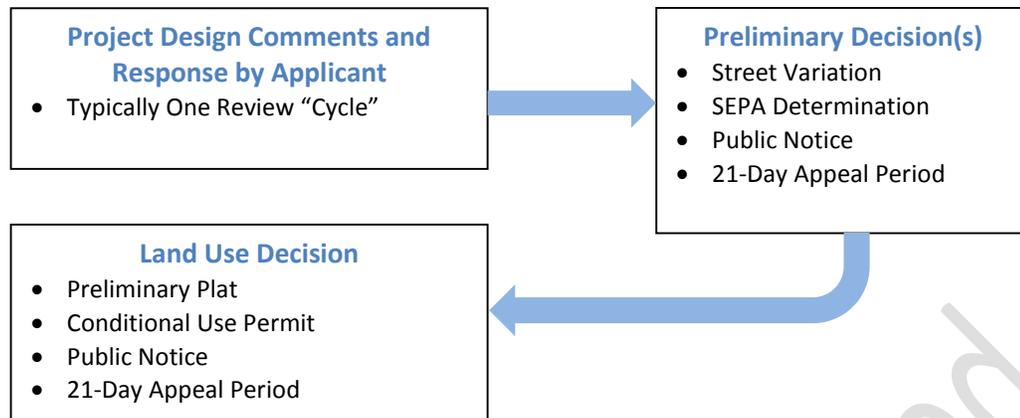
Financing Town Center improvements was discussed. The current 6-year Transportation Improvement Plan projects that \$40 million will be collected in traffic impact fees to help fund the concurrency related infrastructure improvements listed in the TIP. A cash flow analysis document is currently being developed. It is likely that other city funding will be necessary to “up-front” some of these costs with future impact fee collections being used to pay the city back for this up-front funding. Some of these improvements will require working closely with the Sammamish Plateau Water & Sewer District (SPWSD) and some discussions have already taken place.

Our relationship with Puget Sound Energy (PSE) in regards to undergrounding work (cable, phone) and who pays for what could vary depending on current franchise negotiations. Cost of undergrounding with this project is estimated at approximately \$1 million. This could be financed by a Local Improvement District (LID) over a twenty-year period, but would require a vote by the property owners. Council needs to provide direction after staff makes a presentation based on information from PSE. Council expressed its interest at being informed much earlier on infrastructure projects and potential issues of concern

**DEVELOPMENT REVIEW DISCUSSION**

Community Development Director Jeff Thomas and Senior Planner Evan Maxim explained the City’s development review process as illustrated below. Discussion followed.





The Connor-Jarvis development was used as an example. This project involves the building of 115 homes around laughing Jacobs Lake. There was a lot of discussion regarding traffic issues in the initial phases prior to the application being submitted. Subsequent meetings were as follows:

**Pre-application meeting (required):** The intent is to relay information to developer regarding code requirements, other anticipated design challenges. Staff does identify possible design problems that will need to be addressed.

A discussion variations and variances ensued. Zoning variances can be issued administratively by the Community Development Director. Street variations are issued by Public Works and are subject to public works standards. Any variances granted are required to be disclosed by the developer at the neighborhood meeting. Staff would not know if this requirement was met unless they were at the meeting. Both zoning variances and street variations can be appealed to the Hearing Examiner. Staff described the differences between such. It was clarified that variances and RUEs are not used to authorize development (e.g. subdivisions), but only granted to allow for single family home construction. It was asked if the Chestnut Estates West allowance to span landslide hazard with bridge was a variance. Staff responded it was not a variance (ie. RUE for critical areas) but rather an existing flexibility tool in code

**Neighborhood meeting (required):** Developer meets with all neighbors within a 500 foot radius of the proposed project. It was discussed whether staff should attend meeting. Staff becomes the focus / defender of the project, which generally was discussed as being not appropriate. It was noted that staff will not have reviewed project at this stage – so cannot speak to project’s compliance with regulations. A suggestion was made that the neighborhood meeting should be after application to the City. A question was raised about the length of time between a neighborhood meeting and a permit application. Staff noted a simple code fix could address and offered to bring such forward in 2016 for Planning Commission and City Council review.

The discussion regarding variances and variations continued specific for the Conner Jarvis development. Variations requested included:

- Off-site improvements to streets (closest compliant street was 228<sup>th</sup> Ave)
- On site improvements (entry cross-section and internal road sections)
- Narrower ROW (clarified by John Cunningham)
- Public Works Standards describe a street the City has not historically actually wished to use for development

## City of Sammamish – 2016 Council Retreat Recap

---

The SEPA MDNS for the Conner Jarvis development was also discussed. It required contributions and installation of off-site street improvements. The subsequent appeal focused more on drainage and wetland issues.

The Planning Commission has completed its review of the public works standards and handed their recommendation to the City Council. Staff and City Council now need to work together to decide on the best process to be used for City Council review and adoption of the new Public Works Standards.

### WORK PLANS – DEPARTMENTAL AND COMMISSION

#### Administrative Services

Department Director Beth Goldberg reviewed her work plan. Council action will be needed on municipal court services. Does the City want to contract with King County for its district court services or with Issaquah for municipal court services? Switching from King County District Court's Issaquah facility to King County District Court's Redmond facility was also discussed as a possible cost-savings option. Director Goldberg will bring back options for Council consideration and decision.

Public records requests were discussed briefly. There has been a recent request for the City to provide "every public record." The City Clerk's office is working with the City Attorney on this request.

Other items being monitored by Administrative Services that will be coming before Council are the King County Animal Control contract and Solid Waste contract (2017-2025). One councilmember expressed an interest in reviewing the pros and cons of developing a franchise with Puget Sound Energy.

The contract with Republic has been signed by the City and is waiting for Republic's signature. It was noted that Klahanie is currently being served by Republic. The question was raised on how the City will fold them into its solid waste contract. This would be handled separately from the existing contract.

Director Goldberg indicated she would be working with Republic regarding the transition to the 2017-2025 contract, identify service routes and days, and come up with a transition plan that would be presented to Council in the future. It was also suggested that a question and answer page be placed on the City's website to answer transition issues.

Goldberg informed Council that Fire Services would once again be monitored by Administrative Services.

Ongoing management of Human Resources is being modernized through updating the personnel policies and the potential implementation of a Human Resources Information System (HRIS). The City's risk management function is also being handled by Administrative Services. Staff coordinates claims against the City by sending them to the Washington Cities Insurance Association (WCIA) for review and decision. The City's land use issues are handled by City Attorney Mike Kenyon.

Council indicated its interest in being alerted about any potential vulnerabilities from the risk management perspective.

#### Community Development

Department Director Jeff Thomas presented the 2016 work plan. The department's primary responsibilities are planning services, building services, permitting services, and code compliance. Key accomplishments

## City of Sammamish – 2016 Council Retreat Recap

---

in 2015 were completion of Comprehensive Plan amendments, revision of tree regulations, the successful annexation of the Klahanie area, and starting three major town center projects.

The “Must Do” list for 2016:

- R-4 Impervious Surface Regulations
- Non-Residential Uses in Residential Zones
- Mystic Lake Annexation
- Shoreline Master Plan (SMP) Amendment
- Wetland Ratings
- Beaver Lake Management District Renewal
- Building Codes Update
- Marijuana Definitions
- Impact Fee Deferrals
- Wireless Regulations
- 2016-17 Comprehensive Plan Docket
- Signage Regulations

Community Development will also need to start an Urban Forestry Management Plan. This will consist of:

- Planning Commission Input
- Draft Scope of Work and Public Outreach Strategy
- City Council Review and Direction
- Drafting the Request for Proposal (RFP)
- Securing the Consultant
- Public Outreach

### **Finance and IT**

Finance and Information Technology Director Joe Guinasso presented his department’s work plans.

The 2017-2018 biennial budget process is currently underway. Staff is updating data and incorporating 2015 year-end. Process planning and “early direction” to the departments will occur in the 1<sup>st</sup> quarter of 2016. Staff is also working on costs and revenue estimates for CIP Plans. The 6-year CIP Plans, along with the 20-year CIP forecast, will be finalized and presented to the City Council in June. Operating budgets will be developed and finalized during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters for Council consideration in the fall. Council deliberations and adoption of the budget will take place during the final quarter of 2016.

Selection for new banking services is now underway. Bank of America informed us in October they would no longer serve medium to small cities. The request for proposal went out in November; banks with branches in Sammamish were contacted and the City received three bids. Staff evaluated the proposals during December and January and identified a firm. Staff is seeking City Council approval to finalize the contact at the February 2 Council meeting. Implementation would take place March 15, 2016.

Finance will be working with Administrative Service on implementation of the Springbrook Personnel Module. Personnel information will be kept electronically (e.g. emergency contact info, mandatory training & licenses). This reduced manual process (e.g. COLA and merit increase adjustments) and will assist in fulfilling public records requests.

## City of Sammamish – 2016 Council Retreat Recap

---

The Information Technology work plan includes redesigning the City's website. Staff performed a needs analysis and began interviewing firms in 2015. "Go live" target is June 2016. The redesign scope is:

- Update design to make it visually appealing, organized, & consistent with peer cities technology
- Mobile friendly (through responsive design)
- Content Management System (CMS) to it is easier to edit content, attach files, & manage internal users

A discussed followed on TV 21 improvements. Some expressed concern about clarity issues and audio when filming City Council meetings. Upgrading the audio is a priority. Another item mentioned was some sort of signal for speakers indicating when their three-minute time limit has been reached. The microphone height for some citizens is awkward. More content on TV 21 is desired in lieu of the scrolling list of Council and Planning Commission members. Communications Manager could talk to schools and see if there is any programming that could be included.

Guinasso presented the Arts Commission work plan for 2016. The annual event/performance calendar will be similar to that of 2015 including integration of public art and public art acquisition. Future planning will align with the 2017-2018 budget development process and will including funds for perform arts program and expansion of programs. The 2016 Work Plan Calendar will be finalized in January.

### Parks and Recreation

Community and Aquatic Center - Department Director Jessi Bon provided an overview of the major work items for the Parks and Recreation Department. At the top of the list is completing the Community Center construction project. At this time, Director Bon anticipates substantial completion at the end of February and final completion at the end of March. Provisions are being made for a phased move in, which will allow the YMCA to move-in some of the equipment early, including the fitness equipment scheduled to move in mid-February.

Plans are also underway to fill the pools in February, which will allow the YMCA and the King County Health Department to complete their permit process. This is an intensive process involving inspection of pool construction and review and approval of the operations plan. This work must be completed and approved prior to opening the facility.

And finally, the staff and consulting team are also working on a rolling punch list, allowing areas of the building that are complete to be signed off early. All of these measures will ensure the building opens to the public as soon as possible.

All signs indicate the Community and Aquatic Center will open to the public in April. The date is not known, but will be shared with the City Council as soon as it is confirmed. The Grand Opening Event (the formal ceremony) will likely take place at the end of April or in early May. The event will feature a grand "reopening" of the entire Sammamish Commons campus. More details about the event and the date of the event will be shared in the next month.

Trails, Bikeways and Paths Plan - Director Bon introduced the Trails, Bikeways and Paths (TBP) Plan update. This important planning tool was adopted in 2004 and is scheduled to be updated in 2016. A lot has changed in Sammamish since the plan was first adopted including the Town Center. The plan update will identify new trail corridors that align with and connect to new amenities and future planned development.

Like many of the upcoming planning projects, this project will involve multiple departments including Public Works and Community Development. Work on the plan will begin in the next couple of months

## City of Sammamish – 2016 Council Retreat Recap

---

with an inventory process to identify the infrastructure that is already in place. Public Works is in the process of selecting a consultant to perform this work.

Once the inventory is complete, staff will begin the consultant selection process to identify a firm to complete the plan update. The tentative schedule indicates that staff work on the plan update, including the public process, will begin this fall. The plan is anticipated to be completed in early 2017.

Parks Capital Improvement Plan (CIP) - During the first and second quarters of this year, the staff and Parks Commission will be working on the updated to the Parks CIP. Staff are currently updating the list of potential projects and will be presenting that information to the Parks Commission in February. The Parks Commission is scheduled to present their recommendation to the City Council in June, with the goal of adopting the plan in early July.

YMCA Development Plan - Another major work plan item for the Parks Department is preparation of the Development Plan for the YMCA Property located south of Pine Lake Middle School on 228<sup>th</sup>. The YMCA property is a component of the City's operating agreement with the YMCA and the land is leased to the City and intended to be used for "recreational purposes." Conditions of the lease require the City to complete a planning process by June 30, 2018. The process will include public input, a concept plan and preliminary cost estimates. The work on this planning document will commence later this year once the Community Center project is complete.

Eastlake High School Community Sports Field Turf Replacement - The synthetic turf at the Eastlake High School Community Sports Fields is scheduled to be replaced this summer. Director Bon informed the City Council that this item is going out to bid next week and a decision was made to include infill material as an alternate bid item. Crumb rubber is not included as one of the infill alternatives. This strategy will allow us to determine the availability and actual cost of the various infill materials before a final product is selected. Council discussion of the bid alternates will take place at the March 8 Study Session. The construction contract will be awarded in April. There is a very short timeline for construction – the project will begin in early June and needs to be completed by mid-August to accommodate the school sports schedule.

Lower Commons to Big Rock Park Trail - Director Bon provided an update on this trail project and indicated that this would be coming back to the City Council for further discussion in February. In the meantime, it is worth mentioning that trail projects, although generally lower in cost, are very time intensive especially when they involve land acquisition and coordination with private property owners. This is something that will need to be factored into future trail development projects.

Complete Work Plan - Director Bon indicated that the complete work plan for the Parks Department is included in the council retreat notebook. The Parks Department is anticipating another busy year with park planning, park maintenance, facility maintenance and all other areas of operations.

### **Public Works**

Interim Public Work Director Cunningham presented a short power point (attached) summarizing the department's work plan with a discussion of: major construction projects, major design projects, other transportation related initiatives, other stormwater initiatives and major operations and maintenance initiatives. More specific discussion points included right of way acquisition and utility undergrounding on SE 4<sup>th</sup> Street, resurfacing of streets in the Klahanie annexation area, pedestrian facilities being constructed as a part of the Snake Hill project, updating the city's non-motorized project priority list, needed revisions to the Comp Plan Transportation Chapter, completion of a multi-modal mobility and

## City of Sammamish – 2016 Council Retreat Recap

---

safety plan per Comp Plan policy T.3.12, the stormwater comp plan, design manual and LID code revisions and the cleanup of the stormwater ponds in the Klahanie annexation area.

### CONNECTIVITY

Public comment was given by Allan Blomquist (20142 NE 44<sup>th</sup> Street, Sammamish) who spoke in opposition of opening the 42<sup>nd</sup> Street barricade. Mr. Blomquist asserted that opening the 42<sup>nd</sup> Street barricade would have no marginal benefit to connectivity or on the traffic on Sahalee Drive. Further, opening the barricade would be dangerous due to the steep grade, at least three 90 degree turns, lack of lighting, blind corners, etc. He argued that even though using Sahalee Way may be a bit longer route, it actually takes less time due to the speed limits.

Greg Reynold provided a rebuttal and indicated that opening the NE 42<sup>nd</sup> Street barricade provides an additional route for emergency vehicles.

Discussion by Council followed with safety being expressed as a very high priority for all councilmembers. This issue is difficult because it is trying to balance competing goals of maintaining existing neighborhood character while at the same time promoting connectivity in the city. Citizens consistently express desire for connectivity unless it's in their area. There was discussion that connectivity is not only for vehicles, but it also for pedestrians, bicycles, emergency vehicles, etc. Reviewing the NE 42<sup>nd</sup> barricade is currently not on the Public Works work plan. It was mentioned that removing the SE 32<sup>nd</sup> barricade has cost the City approximately \$400,000 in mitigation. Some feel SE 32<sup>nd</sup> is not safe now that the barricade has been removed because it is a major route for children walking to school. It was also suggested that 32<sup>nd</sup> needs to be totally resigned to ensure it is safe.

The suggestion was made to hire a transportation expert (traffic engineer) to study the NE 42<sup>nd</sup> barricade issue. Cunningham stated that an estimated cost for a study would be around \$75,000 - \$100,000. Scope of work would need to be identified to provide the information Council needs to make an informed decision.

Consensus was reached to take another look at the existing Council approved process for looking at barricade removal decisions at a future study session to see if that might be the process to use for the NE 42<sup>nd</sup> gate. A process template needs to be developed that addresses the issues that need to be clarified in order for the Council to be able to make informed decisions with respect to barricade removal/retention. Consensus was reached to discuss this at a future study session.

### VISIONING SAMMAMISH 2040 DISCUSSION

Councilmember Christie Malchow presented her 2040 vision for Sammamish. She highlighted her vision for the future of transportation, recreation, the environment, communications and finances for the City of Sammamish. For more information about Councilmember Malchow's 2040 vision, please refer to the attached PowerPoint presentation.

Councilmember Tom Hornish also shared his 2040 vision of Sammamish. He sees a Sammamish that serves as a model Washington city building on today's successes. Councilmember Hornish vision highlights the following themes: family and business friendly, financial strength and diversity. For more information about Councilmember Hornish's 2040 vision, please refer to the attached PowerPoint presentation.

## City of Sammamish – 2016 Council Retreat Recap

---

### MODE OF OPERATIONS – CITY OF SAMMAMISH FINANCES AND CAPITAL PLANS OVERVIEW

Due to lack of time, Council decided to discuss this item at a future at a study session.

SATURDAY, JANUARY 16

#### PUBLIC COMMENT

**Greg Reynolds, 4339 210<sup>th</sup> Place NE, Sammamish** – Stated that safety is most important as it relates to connectivity and the NE 42<sup>nd</sup>.

Deputy Director Howard responded that the current safety of the road is just an assertion by non-professionals and that the question of whether or not the road is safe should be answered by a professional. Further discussion followed with mention of traffic counts and traffic modeling.

**Scott Hamilton, 19727 SE 19<sup>th</sup> Street, Sammamish** – Commented on the Town Center Environmental Impact Statement (EIS)

**Jon Bromberg - 22309 NE 31<sup>st</sup> Street, Sammamish** - A member of the Sammamish Citizens Corps, Bromberg urged Council to increase its investment in emergency preparedness by including training for both Council and staff and to hire an emergency manager. He also indicated that more exercises would be beneficial such as undertaking “table top” exercises, exercises that included citizens, and the City’s participation in the Cascadia Rising disaster drill in June.

**Sharon Steinbis, 24933 SE 14<sup>th</sup> Street, Sammamish** - Steinbis called Council’s attention to a newly formed group called Storm Water Stewards. The group advocates a new approach to storm water retention such as “rain gardens” in lieu of the current designed which include concrete structures or “ponds” surrounded by chain link fences.

#### CITIZEN OUTREACH

Communications Manager Tim Larson initiated the discussion by making two points:

1. The city’s communication goal is simple: It’s to make sure residents have an accurate impression of what’s going on in their city.
2. The city tries to achieve this goal year-around by regularly putting out accurate information and always addressing inaccurate information when it comes up.

The city currently reaches residents through their:

- Phones
- computer screens
- radios
- TV sets
- Newspapers
- Mailboxes

The city also connects with residents at Council meetings, Council office hours, open houses and public hearings.

## City of Sammamish – 2016 Council Retreat Recap

---

Additional outreach options include (each of which are described in more detail in the retreat materials):

- Roundtables
- City Manager and Mayor go to HOA meetings
- Online Town Halls
- Nextdoor
- Go where the people are
- Open Houses in all city quadrants
- Take a walk with the Mayor
- City blog
- Facebook, Twitter, etc.

Summary of discussion:

- Councilmember Malchow suggested giving individual residents the option to opt out of the hard copy newsletter and receive it electronically.
- When the question of eliminating the hard-copy newsletter came up, Deputy Mayor Valderrama said he didn't want to do that.
- Mayor Gerend suggested the formation of an ad hoc committee on citizen outreach. Councilmembers Malchow, Hornish and Keller agreed to be part of the committee.
- Among other things, the committee will consider Peak Democracy's online Town Hall service, which allows residents to weigh in on important questions from the comfort of their home.
- Another potential committee topic: Using NextDoor social networks to share city information with Sammamish neighborhoods.
- The committee will also consider a vigorous city move into social media. The city currently does not employ Twitter, Facebook and other social media tools in a robust fashion. It was mentioned that this move may require substantial investment.
- Tim expressed the opinion that there is a limited appetite for government information, so we shouldn't assume that doubling the number of communication tools we employ would double our communication impact. This raises a question: Will there be sufficient return on investment?

## RECREATION FACILITIES PRESENTATION

Director Bon provided an overview of the facilities managed by the Parks Department.

Sween House - The Sween House is located in the Lower Commons and is currently leased to Youth Eastside Services (YES) to operate a counseling center in partnership with Friends of Youth. The Counseling Center is called CrossPath Counseling and provides counseling services to youth, teens and families. The lease began in 2010 and the operation has been very successful.

Director Bon identified two items of concern related to this house. The Sween House is currently served by a septic system that is in need of replacement. The Town Center development will bring sewer to the east and north boundary of the park and if the Sween House is intended to be used long-term, the house will be connected to sewer. This sewer connection is included as part of the negotiations with the developers for the sewer easement, which will be located on parks property.

## City of Sammamish – 2016 Council Retreat Recap

---

Director Bon shared information about the potential for an additional road connection from 228<sup>th</sup> to the new Town Center that may run alongside the east and north boundaries of the Lower Commons Park. This road and the alignment of the road are still under discussion, but it is important to mention as the Sween House and the road may be in conflict. The Executive Director of YES has been notified about the Town Center development potential and staff are working to identify options to relocate the counseling services if it becomes necessary to do so. The ideal location is an area that allows privacy for counseling participants, similar to the privacy afforded by the Sween House.

Recreation Center (Boys & Girls Club) - The Recreation Center (the old King County library building) is currently leased to the Boys & Girls Club. The lease began in 2010 and the initial term is for 10-years with the option to renew for an additional 40 years. The building was remodeled by the Boys and Girls Club and the City completed the access improvements by adding the second entrance off of Inglewood Hill Road. Plans were drawn up for a future gymnasium, but there is uncertainty about when or if the addition will be completed.

Director Bon acknowledged that there have been some concerns regarding use of the Recreation Center and whether or not the facility was operating at its maximum capacity. There was a discussion about additional daytime programming, to include program for seniors. There are no City resources allocated to develop recreation programs, all of these services are currently provided by partner agencies.

House at Big Rock Park (Site A) - The City owns a 3,500 sq. ft. house at Big Rock Park. The house is in very good condition and is being maintained by staff. The future use of the house was not identified in the adopted Master Plan for Big Rock Park. The house has a generous open floor plan with a modern kitchen. At a minimum, the facility would need to be upgraded internally and externally to meet ADA requirements. This would include addressing the floor transitions, a new entryway and ADA accessible restrooms. Additional costs may be incurred based on the final floor plan/layout of the house. The total cost for upgrades is estimated at \$200k to \$250k, but ultimately depends on the final build out.

In addition, activation of the house for public use will require improvements to the site. At a minimum there will be driveway improvements, a culvert replacement, an internal parking lot and upgrades to the septic system. Cost estimates are not yet available for this work.

Director Bon indicated that this house would be an acceptable location for CrossPath Counseling (currently located at the Sween House) if relocation becomes necessary due to the Town Center development.

Reard House at Big Rock Park (Site B) - Director Bon reminded the City Council about the Reard House, which is a historical structure located at Site B of Big Rock Park. The house is owned by the City, but is leased to the Sammamish Heritage Society (SHS). SHS coordinated the house move and completed most of the exterior renovations. The City partnered to complete the roof replacement and the exterior painting.

The future use of the Reard House was not identified in the Master Plan for Big Rock Park and is something that will need to be addressed when Site B transfers to the City.

Facilities Next Steps - Director Bon recommended that time be spent completing a recreational needs assessment before a final determination is made regarding future facility use. Her recommendation was to complete this work in 2017, allowing time for the community center to open and new programs to be established. This will give us a much better idea of the true service gaps that exist in the community.

## City of Sammamish – 2016 Council Retreat Recap

---

### CITY COUNCIL COMMITTEE ASSIGNMENTS

Council's standing committees and representation on regional committees were discussed. Consensus was reached on the committee assignments listed below. This will be formalized at the February 2 Council Meeting.

#### Council Committees:

##### **City Council Finance Committee** (meets quarterly)

- Tom Hornish
- Kathleen Huckabay
- Tom Odell

##### **City Council Transportation Committee**

- Bob Keller
- Tom Odell
- Christie Malchow

##### **City Council Public Safety Committee** (meets quarterly)

- Tom Hornish
- Christie Malchow
- Ramiro Valderrama-Aramayo

##### **City Council Utility District Coordination** (ad hoc – meets as needed)

- Bob Keller
- Ramiro Valderrama-Aramayo
- Don Gerend

##### **City Council Legislative Committee** (ad hoc – meets as needed)

- Don Gerend, Mayor
- Ramiro Valderrama-Aramayo, Deputy Mayor
- Bob Keller

##### **Communications** (ad hoc – meets as needed)

- Christie Malchow
- Tom Hornish
- Bob Keller

##### **Health and Human Services** (ad hoc – meets as needed)

- Christie Malchow
- Tom Hornish
- Kathleen Huckabay (available if needed)
- Bob Keller (available if needed)

#### Regional Committees:

##### **YMCA Board** (meetings to be determined)

- Tom Odell

## City of Sammamish – 2016 Council Retreat Recap

---

### **Eastside Transportation Partnership (ETP)**

- Kathleen Huckabay
- Tom Odell
- Don Gerend (alternate)

### **Eastside Fire and Rescue** (meets monthly)

- Bob Keller
- Ramiro Valderrama-Aramayo
- Kathleen Huckabay (alternate)

### **Emergency Medical Services Advisory Task Force** (3-4 times per year)

- Tom Odell

### **Kokanee Working Group** (quarterly)

- Tom Odell
- Tom Hornish
- Don Gerend

### **Sound Cities Association PIC** (meets monthly)

- Bob Keller
- Christie Malchow (alternate)

### **WRIA 8 - Water Resource Inventory Area** (meets monthly)

- Tom Odell
- Don Gerend (alternate)

## **HEALTH AND HUMAN SERVICES**

Discussion followed on the need for policy regarding the budget process for Human Services Grants as well as review and allocation of the 2016 supplemental funds.

**Council Consensus:** Councilmembers Christie Malchow and Tom Hornish will form an ad hoc committee to discuss these issues and report back to Council by March 8 for action on 2016 grants along with recommendations for how the process will work for the 2017-2018 biennial Human Services budget awards. While not official members of the committee, Councilmembers Huckabay and Keller are available if needed.

The Retreat adjourned to Executive Session at approximately 11:30 a.m. to discuss property. No decision will be made following the Executive Session.

There were several other agenda items that were not discussed at the retreat as a result of time constraints. These items include the East Lake Sammamish Trail Update, the parked items and the priorities discussion. These items will be scheduled for discussion at a future Council meeting.





2040 Vision

Bill #11



Christie Malchow



# +Transportation



- Sahalee backups have been greatly reduced in conjunction with Redmond and the state to help move vehicles to 520 with less resistance.
- Increased transit services to our city – allowing more residents to commute without their personal vehicle.
- Increased bike lanes, sidewalks make the city more accessible outside of vehicles.
- Prioritization of projects has allowed for a tapered approach to building roads and has eased the need for debt.
- Sidewalk gap projects help to provide non-motorized means of travel on the plateau
- Trails provide connectivity (as opposed to streets) between neighborhoods to keep neighborhood character in tact.

# + Recreation



- Emerald Necklace is complete providing alternative methods of travel for recreation and commute.
- Sammamish Community Center well established and thriving
- The youth of Sammamish continue to flourish in the many parks
- Community input on development of YMCA property was utilized in conjunction with a prioritization overlay of capital expenditures on its development
- Many parks remain “natural” without the addition of structures for enjoyment of serenity and trails.
- Sammamish Friends/Parks Dept. Kids Mud Run has expanded far beyond the Commons and is an annual draw outside of just Sammamish

# + Park Acreage: Neighboring Cities

**Park Acreage Comparison to Neighboring Cities**  
 Updated 01-12-16

	<b>Sammamish</b>	<b>Issaquah</b>	<b>Redmond</b>	<b>Mercer Island</b>	<b>Kirkland</b>
Current Population	60,919	33,330	59,285	24,326	85,763
Park Acreage	581	1,613	1,345	472	1,056
Park Acreage Per Capita	9.5	52.9	23.0	19.4	12.3

# + Environment



- Zackuse Creek culvert has long since been replaced
  - Kokanee salmon flourish in Ebright, Zackuse, Laughing Jacobs
- Open Spaces, Wetlands, bogs, lakes, critical areas are all protected and provide habitat for wildlife within our city
- Tree canopy has been allowed to begin to increase after feverish growth, and as the city is nearly built out, large stands of trees have stopped coming down, and replacement trees are beginning to fill the voids.
- Urban Forestry plan is established and providing a balance in our city

# + Communications

- Citizens have multiple opportunities to hear & be heard:
  - Channel 21 is more fully utilized to pump out relevant, timely information. It is also used to feature artists from the commission works at City Hall, upcoming community events, along with past & live meetings.
  - Town Halls are utilized quarterly & have become an effective way to incorporate citizens feedback.
  - Public Comment at meetings continues to be a 2-way conversation with elected officials.
  - The city is utilizing social media to pump out information quickly
  - The city newsletter is no longer printed, it is electronically emailed to citizens opting in, as well as being online for review at will.



# + Finances



- Council has opted for a disciplined approach in choosing capital expenditure choices to continue the pay-as-you-go approach
- Necessities before “Nice-ities”
- Financial Planning takes a look well down the road, far beyond 6 years for planning and keeping out of debt

# + All for the Next Generation of Sammamish...



# SAMMAMISH 2040

# HORNISH 2040 VISION OF CoS

Sammamish is a model WA city; families still desire to move to Sammamish

Basically...same as today, but even better

Why?

1. Family Friendly
2. Welcoming to Business
3. Financially Healthy
4. Diverse

# 1. Family Friendly

- Public Safety
  - Little to no crime; no major crime
  - Police force
    - In-house
    - Fewest calls per capita on Eastside
  - Fire/EMS
    - Best response time/LOS on Eastside
    - Comparable costs per capita to peers

# 1. Family Friendly (cont'd)

- Schools
  - Award-winning for scholastics
  - Envious student-to-teacher ratios
  - No overcrowded classrooms
- Fun activities
  - Parks/Open space—rec fields
    - ELST--completed in 2020; now enjoyed by all!
  - Local theatre and/or other arts
  - Community activities/events
    - 1 huge annual event (goal of 20K non-residents)

# 1. Family Friendly (cont'd)

- Traffic/Transpo
  - 228<sup>th</sup>/Sahalee/IFCR
    - Now connected directly to I-90
    - Fly-over to 202
  - ELSP
    - “Connected” to 202 fly-over
  - Buses and ride share—easy to use
  - Sidewalks & bike lanes
    - All “major” roads, and fully connected

# 1. Family Friendly (cont'd)

- Environment
  - Clean, safe streams and lakes
    - Wetlands maintained
  - Abundance of Kokanee and other species
  - Tree canopy
  - Increased use of Low-Impact Development

## 2. Welcoming to business

- Primarily family-owned
- Sufficient retail for residents
- STC examples
  - Food court
  - Hardware/tools available
  - Toy store
  - Banks
  - Food Mart (with increased local farm opp)
  - Others??

## 3. Financially Healthy

- Overall tax rate—same as 2015
  - Avg house value now \$1.5MM
- Revenue roughly equal to operating expenses
- Little to no debt
- All services moved in-house

## 4. Diverse

- Younger generation
  - Affordable housing
- Facilities for elderly
- Multicultural—melting pot
  - Acceptance of others
- Artists along side of technologists

# HORNISH 2040 VISION OF CoS

Sammamish is a model WA city; families still want to move to Sammamish

Basically...same as today, but even better

Why?

1. Family Friendly
2. Welcoming to Business
3. Financially Healthy
4. Diverse

*COUNCIL*  *MINUTES*

**Regular Meeting**  
**January 5, 2016**

Deputy Mayor Huckabay called the regular meeting of the Sammamish City Council to order at 6:30 pm.

**Councilmembers present:**

Councilmember Don Gerend  
Councilmember Tom Hornish  
Councilmember Kathy Huckabay  
Councilmember Bob Keller  
Councilmember Christie Malchow  
Councilmember Tom Odell  
Councilmember Ramiro Valderrama

**Staff present:**

Ben Yazici, City Manager  
Lyman Howard, Deputy City Manager  
Jeff Thomas, Community Development Director  
Joe Guinasso, Finance and Technical Services Director  
Beth Goldberg, Director of Administrative Services  
Mike Kenyon, City Attorney  
Melonie Anderson, City Clerk

**Roll Call/Pledge of Allegiance**

Flag Ceremony/Pledge of Allegiance – Scout Pack 683

Roll was called.

**Approval of Agenda**

Deputy Mayor Valderrama asked for the 2016 Human Service Supplemental Grants and the Contract for SE 4<sup>th</sup> Street be removed from the Consent Agenda.

**MOTION:** Councilmember Hornish moved to approve the agenda as amended. Councilmember Gerend seconded. Motion carried unanimously 7-0.

**Oath of Office**

Councilmembers Ramiro Valderrama, Christie Malchow and Tom Hornish took the oath of office

**Election of Mayor**

Councilmember Huckabay called for nominations for Mayor. Keller nominated Don Gerend. Councilmember Hornish nominated Ramiro Valderrama. By a vote of 7-0 Councilmember Gerend was elected Mayor. Per Council Rules, no further voting occurred.

**Election of Deputy Mayor**

Mayor Gerend called for nominations for Deputy Mayor. Councilmember Huckabay nominated Ramiro Valderrama. By a vote of 7-0 Councilmember Valderrama was elected Deputy Mayor.

**Student Liaison Report**

Eastlake Student Liaison Colin James – School is back in season. Finals are coming up. The leadership team is trying to decrease the stress levels for students. There will be an assembly for Martin Luther King Day.

Council Recessed from 6:45 to 7:00 pm

**Public Comment**

Father Kevin Duggen, Pastor Mary Queen of Peace, 1121 228<sup>th</sup> Avenue SE, He informed Council that the church will be hosting Tent City 4 beginning in February for three months.

Scott Hamilton, 19727 SE 19<sup>th</sup> Street, He spoke regarding the Washington State Ferry naming contest. He hopes that Sammamish will lobby the Ferry system to get a ferry named Sammamish.

Mary Wictor, 408 208 Avenue SE, Spoke regarding drainage problems in the Tamarack neighborhood.

Greg Reynolds, 4329 210 Place, Updated the Council on the problems caused by the barricade on SE 42<sup>nd</sup> Street.

Matt Senff, 3120 NE 204<sup>th</sup> Street, He spoke regarding the solid waste bid.

John Bretl, 1026 Lancaster Way, President of Lancaster Ridge HOA. He spoke regarding a new development being planned near their neighborhood.

Michael Sullivan, 927 232<sup>nd</sup> Place SE, Spoke regarding the solid waste contract and his unfavorable experience with Waste Management.

Jan Bird, 3310 221<sup>st</sup> Avenue SE, Spoke regarding the width of the ELS Trail. She hopes it is not decreased.

Jeff Borgida, 1600 127<sup>th</sup> Avenue NE, Bellevue, WA, Representing Republic Services, He spoke regarding the solid waste procurement process.

John Chelminiak, 1600 127<sup>th</sup> Avenue NE, Bellevue, Representing Waste Management, He showed a PowerPoint presentation (available upon request from the City Clerk).

Randy Ball, 832 Lancaster Way NE, 832 Lancaster Way NE, He spoke regarding the proposed development next to their neighborhood.

David Carlton, 1603 223<sup>rd</sup> Avenue SE, Spoke regarding the proposed development near Lancaster Way.

Jeff McMann, 3625 109<sup>th</sup> Avenue SE, Lake Stevens, He spoke regarding the solid waste contract.

Willie Wheeler, 1905 235<sup>th</sup> Court, Spoke regarding the traffic congestion at Eastlake High School and Inglewood Junior High school during drop off time.

Chris Clark 2724 227<sup>th</sup> Place NE, Spoke regarding the solid waste contract.

### **Consent Agenda**

Payroll for period ending December 15, 2015 for pay date December 18, 2015 in the amount of \$311,721.27

**Approval:** Claims For Period Ending December 15, 2015 In The Amount Of \$3,576,630.78 For Check No. 42081 Through 42235

**Approval:** Claims For Period Ending January 5, 2016 In The Amount Of \$876,556.94 For Check No. 42236 Through 42355

**Contract:** Recycling Events/Olympic Environmental

**Approval:** Notes for November 16 Committee of the Whole

**Approval:** Minutes for November 17, Regular Meeting

**Approval:** Minutes for December 1, 2015 Regular Meeting

**Approval:** Minutes for December 8, 2015 Special Meeting

**MOTION:** Councilmember Hornish moved to approve the Consent Agenda. Councilmember Valderrama seconded. Motion carried unanimously 7-0.

### **Council Committee Reports**

Councilmember Keller announced the Eastside Fire & Rescue has hired a new Fire Chief, Chief Jeff Clark. He will start February 1, 2016.

Councilmember Odell report on the Eastside Transportation Partnership meeting. They are working on a list of legislative priorities that all the member cities would support. He also reported that there will be a joint meeting with Redmond, the City and Washington State Department of Transportation to seek answers to the traffic problems on Sahalee.

Councilmember Huckabay reported on Eastside Fire & Rescue committee and Metro Regional Transit Committee.

**Executive Session** – Potential Litigation pursuant to RCW 42.30.110(1)(i)

Council retired to Executive Session at 7:57 pm and returned at 8:39 pm. No action was taken.

**Public Hearing** – None

**Unfinished Business** – None

**Resolution:** Of The City Of Sammamish, Washington City Council, Awarding The City's 2017 – 2025 Solid Waste Collection Contract To Republic Services

Administrative Service Director Beth Goldberg gave the staff report along with Jeff Brown, consultant with Epicenter Services. She showed a PowerPoint presentation (available on the City's website at [www.sammamish.us](http://www.sammamish.us)). Staff is recommending awarding the bid to Republic Services.

**MOTION:** Councilmember Odell moved to approve the resolution awarding the City's 2017-2025 Solid Waste Collection contract to Republic Services. Councilmember Malchow seconded. Motion carried unanimously 7-0 (R2016-660)

King County Councilmember Kathy Lambert was invited to address the Council. She thanked the Councilmembers for their service to the community. She encouraged the Council to do an historic building survey because the County Arts Commission will have money available for preservation projects. There are two vans available for donation. They can only be used transport children or seniors. Contact her office for additional information.

**Discussion/Decision:** Bid Alternative

Beth Goldberg and Jeff Brown gave the staff report and showed a PowerPoint presentation.

**MOTION:** Councilmember Odell moved to extend the meeting to 11:00 pm. Councilmember Huckabay seconded. Motion carried unanimously 7-0.

Deputy City Manager Lyman Howard requested Council defer the two items that were removed from the Consent Calendar, 2016 Supplemental Human Service Grant Awards and Sahalee Way Improvements Geotechnical Services and schedule them for the next regular meeting.

**MOTION:** Councilmember Huckabay moved to add Alternative 3 - Embedded Weekly Compostables Collection and Alternative 4 - Expanded Recyclables Collection (cooking oil and kitchen grease household batteries, household plastics, light bulbs, wood scraps, and certain household appliances) to the base bid. Councilmember Keller seconded.

**AMENDMENT:** Deputy Mayor Valderrama moved to add Alternative 5 - Reduced Fleet Standard (allow the hauler to use older Model Year 2012 and newer trucks, provided that the vehicle age never exceeds 10 years). Councilmember Malchow seconded. Motion carried 6-1 with Councilmember Huckabay dissenting.

**MAIN MOTION AS AMENDED:** Motion carried 4-3 with Valderrama, Hornish and Malchow dissenting

Councilmember Malchow feels that embedded weekly compostables will not be fair to the residents who don't use this service. Councilmember Hornish and Deputy Mayor Valderrama are concerned about this as well.

**Resolution:** Of The City Of Sammamish, Washington City Council, Authorizing The City Manager To Finalize The Terms Of The City's 2017 – 2025 Solid Waste Collection Contract With Republic Services Based On The Bid Alternatives Selected By The City Council On January 5, 2016 And Sign Said Contract.

**MOTION:** Councilmember Keller moved to approve the resolution. Councilmember Odell seconded. Motion carried unanimously 7-0.

**New Business**

**Interviews:** Arts Commission Applicants, Parks and Recreation Commission Applicants, Planning Commission Applicants

(These items were deferred to the January 12, 2016 Special Meeting)

~~**Approval:** 2016 Supplemental Human Service Grant Awards~~

~~**Contract:** Sahalee Way Improvements Geotechnical Services/Perceet~~

**Council Reports** – No Reports

**City Manager Report**

- Eastside Transportation Partnership Voting Members

Council agreed to appoint Councilmembers Huckabay and Odell as regular members to the Eastside Transportation Partnership.

Update on Homeless Encampments was deferred to January 12, 2016 Special Meeting.

Meeting adjourned at 12:09 pm

---

Melonie Anderson, City Clerk

---

Donald J. Gerend, Mayor



**COUNCIL**  **MINUTES**

**Special Meeting**  
**January 12, 2016**

Mayor Don Gerend called the special meeting of the Sammamish City Council to order at 6:30 pm.

**Councilmembers present:**

Mayor Don Gerend  
Councilmember Tom Hornish  
Councilmember Kathy Huckabay  
Councilmember Bob Keller  
Councilmember Christie Malchow  
Councilmember Tom Odell  
Deputy Mayor Ramiro Valderrama

**Staff present:**

Lyman Howard, Deputy City Manager  
Jeff Thomas, Community Development Director  
Joe Guinasso, Finance and Technical Services Director  
Beth Goldberg, Director of Administrative Services  
Mike Kenyon, City Attorney  
Melonie Anderson, City Clerk

**Roll Call/Pledge of Allegiance**

Roll was called. Councilmember Malchow led the pledge.

**Approval of Agenda**

**MOTION:** Deputy Mayor Valderrama moved to approve the agenda including the Consent Agenda. Councilmember Odell seconded. Motion carried unanimously 7-0.

**Presentations/Proclamations**

- Klahanie Annexation Transition Committee Report

Klahanie Transition Committee Chair Lorrie Schleg and Vice-Chair Brent Marshall gave the report and a PowerPoint presentation (*available upon request to the City Clerk*) to Council.

**Public Comment**

Torrey Niesen & Tyler, Eastlake Students, They reported on the Hope Festival (previously known as the Harvest Event), which will take place at the end of February. This one-day event provides food, books, haircuts, activities and other supplies to people in need.

John Adair, 21026 NE 4<sup>th</sup> Street, Showed a PowerPoint presentation regarding the drainage issues in the Tamarack neighborhood (available upon request of the City Clerk)

Mary Wictor, 408 208<sup>th</sup> Avenue NE, She showed a PowerPoint presentation regarding the drainage issues in the Tamarack neighborhood (available upon request of the City Clerk).

**Public Hearing** - None

### **Unfinished Business**

**Interviews:** Arts Commission Applicants and Planning Commission Applicants

**Executive Session** – Evaluating Qualifications of an Applicant pursuant to RCW 42.30.110(h)

Council retired to Executive Session at 8:06 pm and returned at 8:30 pm and took the following actions:

**Resolution:** Appointing Three Regular Members And Up To Three Alternate Members To The Sammamish Arts Commission

**MOTION:** Deputy Mayor Valderrama moved to approve the resolution appointing Ramu Iyer (Position 7), Steve Wright (Position 8), and Jennifer Kaczmarek (Position 9) to the Sammamish Arts Commission. Councilmember Hornish seconded. Motion carried 7-0 (R2016-662).

**MOTION:** Deputy Mayor Valderrama moved to appoint Angela Bovo and Carol Weaks as Alternates on the Sammamish Arts Commission. Councilmember Huckabay seconded. Motion carried unanimously 7-0.

**Resolution:** Appointing Three Regular Members And Up To Three Alternate Members To The Sammamish Parks And Recreation Commission

**MOTION:** Deputy Mayor Valderrama moved to approve the resolution appointing Sheila Sappington (Position 7), Nancy Way (Position 8), Hank Klein (Position 9) and Glenn Bower (Alternate) to the Sammamish Parks Commission. Councilmember Odell seconded. Motion carried unanimously 7-0.

**Resolution:** Appointing Three Members To The Sammamish Planning Commission

**MOTION:** Councilmember Malchow moved to approve the resolution appointing Eric Brooks (Position 1), Brian Garvey (Position 2) and Nancy Anderson (Position 7) to the Sammamish Planning Commission. Deputy Mayor Valderrama seconded. Motion carried unanimously 7-0.

### **New Business**

**Contract:** Sahalee Way Improvements Geotechnical Services/Perteet

Interim Public Works Director John Cunningham and Project Manager Jed Ireland showed a PowerPoint presentation (available on the City's website at [www.sammamish.us](http://www.sammamish.us)).

Motion: Deputy Mayor Valderrama moved to authorize the City Manager to sign a contract with Perteet for Sahalee Way Improvements Geotechnical Services. Councilmember Keller seconded. Motion carried 5-2 with Deputy Mayor Valderrama and Councilmember Malchow dissenting.

Deputy Mayor Valderrama feels uncomfortable in authorizing this contract as it sends the message to the citizens that we are moving forward without their input. He also does not feel that the project as proposed will solve the traffic issues. He also feels there might be other projects that are more important than this project. He would also like to see City of Redmond contribute to the project.

Councilmember Hornish is supportive of the contract, but he has similar concerns to those expressed by Deputy Mayor Valderrama.

Councilmember Malchow expressed concerns that this project will not solve the traffic problems.

**MOTION:** Councilmember Odell moved to extend the meeting to 10:30. Councilmember Keller seconded. Motion carried unanimously 7-0.

**Approval:** 2016 Supplemental Human Service Grant Awards

City Clerk Melonie Anderson gave the staff report and answered Council questions. Deputy Mayor Valderrama questioned why the public had not been invited to participate in the Committee meeting. Councilmember Hornish was concerned about the process and is hesitant to approve the grants.

**MOTION:** Councilmember Hornish moved to postpone the grant awards for no more than two months before awarding the 2016 Supplemental Human Services Grants as recommended by the Human Services Committee. Deputy Mayor Valderrama seconded. Motion carried 5-2 with Councilmembers Keller and Huckabay dissenting.

**Council Committee Reports**

Councilmember Odell reported on the Eastside Transportation Partnership meeting.

Councilmember Huckabay attended the North End Mayors Meeting. She also attended the Eastside Fire & Rescue meeting.

**MOTION:** Deputy Mayor Valderrama moved to extend the meeting to 10:45 pm. Councilmember Malchow seconded. Motion carried unanimously 7-0.

**MOTION:** Councilmember Odell moved that the City of Sammamish City Council supports road usage charge (vehicle miles traveled study) currently be conducted by the transportation commission as instructed by the legislature. Councilmember Hornish seconded. Motion carried unanimously 7-0.

**City Manager Report**

Deputy City Manager, Lyman Howard reported that the City has received a grant to start work on updating the Zaccuse Creek culvert.

Update: Tent City 4 Encampment

Community Development Director Jeff Thomas gave an update. He reported that staff met with Mary Queen of Peace Church (MQP) regarding hosting Tent City. The church had a public meeting and has applied for a Temporary Use Permit, which has been determined complete as of yesterday. Written comments will be received for the next 21 days regarding the encampment. Staff will work with MQP to iron out any details.

**Executive Session** – Potential Litigation pursuant to RCW 42.30.110(i) Property acquisition

**MOTION: Councilmember Odell moved to extend the meeting to 11:00. Councilmember Keller seconded. Motion carried unanimously 7-0.**

Council retired to Executive Session at 10:46 and returned at 11:00 pm and took no action.

Meeting adjourned at 11:00 pm

---

Melonie Anderson, City Clerk

---

Donald J. Gerend, Mayor



**Meeting Date:** February 2, 2016

**Date Submitted:** February 2, 2016

**Originating Department:** Parks and Recreation

**Clearances:**

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

**Subject:** Sammamish Community and Aquatic Center Project, Water & Sewer Lines

**Action Required:** Authorize the City Manager to execute the Bill of Sale documents transferring the water and sewer lines, constructed as part of the Sammamish Community and Aquatic Center Project, to the Sammamish Plateau Water and Sewer District and granting the associated easements for maintenance.

- Exhibits:**
1. Bill of Sale – Water
  2. Bill of Sale – Sewer
  3. Easement for Water Lines
  4. Easement for Sewer Lines

**Budget:** The project budget for the Sammamish Community and Aquatic Center is \$34,500,000.

**Summary Statement:**

This agenda bill authorizes the City Manager to execute the Bill of Sale documents transferring the water and sewer lines, constructed as part of the Sammamish Community and Aquatic Center Project, from the City of Sammamish (City) to the Sammamish Plateau Water and Sewer District (District). The bill of sale documents are attached as Exhibits 1 and 2.

The City is also required to grant easement to the District, which provide access to these utilities for ongoing maintenance. The easement documents are attached as Exhibits 3 and 4.

**Background:**

The City entered into a Developer Extension Agreement (DEA) with the Sammamish Plateau Water & Sewer District in October 2013 to provide water and sewer service to the Sammamish Community and Aquatic Center. The project includes an 8" and 12" water main and a 12" sewer main, all of which have been constructed to serve the new facility.

The design and construction of these utilities conform to the standards of the District and have been reviewed and inspected by the District throughout the construction project. In accordance with the DEA, these utilities, upon construction, are to be transferred to the District for maintenance.

The City is also required to grant the district a fifteen foot (15') wide easement centered along the water and sewer lines, for purposes of maintaining, repairing, inspecting, replacing, renewing, using and operating these utilities, including the right of ingress and egress with necessary vehicles and equipment.

**Financial Impact:**

There is no financial impact for the transfer of the water and sewer lines and associated easements. All costs related to the construction of the water and sewer lines are included in the overall construction budget for the Sammamish Community and Aquatic Center Project. Ongoing maintenance of these utilities will be the responsibility of the District.

**Recommended Motion:**

Authorize the City Manager to execute the Bill of Sale documents for the water and sewer lines, thereby transferring these utilities to the District and granting the associated easements necessary to maintain the same.



BILL OF SALE - WATER  
ATTACHMENT A

DESCRIPTION OF SYSTEM FOR  
DEVELOPER EXTENSION AGREEMENT PROJECT:

Sammamish Community and  
Aquatic Center

<u>IN</u>	<u>FROM</u>	<u>TO</u>	<u>SIZE</u>	<u>LENGTH</u>
Easement and Agreement areas west of Mary Queen of Peace Church bldg.	New wet tap at exist. 8" water main loop	22.5° bend	12"	42 LF
Easement area on south side of Aquatic Center bldg.	45° bend	45° bend	12"	109 LF
Easement area on south side of Aquatic Center bldg.	45° bend	12" tee	12"	51 LF
Easement area on south side of Aquatic Center bldg.	12" tee	Hydrant tee	8"	21 LF
Easement area on south side of Aquatic Center bldg.	12" tee	12" x 8" DCDA tee	12"	128 LF
Easement area on south side of Aquatic Center bldg.	12" x 8" DCDA tee	DCDA Vault	8"	6 LF
Easement area on south side of Aquatic Center bldg.	12" x 8" DCDA tee	Hydrant tee	12"	121 LF
Easement area on south side of parking structure bldg.	Hydrant tee	11.25° bend	12"	67 LF
Easement area on south side of parking structure bldg.	11.25° bend	11.25° bend,	12"	99 LF
Easement area on north side of parking structure bldg.	Existing 12" cross	45° bend	8"	13 LF
Easement area on north side of parking structure bldg.	45° bend	Hydrant tee	8"	28 LF



BILL OF SALE - SEWER  
ATTACHMENT A

DESCRIPTION OF SYSTEM FOR  
DEVELOPER EXTENSION AGREEMENT PROJECT:

Sammamish Community and  
Aquatic Center

<u>IN</u>	<u>FROM</u>	<u>TO</u>	<u>SIZE</u>	<u>LENGTH</u>
Easement area on south side of Aquatic Center bldg.	Exist. SSMH	New SSMH	8"	143 LF

Recording Requested By And  
When Recorded Mail To:

Sammamish Plateau Water and Sewer District  
1510 - 228th Avenue S.E.  
Sammamish, Washington 98075

---

**DOCUMENT TITLE:** *EASEMENT FOR WATER LINES*  
**REFERENCE NUMBER OF RELATED DOCUMENT:** *Not Applicable*  
**GRANTOR(S):**  
**ADDITIONAL GRANTORS ON PAGE OF DOCUMENT**  
**GRANTEE(S):** *SAMMAMISH PLATEAU WATER & SEWER DISTRICT*  
**ADDITIONAL GRANTEES ON PAGE OF DOCUMENT**  
**ABBREVIATED LEGAL DESCRIPTION:**  
**ASSESSOR'S TAX / PARCEL NUMBER(S):**

---

**EASEMENT FOR WATER LINES**

The undersigned, \_\_\_\_\_ (“Grantor”), for and in consideration of good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, hereby grants and conveys to Sammamish Plateau Water and Sewer District, a municipal corporation in King County, Washington (“Grantee”), and its successors and assigns, a permanent Easement for Water Lines including water lines and appurtenances thereto (“Easement”) as follows:

1. Nature and Location of Easement. Grantor owns that certain real property legally described in *Exhibit “A”*, attached hereto and incorporated herein by this reference (“Real Property”). The Easement granted by Grantor herein shall be a permanent easement for the benefit of Grantee over, upon, across, through and under a portion of the Real Property, such Easement as legally described on *Exhibit “B”* and as described and depicted on *Exhibit “C”*, attached hereto and incorporated herein by this reference, for the purposes of installing, laying, constructing, maintaining, inspecting, repairing, removing, replacing, renewing, using and operating water lines, together with all facilities, connectors and appurtenances (“Water Lines”), including the right of ingress and egress with all necessary vehicles and equipment for said purposes.
2. Right of Entry. Grantee shall have the right, without notice and without prior institution of any suit or proceeding at law or equity, at all times as may be necessary to enter upon the Real Property to install, lay, construct, maintain, inspect, repair, remove, replace, renew, use and operate the Water Lines for the purposes of serving the Real Property and other properties with utility service. Grantee agrees to restore the Real Property as nearly as reasonably possible to its

condition prior to any material disturbance from construction, operation, maintenance, repair, or replacement of the Water Lines.

3. Encroachment/Construction Activity. Grantor shall not undertake, authorize, permit or consent to any construction or excavation including, without limitation, digging, tunneling, or other forms of construction activity on or near the Easement which might in any fashion unearth, undermine, or damage the Water Lines or endanger the lateral or other support of the Water Lines without Grantee's prior written approval. Grantor further agrees that no structure or obstruction including, without limitation, fences and rockeries shall be erected over, upon or within the Easement, and no trees, bushes or other shrubbery shall be planted or maintained within the Easement, provided Grantor shall have full use of the surface of the Real Property within the Easement, so long as such use does not interfere with the Easement or the Water Lines.

4. Binding Effect/ Warranty of Title. The Easement and the covenants, terms, and conditions contained herein are intended to and shall run with the Real Property and shall be binding upon Grantee and Grantor and their respective successors, heirs and assigns. Grantor warrants that Grantor has good title to the Real Property and warrants the Grantee title to and quiet enjoyment of the Easement.

5. Recording. Upon its execution, the Easement shall be recorded with the Department of Records and Elections, King County, Washington.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

GRANTOR(S)

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Print or type name(s))

Its \_\_\_\_\_  
(Print or type position held)

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KING )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is the person who appeared before me, and said person acknowledged that he/she signed this  
instrument and acknowledged it to be his/her free and voluntary act, for the uses and purposes  
mentioned in the instrument.

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Printed Name)  
NOTARY PUBLIC in and for the State of  
Washington.  
My Commission Expires \_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KING )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is the person who appeared before me, and said person acknowledged that he/she signed this  
instrument, on oath stated that he/she was authorized to execute the instrument, and acknowledged  
it as the \_\_\_\_\_ of \_\_\_\_\_,  
to be the free and voluntary act of such entity, for the uses and purposes mentioned in the  
instrument.

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Printed Name)  
NOTARY PUBLIC in and for the State of  
Washington.  
My Commission Expires \_\_\_\_\_

**EXHIBIT A**

**Subject Property Description**

Lot C, Sammamish Boundary Line Adjustment SMBLA PLN-2008-00029, as recorded in King County Records under Recording Number 20080605900003;

## EXHIBIT B

### DESCRIPTION OF Waterline Easement

An easement for a waterline over, under and across, those portions of Lot C, Sammamish Boundary Line Adjustment SMBLA PLN-2008-00029, as recorded in King County Records under Recording Number 20080605900003, and those portions of Lot B and Tract Y, Sammamish Boundary Line Adjustment SMBLA PLN-2011-00005, as recorded in King County Records under Recording Number 20110823900008, being a strip of land 15 feet in width lying 7.5 feet on both sides of the following described line:

Commencing at the Southeast corner of said Lot C;  
Thence, North 89°00'07" West, along the South line of said Lot C, 464.60 feet to the **Point of Beginning**;  
Thence, North 48°07'47" East, 96.20 feet;  
Thence, North 9°09'34" East, 50.59 feet to a point hereinafter referred to as point A;  
Thence, continuing South 80°41'55" East, 118.91 feet to a point hereinafter referred to as point B;  
Thence, continuing South 80°41'55" East, 6.96 feet to a point hereinafter referred to as point C;  
Thence, continuing South 80°41'55" East, 122.81 feet to a point hereinafter referred to as point D;  
Thence, South 80°41'55" East, 14.16 feet;  
Thence, South 84°30'21" East, 52.44 feet;  
Thence, North 81°47'45" East, 92.90 feet to the westerly sideline of an existing water line easement recorded in King County Records under Recording Number 20080225002053 and the **Terminus**;

Together with a strip of land lying 7.5 feet on both sides of the following described line;

**Beginning** at the aforementioned Point "A";  
Thence, North 9°09'34" East, 20.54 feet;  
Thence North 78°21'01" West, 17.96 feet to the **Terminus**.

Together with a strip of land lying 14.0 feet on both sides of the following described line;

**Beginning** at the aforementioned Pont "B";  
Thence South 9°18'05" West, 40.91 feet to the **Terminus**.

Together with a strip of land lying 9.5 feet on both sides of the following described line;

**Beginning** at the aforementioned Pont "C";  
Thence North 9°18'05" East, 31.23 feet to the **Terminus**.

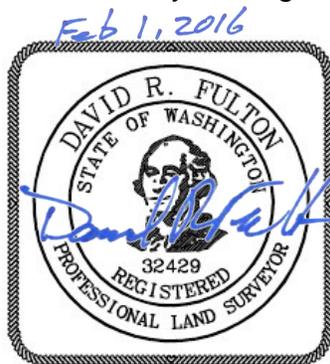
Together with a strip of land lying 7.5 feet on both sides of the following described line;

**Beginning** at the aforementioned Pont "D";  
Thence North 13°09'34" East, 16.82 feet to the **Terminus**.

Together with a strip of land lying 7.5 feet on both sides of the following described line;

Commencing at the Northwesterly most corner of said Tract Y;  
Thence South 0°25'54" West, along the west line of said Tract Y, 17.04 feet;  
Thence North 89°34'06" West, 9.85 feet to the **Point of Beginning**;  
Thence North 1°41'32" West, 22.85 feet;  
Thence North 86°40'21" East, 28.29 feet  
Thence South 48°13'24" East, 62.93 feet to the westerly sideline of an existing water line easement recorded in King County Records under Recording Number 20080225002053 and the **Terminus**.

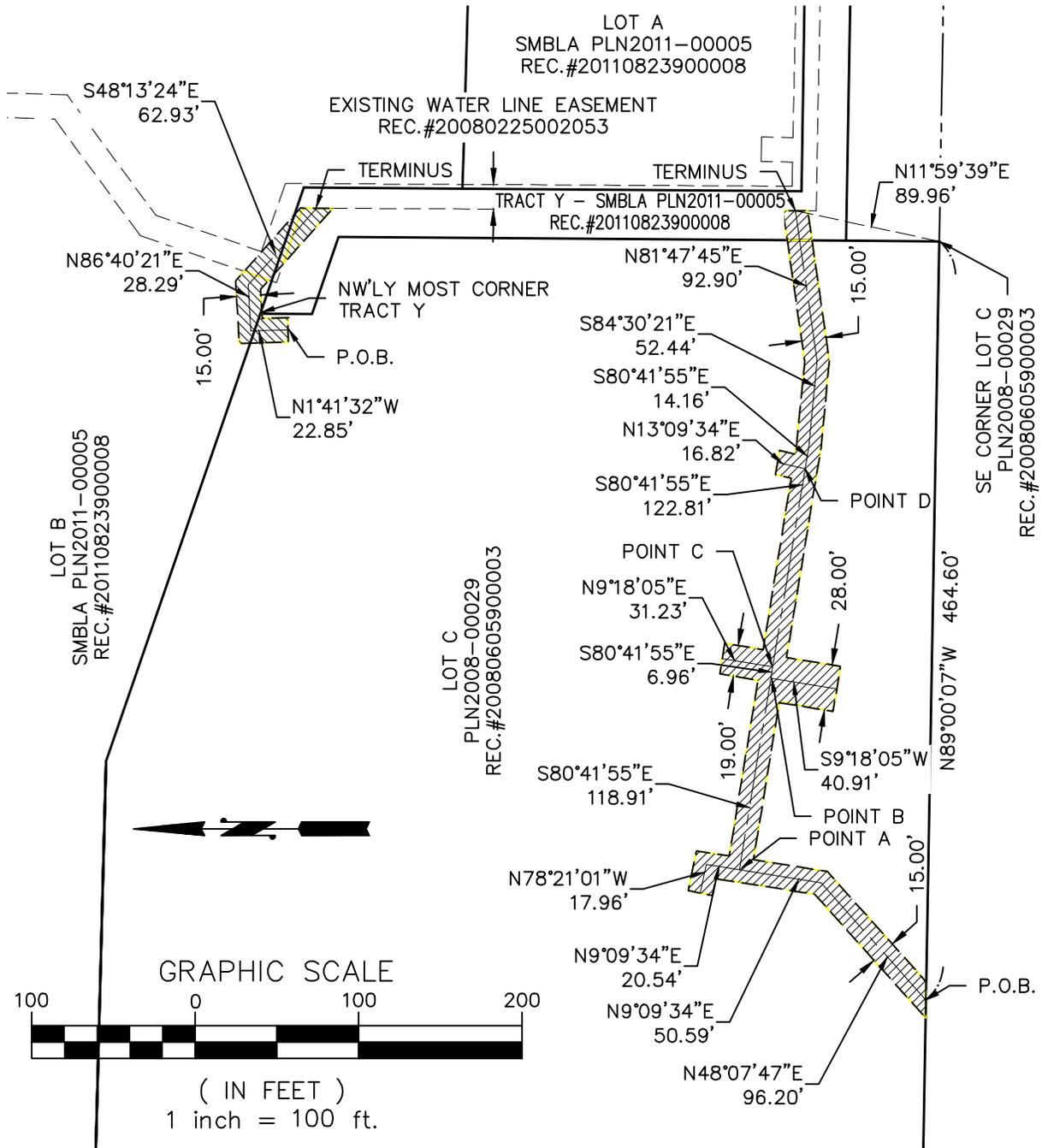
Situate in the City of Sammamish, County of King, State of Washington.



14520.10.04  
Written by Ben L Ehrich  
January 29, 2016

# EXHIBIT C

## WATER LINE EASEMENT



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
paceengrs.com



Recording Requested By And  
When Recorded Mail To:

Sammamish Plateau Water and Sewer District  
1510 - 228th Avenue S.E.  
Sammamish, Washington 98075

---

**DOCUMENT TITLE:** *EASEMENT FOR SEWER LINES*  
**REFERENCE NUMBER OF RELATED DOCUMENT:** *Not Applicable*  
**GRANTOR(S):**  
**ADDITIONAL GRANTORS ON PAGE OF DOCUMENT**  
**GRANTEE(S):** *SAMMAMISH PLATEAU WATER & SEWER DISTRICT*  
**ADDITIONAL GRANTEES ON PAGE OF DOCUMENT**  
**ABBREVIATED LEGAL DESCRIPTION:**  
**ASSESSOR'S TAX / PARCEL NUMBER(S):**

---

### **EASEMENT FOR SEWER LINES**

The undersigned, \_\_\_\_\_ (“Grantor”), for and in consideration of good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, hereby grants and conveys to Sammamish Plateau Water and Sewer District, a municipal corporation in King County, Washington (“Grantee), and its successors and assigns, a permanent Easement for Sewer Lines including sewer lines and appurtenances thereto (“Easement”) as follows:

1. **Nature and Location of Easement.** Grantor owns that certain real property legally described in *Exhibit “A”*, attached hereto and incorporated herein by this reference (“Real Property”). The Easement granted by Grantor herein shall be a permanent easement for the benefit of Grantee over, upon, across, through and under the Real Property, such Easement as legally described on *Exhibit “B”* and as described and depicted on *Exhibit “C”*, attached hereto and incorporated herein by this reference, for the purposes of installing, laying, constructing, maintaining, inspecting, repairing, removing, replacing, renewing, using and operating sewer lines, together with all facilities, connectors and appurtenances (“Sewer Lines”), including the right of ingress and egress with all necessary vehicles and equipment for said purposes.

2. **Right of Entry.** Grantee shall have the right, without notice and without prior institution of any suit or proceeding at law or equity, at all times as may be necessary to enter upon the Real Property to install, lay, construct, maintain, inspect, repair, remove, replace, renew, use and operate the Sewer Lines for the purposes of serving the Real Property and other properties with utility service. Grantee agrees to restore the Real Property as nearly as reasonably possible to its

condition prior to any material disturbance from construction, operation, maintenance, repair, or replacement of the Sewer Lines.

3. Encroachment/Construction Activity. Grantor shall not undertake, authorize, permit or consent to any construction or excavation including, without limitation, digging, tunneling, or other forms of construction activity on or near the Easement which might in any fashion unearth, undermine, or damage the Sewer Lines or endanger the lateral or other support of the Sewer Lines without Grantee's prior written approval. Grantor further agrees that no structure or obstruction including, without limitation, fences and rockeries shall be erected over, upon or within the Easement, and no trees, bushes or other shrubbery shall be planted or maintained within the Easement, provided Grantor shall have full use of the surface of the Real Property within the Easement, so long as such use does not interfere with the Easement or the Sewer Lines.

4. Binding Effect/ Warranty of Title. The Easement and the covenants, terms, and conditions contained herein are intended to and shall run with the Real Property and shall be binding upon Grantee and Grantor and their respective successors, heirs and assigns. Grantor warrants that Grantor has good title to the Real Property and warrants the Grantee title to and quiet enjoyment of the Easement.

5. Recording. Upon its execution, the Easement shall be recorded with the Department of Records and Elections, King County, Washington.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

GRANTOR(S)

By \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Print or type name(s))

Its \_\_\_\_\_

(Print or type position held)

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KING )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is the person who appeared before me, and said person acknowledged that he/she signed this  
instrument and acknowledged it to be his/her free and voluntary act, for the uses and purposes  
mentioned in the instrument.

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Printed Name)  
NOTARY PUBLIC in and for the State of  
Washington.  
My Commission Expires \_\_\_\_\_

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF KING )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is the person who appeared before me, and said person acknowledged that he/she signed this  
instrument, on oath stated that he/she was authorized to execute the instrument, and acknowledged  
it as the \_\_\_\_\_ of \_\_\_\_\_,  
to be the free and voluntary act of such entity, for the uses and purposes mentioned in the  
instrument.

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Printed Name)  
NOTARY PUBLIC in and for the State of  
Washington.  
My Commission Expires \_\_\_\_\_

## **EXHIBIT A**

### **Subject Property Description**

Lot C, Sammamish Boundary Line Adjustment SMLA PLN-2008-00029, as recorded in King County Records under Recording Number 20080605900003;

## EXHIBIT B

### DESCRIPTION OF Sewer Line Easement

An easement for a Sewer Line over, under and across, that portion of Lot C, Sammamish Boundary Line Adjustment SMBLA PLN-2008-00029, as recorded in King County Records under Recording Number 20080605900003, described as follows:

Commencing at the Southeast corner of said Lot C;  
Thence, North 89°00'07" West, along the South line of said Lot C, 468.61 feet to the **Point of Beginning**;  
Thence, continuing North 89°00'07" West, along the South line of said Lot C, 21.44 feet;  
Thence, North 46°35'46" East, 142.60 feet;  
Thence, North 55°45'39" East, 68.34 feet;  
Thence, South 80°00'00" East, 21.50 feet;  
Thence, South 55°45'39" West, 82.54 feet;  
Thence, South 46°35'46" East, 126.08 feet to the **Point of Beginning**.

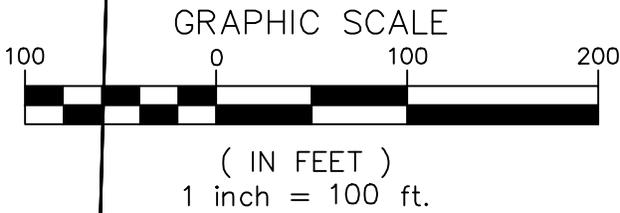
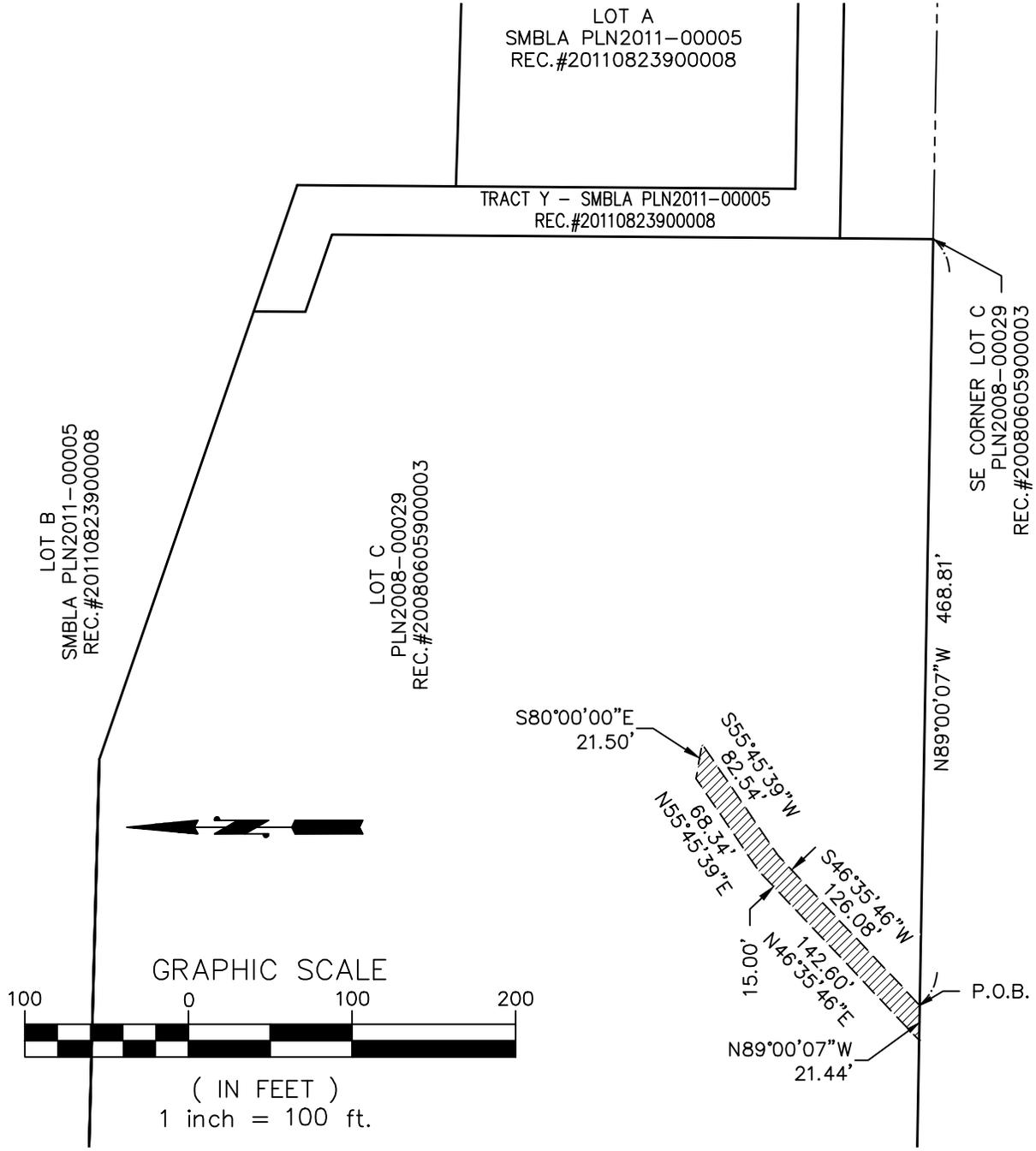
Situate in the City of Sammamish, County of King, State of Washington.



14520.10.04  
Written by Ben L Ehrich  
January 29, 2016

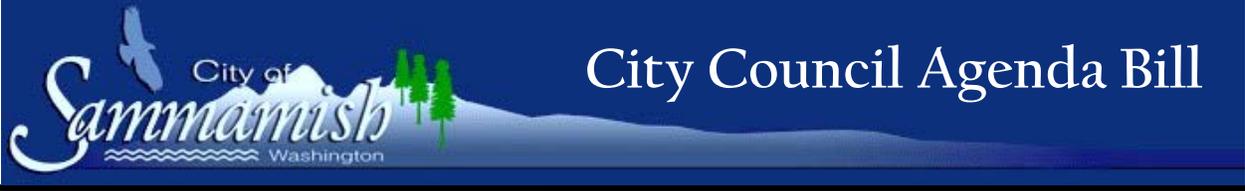
# EXHIBIT C

## SEWER LINE EASEMENT



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

Civil | Structural | Planning | Survey  
paceengrs.com



**Meeting Date:** February 2, 2016

**Date Submitted:** January 27, 2016

**Originating Department:** Community Development

**Clearances:**

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

**Subject:** A Public Hearing and Ordinance to consider annexing certain property known as the Mystic Lake Property to the City of Sammamish.

**Action Required:** Adopt Ordinance

- Exhibits:**
1. Ordinance to adopt with attachments A and B
  2. Resolution (R2015-651) adopted to initiate annexation and set a public hearing date

**Budget:** N/A

**Summary Statement:**

This public hearing and ordinance relate to the proposed annexation of the Mystic Lake property into the City of Sammamish. The "island" method of annexation is being utilized pursuant to Revised Code of Washington (RCW) 35A.14.295 as at least 80% of the property is contiguous to the City.

On December 1, 2015, City Council passed a resolution (see Exhibit 1) initiating the annexation of the Mystic Lake property and setting February 2, 2016 as the public hearing date to consider an annexation ordinance. On December 11, 2015, the City filed the required Notice of Intent (NOI) with the King County Boundary Review Board (BRB). No party invoked jurisdiction with the BRB during the 45-day period for same.

The annexation date will be set for 45-days after the passage of the annexation ordinance (see Exhibit 2) by City Council. State law provides for a referendum opportunity on the annexation. Given there are no residents in the annexation area and only a single property owner, the City does not anticipate a referendum petition to be filed.

**Background:**

The Mystic Lake property is comprised of an approximately 45.23 acre parcel located west of 244<sup>th</sup> Avenue NE and north of NE 14<sup>th</sup> Street in an area generally known as the "244<sup>th</sup> South" Potential

Annexation Area (PAA). The owner, TOLL WA LP (Toll), has received from King County preliminary subdivision approval to create 115 single family lots at R-4 density.

Currently, site development work is ongoing and Toll has submitted the first phase of the subdivision for final plat approval to King County. Upon final plat approval, building permits will be able to be issued for those lots in the first phase. The City wishes to complete the annexation of the property in a timely fashion to have building permits submitted to and issued by the City.

The City and Toll entered into a Mitigation and Settlement Agreement in 2013 for three properties and possibly a fourth in the future, all of which Toll has development plans for. The agreement specifies the timing and payment of traffic and park mitigation payments, street improvements as well as a wetland trail extension. Each created lot on the properties is required by the agreement to pay \$9,500 as a voluntary traffic mitigation payment and \$1,700 as a voluntary park mitigation payment.

**Financial Impact:**

A fiscal analysis for this annexation was prepared and included in the NOI submitted to the BRB on December 11, 2015.

**Recommended Motion:**

Staff recommends City Council forgo its standing policy and adopt the ordinance to annex the Mystic Lake Property to the City of Sammamish by completing first and second readings of the adopting ordinance on February 2, 2016, thereby establishing an annexation date of March 23, 2016.

Alternatively, first reading of the adopting ordinance will be completed on February 2, 2016 and second reading will be completed on February 16, 2016, thereby establishing an annexation date of April 6, 2016.

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

---

**AN ORDINANCE OF THE CITY OF SAMMAMISH ANNEXING  
CERTAIN PROPERTY KNOWN AS THE MYSTIC LAKE PROPERTY TO  
THE CITY OF SAMMAMISH; ESTABLISHING AN EFFECTIVE DATE AS  
SET FORTH IN SECTION 4; AND PROVIDING FOR SEVERABILITY.**

WHEREAS, RCW 35A.14.295 through 35A.14.299 provide for annexation of an unincorporated island of territory to a code city by passing a resolution, holding a public hearing, and adopting an ordinance identifying the island area and voting population to be annexed; and

WHEREAS, the City of Sammamish (“City”) is a code city planning under the requirements of RCW 36.70A; and

WHEREAS, the Mystic Lake Property (“Property”) is located in unincorporated King County north of NE 14<sup>th</sup> Street and West of 244<sup>th</sup> Avenue NE entirely within a City of Sammamish Potential Annexation Area (PAA); and

WHEREAS, the Property qualifies as an unincorporated island of territory under RCW 35A.14.295(1)(b) as it shares more than 80% of it’s boundary with the City and is located in King County; and

WHEREAS, the Property is currently one single parcel of property of approximately 45.23 acres with no residents, no voters, and one owner; and

WHEREAS, the Property use is residential in character and the site is currently under development to accommodate 115 new single family homes by subdivision initiated through King County; and

WHEREAS, annexation of the Property provides for optimal consistency in service delivery to the future residents of the subdivision; and

WHEREAS, on April 21, 2008, the City Council adopted Ordinances 2008-0228 and 2008–0229, which adopted contingent comprehensive plan land use and zoning designations for such PAAs to be effective upon their annexation; and

WHEREAS, on December 1, 2015, the City Council passed Resolution No. R2015-651 which declared the City’s intent to annex the Property and set a date for public hearing on such; and

WHEREAS, copies of Resolution No. R2015-651 were filed with the King County Council and with the Washington State Boundary Review Board for King County (“BRB”) on December 11, 2015, in accordance with RCW 35A.14.015; and

WHEREAS, the BRB approved the proposed Mystic Lake Annexation conditioned on any changes subsequently required by the King County Department of Transportation Road Services Division (“King County Roads”); and

WHEREAS, King County Roads required that the area of annexation include the unincorporated section of 244<sup>th</sup> Ave NE public right-of-way adjacent to the eastern boundary of the Property; and

WHEREAS, the legal description of the Mystic Lake Property included in Attachment A hereto has been amended to include the unincorporated section right-of-way as required by King County Roads and the BRB’s conditional approval; and

WHEREAS, the City Council held a public hearing on February 2, 2016 to consider the adoption of this ordinance to annex the Property into the City; and

WHEREAS, the City Council accordingly desires to annex the Property as described in Attachment A into the City; and

WHEREAS, the City has determined that it is in the public interest and general welfare to provide for the annexation of the Property, in accordance with Chapter 35A.14 RCW; and

WHEREAS, RCW 35A.14.299 provides that an annexation ordinance shall be subject to referendum for 45 days after the passage thereof; and

WHEREAS, after the expiration of the day 45 from, but excluding, the date of passage of the annexation ordinance, if no timely and sufficient referendum petition has been filed, the Property shall become a part of the City upon the date fixed in the ordinance below;

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

Section 1. Findings. The City Council hereby adopts the above recitals in support of the annexation of the Mystic Lake Property. The City Council further finds that the best interests and general welfare of the City of Sammamish would be served by such annexation.

Section 2. Annexation. The City of Sammamish hereby annexes the Mystic Lake Property, which is legally described in Attachment A and depicted on the map in Attachment B, which are attached hereto and fully incorporated herein by this reference.

Section 3. Conditions Upon Annexation.

A. Comprehensive Plan and Zoning Designations. The Mystic Lake Property shall be subject to the Comprehensive Plan and zoning designations previously adopted and set forth in City of Sammamish Ordinances 2008-0228 and 2008–0229.

B. Assessment and Taxation. The Mystic Lake Property shall be assessed and taxed at the same rate and on the same basis as property in the City of Sammamish is assessed and taxed to pay for the portion of outstanding City indebtedness contracted for, incurred prior to, or existing at the effective date of the annexation of the Mystic Lake Property as set forth herein. As of such annexation date, the City of Sammamish had no indebtedness approved by the voters.

Section 4. Referendum. Pursuant to RCW 35A.14.299, this annexation ordinance shall be subject to referendum for 45 days after adoption. After the expiration of day 45 from, but excluding, the date of passage of the annexation ordinance, if no timely and sufficient referendum petition has been filed, the area annexed shall become a part of the City on March 23, 2016.

Section 5. Effective Date. For purposes of property taxation and the levy of property taxes in calendar year 2016 under RCW 84.09.030, this Ordinance shall be effective and the boundaries of the City shall include the Mystic Lake Property as of March 23, 2016. For all other purposes, including but not limited to the purposes set forth in RCW 35.13.110, this Ordinance shall be effective and the boundaries of the City shall include the Mystic Lake Property as of March 23, 2016.

Section 6. Certification of Ordinance to King County. Pursuant to RCW 35A.14.140, upon passage the City Clerk is directed to file a certified copy of this Ordinance with the King County Council.

Section 7. Authorizations. The proper City officials are authorized to perform such duties as are necessary or required by law to ensure that a census of the Mystic Lake Property is completed and proper information submitted to the Washington State Office of Financial Management (“OFM”), the Washington State Department of Revenue (“DOR”), and such other entities as is required or appropriate.

Section 8. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE \_\_\_\_ DAY OF FEBRUARY, 2016**

CITY OF SAMMAMISH

---

Mayor Donald J. Gerend

Exhibit 1

ATTEST/AUTHENTICATED:

---

Melonie Anderson, City Clerk

Approved as to form:

---

Michael R. Kenyon, City Attorney

Filed with the City Clerk: February 2, 2016  
Public Hearing: February 2, 2016  
First Reading February 2, 29016  
Passed by the City Council:  
Date of Publication:  
Effective Date:

**Exhibit A**

Mystic Lake Annexation

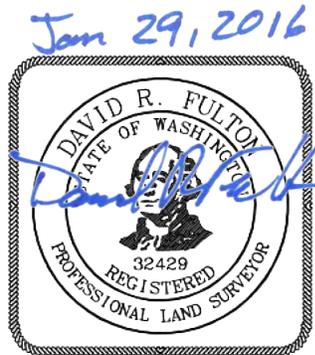
Property Description

Page 3 of 3

**Mystic Lake Property Description**

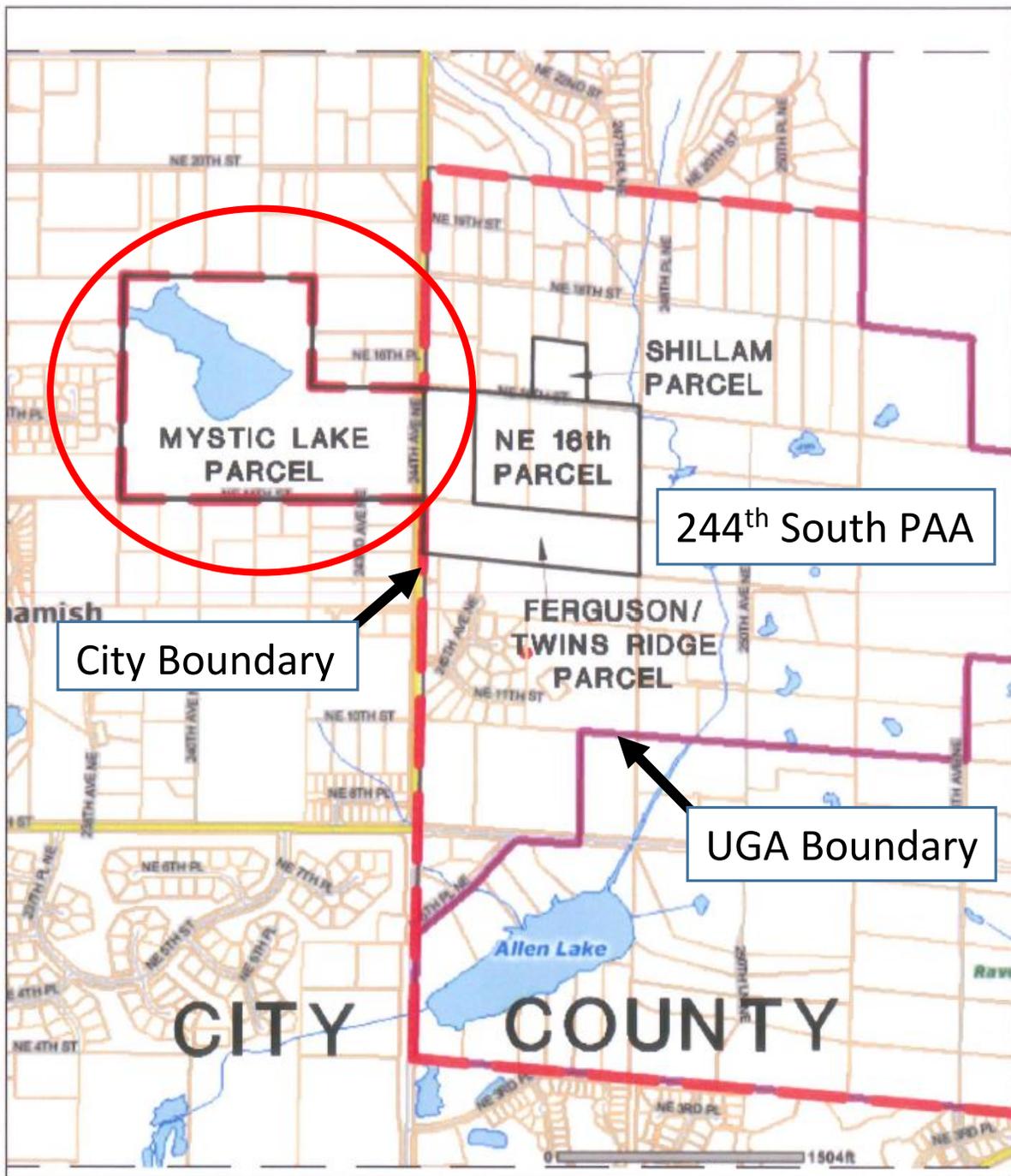
THE EAST THREE-FOURTHS OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER;  
THE EAST THREE-FOURTHS OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER;  
THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER; THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER;  
AND THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER; ALL IN SECTION 27, TOWNSHIP 25 NORTH, RANGE 6 EAST, W. M., KING COUNTY, WASHINGTON;  
INCLUSIVE OF THAT PORTION CONVEYED TO KING COUNTY FOR ROAD, BY DEED RECORDED UNDER RECORDING NUMBER 4781250 RECORDS OF KING COUNTY, WASHINGTON; AND THAT PORTION CONVEYED TO THE CITY OF SAMMAMISH FOR ROAD, BY DEED RECORDED UNDER RECORDING NUMBER 20111003001465 RECORDS OF KING COUNTY, WASHINGTON

TOGETHER WITH THE WEST 30 FEET OF THE NORTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 26, TOWNSHIP 25 NORTH, RANGE 6 EAST, W. M., AS CONVEYED TO KING COUNTY FOR ROAD, BY DEED RECORDED IN VOLUME 3661 OF DEEDS, PAGES 553 AND 554 RECORDS OF KING COUNTY, WASHINGTON;





Mystic Lake Property Site Map



**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2015-651**

---

**A RESOLUTION OF THE CITY OF SAMMAMISH CITY COUNCIL  
INITIATING ANNEXATION OF THE MYSTIC LAKE ISLAND OF  
TERRITORY**

WHEREAS, RCW 35A.14.295 provides that annexation of an unincorporated island of territory to a charter code city may be initiated by passing a resolution identifying the island area and population to be annexed; and

WHEREAS, the City of Sammamish (the 'City') is a code city planning under the requirements of RCW 36.70A; and

WHEREAS, the Mystic Lake property (the 'Property' as described further in **Exhibit A**) is located in unincorporated King County north of NE 14<sup>th</sup> Street and West of 244<sup>th</sup> Avenue NE within a City Potential Annexation Area (PAA); and

WHEREAS, the Property qualifies as an unincorporated island of territory under RCW 35A.14.295 (1) (b) as outlined in **Exhibit B**; and

WHEREAS, the Property is currently one single property of 45.23 acres with no residents, no voters, and one owner; and

WHEREAS, the Property shares more than eighty percent of it's boundary with the City, is located in King County; and

WHEREAS, the Property use is residential in character and the site is currently under development to accommodate 115 new single family homes by subdivision initiated through King County; and

WHEREAS, annexation of the Property provides for optimal consistency in service delivery to the future residents of the subdivision; and

WHEREAS, the timing of Property annexation affects the jurisdictional filing of construction permits; and

WHEREAS, processing of construction permits within the City ensures application of the City standard of code, review, and inspection; and

WHEREAS, the Property owner has entered into agreement with the City regarding design and construction of the subdivision and is in agreement with the City regarding annexation of the Property; and

WHEREAS, on April 21, 2008, the City Council adopted Ordinances O2008-228 and

O2008–229, which adopted contingent comprehensive plan land use and zoning designations for such PAAs to be effective upon their annexation; and

WHEREAS, on December 1, 2015, the City Council considered this annexation resolution as part of the regular City Council meeting; and

WHEREAS, the Sammamish City Council desires to initiate the proposed annexation,

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

Section 1. Initiation of Annexation. The Sammamish City Council hereby initiates the annexation process to annex the Mystic Lake Property, as described in **Exhibit A**, into the City.

Section 2. Public Hearing. The Sammamish City Council hereby sets the date of public hearing on the Mystic Lake Annexation to be held on February 2, 2016.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 1<sup>st</sup> DAY OF DECEMBER, 2015**

CITY OF SAMMAMISH

  
Thomas E. Vance, Mayor

ATTEST/AUTHENTICATED:

  
Melonie Anderson, City Clerk

Approved as to form:

  
Mike Kenyon, City Attorney

Filed with the City Clerk: November 24, 2015  
Passed by the City Council: December 1, 2015  
Resolution Number: R2015-651

**City of Sammamish 2015 Comprehensive Plan Potential Annexation Areas Map**

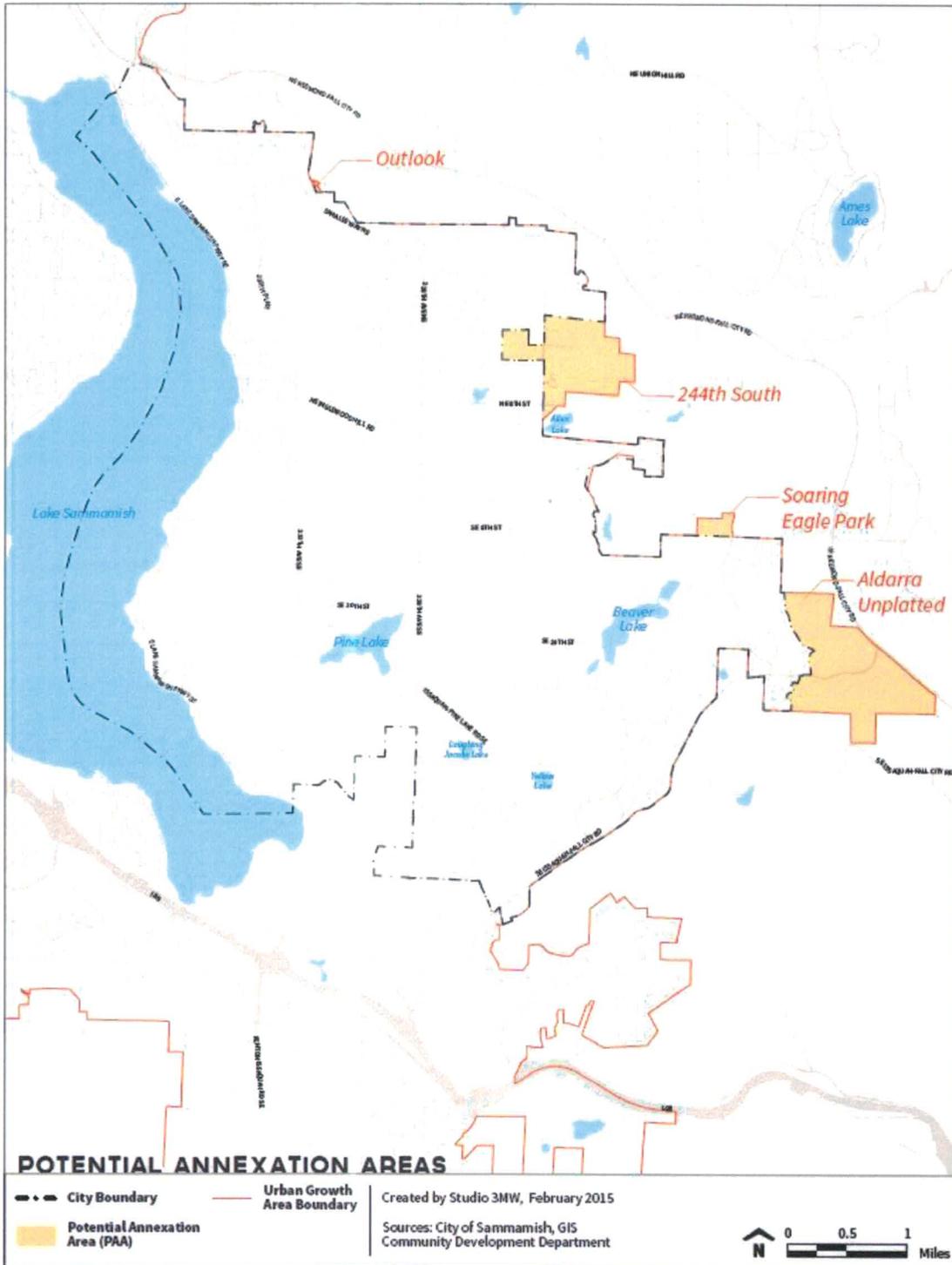




Exhibit 4  
EXHIBIT A

**Mystic Lake Property Legal Description**

THE EAST THREE-FOURTHS OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER;

THE EAST THREE-FOURTHS OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER;

THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER;

THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER;

AND THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER;

ALL IN SECTION 27, TOWNSHIP 25 NORTH, RANGE 6 EAST, W. M., KING COUNTY, WASHINGTON;

EXCEPT THE EAST 30 FEET THEREOF LYING WITHIN THE RIGHT OF WAY OF 244TH AVENUE SOUTHEAST, AS CONVEYED TO KING COUNTY BY DEED RECORDED UNDER RECORDING NO. 4781250;

ALSO EXCEPT THAT PORTION CONVEYED TO THE CITY OF SAMMAMISH BY DEED RECORDED UNDER KING COUNTY RECORDING NO. 20111003001465;

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

**RCW 35A.14.295**

**Annexation of unincorporated island of territory within code city — Resolution — Notice of hearing.**

(1) The legislative body of a code city may resolve to annex territory to the city if there is within the city, unincorporated territory:

(a) Containing less than one hundred seventy-five acres and having all of the boundaries of such area contiguous to the code city; or

**Finding: Does not qualify. See item (b) below.**

(b) Of any size containing residential property owners and having at least eighty percent of the boundaries of such area contiguous to the city. Territory annexed under this subsection (1)(b) must be within the same county and within the same urban growth area designated under RCW [36.70A.110](#), and the city must plan under chapter [36.70A](#) RCW.

**Finding: The Mystic Lake Property is embraced by boundaries of the City of Sammamish and shares more than eighty percent of the boundary with the City. The Property is located in the same county (King) as the City and is within the same urban growth area. The Property is identified as a Potential Annexation Area (PAA) within the City of Sammamish Comprehensive Plan.**

(2) The resolution shall describe the boundaries of the area to be annexed, state the number of voters residing therein as nearly as may be, and set a date for a public hearing on such resolution for annexation. Notice of the hearing shall be given by publication of the resolution at least once a week for two weeks prior to the date of the hearing, in one or more newspapers of general circulation within the code city and one or more newspapers of general circulation within the area to be annexed.

**Finding: The resolution under consideration by the Council describes the boundaries of the area to be annexed (Exhibit A) and sets the date for public hearing as February 2, 2016. In anticipation of the public hearing proper notification will be provided to the public in the form described above and in accordance with the requirements of the Sammamish Municipal Code.**

(3) For purposes of subsection (1)(b) of this section, territory bounded by a river, lake, or other body of water is considered contiguous to a city that is also bounded by the same river, lake, or other body of water.

**Finding: The Mystic Lake Property is not bounded by a river, lake, or other body of water.**





# **COUNCIL COMMITTEE REPORTS**



# Eastside Fire & Rescue Board of Directors

## Regular Meeting Agenda

January 19, 2016, 4 p.m. – Regular Meeting  
Headquarters, 175 Newport Way NW Issaquah, WA 98027

CALL TO ORDER, ROLL CALL AND INTRODUCTION OF BOARD OF DIRECTORS, AND FLAG SALUTE

SPECIAL PRESENTATIONS (N/A)

PUBLIC COMMENT

### CONSENT AGENDA – *For Approval*

1. Agenda Bill 2016-01 Approval of Board Minutes and Financial Recap .....Page 01
  - 1.1. Minutes – Regular Board meeting 12/10/15
2. Agenda Bill 2016-02 Write-off Request..... Page

### COMMITTEE MEETING REPORTS – *For Information*

1. Finance Committee (MLP) ..... Page
2. Personnel Committee (BK) (*no meeting held*)
3. Ad Hoc Sub-Committee Structure Committee (RP) ..... Page
4. Eastside RFA Planning Committee – update (MM) ..... Page

### OLD BUSINESS

1. Board Goals – *For information*
  - a. Goal 05 - NPO Status Attainment (*next update in January*)
2. Administrative Support Services Agreement - Legal edits – Draft Agreement - Tabled (GT)
  - a. Data Collection D10 Support Services

### NEW BUSINESS

1. Election of Chair, Vice Chair, Committee members
2. Agenda Bill 2016-03 Recommendation to Employer of Record for Voluntary Vacation (JP) .....Page

### GENERAL ADMINISTRATIVE REPORTS – *For Information*

1. Revenue Expense Report ..... Page
2. General Administrative Reports ..... Page
3. Incidents Activity Report – December ..... Page

### GOOD OF THE ORDER

1. Audit Update (AG)
2. EF&R News Events..... Page

### EXECUTIVE SESSION

#### CALENDAR REVIEW

- RFA Planning Committee – January 21, 2016, 4 p.m., Headquarters
- Ad Hoc Personnel Committee – February 3, 2016, TBD, Headquarters
- EF&R Board – February 11, 2016, 4 p.m., Headquarters
- Finance Committee – TBD, Headquarters

### SIGNING OF THE DOCUMENTS

### ADJOURN MEETING

ADMINISTRATION & LOGISTICS  
REPORT TO THE BOARD OF DIRECTORS  
January 2016  
Submitted by Deputy Chief Parkinson

1 **Information Technology (IT)**  
2

3 We recently changed the format of our staffing software (now cloud based). We  
4 also continue the process of rolling out our new website which should be live in  
5 the new week or so. Finance software (BIAS) is not far behind. This will push  
6 most of our core applications to “the cloud”, which should result in reduced IT  
7 management costs.  
8

9 **Facilities & Equipment**  
10

11 With the upcoming retirement of Chief Refvem, we are sorting out how to best  
12 accommodate the workload shift that will occur beginning February 1<sup>st</sup>.  
13

14 **City of Snoqualmie Records Request**  
15

16 We expect to have all responses to this request completed by the end of  
17 January. We are approximately 50% complete as of 1/10/16.  
18  
19

**Briefing Paper**  
**EF&R Voluntary Vacation Buyback**

January 12, 2016  
Prepared by DC Parkinson

---

1 **Recommendation**

2 The Agency Administration recommends approval of the Voluntary Vacation Buyback  
3 Letter of Agreement (LOA) to the Employer of Record.

4  
5 **Problem**

6 The change in shift staffing (from three shifts to four) has changed the amount of  
7 personnel on duty to minimum levels on a consistent basis. Vacation accruals  
8 and selection of vacation days has resulted in a number of days in 2016 where  
9 the Agency will drop below minimum staffing prior to any unscheduled leave  
10 usage (sick leave, disability, FMLA, etc.). In planning for the shift change, the  
11 Agency anticipated there would be some trial and error on the exact amount of  
12 backfill necessary to maintain minimum staffing; however, we are still working  
13 through the death of a firefighter in September, whose absence, along with  
14 several extended disabilities has caused additional strain on the suppression  
15 overtime budget.

16  
17 **Facts**

18 There are 78 shifts (21%) in 2016 where Administration has identified staffing will  
19 drop below minimum levels prior to any unscheduled leave usage. This results in  
20 a backfill overtime exposure of approximately \$109,000.00 above what the  
21 Agency generally expects from year to year. By allowing a set number of  
22 employees to “sell” their vacation back to the Agency on these predetermined  
23 dates, the Agency could potentially avoid approximately \$40,000 in backfill  
24 overtime costs. Vacation would be “bought” at a straight time rate for the  
25 employee versus an overtime rate of 1.5 times to cover the known vacancy.

26  
27 In January 2016 we currently have four employees on long term disabilities (with  
28 one returning to regular duty in mid-January). The line of duty death of one of our  
29 firefighters, has left one of the shifts short an employee. We have hired two  
30 firefighters as of January 1<sup>st</sup>, 2016. These two employees are currently attending  
31 the fire academy, and will deploy to shift work in mid-April. Once these new  
32 employees are assigned to shift work, they will reduce backfill overtime costs for  
33 the remainder of 2016. They do not eliminate these 78 shifts of known backfill  
34 overtime.

35  
36  
37

**Briefing Paper**  
**EF&R Voluntary Vacation Buyback**

January 12, 2016  
Prepared by DC Parkinson

---

38 **Financial Analysis**

- 39       • The average overtime rate for employees in this bargaining unit is \$58.21  
40       per hour (shift lengths are 24 hours).
- 41       • The average base hourly rate for employees in this bargaining unit is  
42       \$36.93 per hour.
- 43       • Total average cost per 24 hours of backfill overtime is \$1,397.04
- 44       • Total average cost of 24 hours of vacation buyout is \$886.32
- 45       • Every 24 hour shift that is sold back to the Agency, will result in an  
46       average backfill overtime cost avoidance of \$510.72.
- 47       • If employees sold back vacation on all pre-identified shifts where overtime  
48       will occur, the average result would be \$39,836.16 in backfill overtime  
49       avoidance.

50

51 **Budget Request**

52 None. The buyback program would utilize the existing suppression backfill  
53 overtime budget. The buyback program, if approved and used, would save  
54 backfill overtime dollars.

55

56 **History**

57 As the workforce within the Agency grows in longevity, so do the vacation accrual  
58 rates for those employees. In addition, employees are allowed (through the  
59 collective bargaining agreement), to carry over a set amount of vacation from  
60 year to year, in what we refer to as a “vacation bank”. By moving to a “4-platoon”  
61 staffing model (four shifts versus three shifts) in 2016, this has created true  
62 “minimum staffing” levels on each shift. When these staffing levels are combined  
63 with a senior workforce, the result can be increased backfill overtime costs.

64

65 **Reason for Decision**

66 The recommendation to try a one year buyback option for employees is a joint  
67 solution created by Labor and Management. The benefit to the Agency of this  
68 program is backfill overtime cost avoidance. Any days “sold” by the employees  
69 would be at straight time versus the cost of covering their absence at time and a  
70 half. Should no employees choose to utilize the buyback, the Agency will not  
71 lose any money.

72

73 Long term, this may be an option in the future years, or it may lead to different  
74 ideas of how to address the challenges of a senior workforce. We are pleased

**Briefing Paper**  
**EF&R Voluntary Vacation Buyback**

January 12, 2016  
Prepared by DC Parkinson

---

75 both Management and Labor are willing to take proactive steps to maintain and  
76 sustain service levels within EF&R.

77

78 **Alternatives**

79 Do not implement the Voluntary Vacation Buyback Program and pay backfill  
80 overtime on these 78 shifts in 2016.

DRAFT



Local 2878

LETTER OF AGREEMENT  
Between IAFF Local 2878 and Eastside Fire & Rescue  
Voluntary Vacation Buyback Program  
February 1, 2016

This Letter of Agreement (LOA) between Local 2878 of the International Association of Firefighters (the "Union") and the Board of King County Fire Protection District 10 (the "Employer") confirms the parties' agreement to implement a Voluntary Vacation Buyback Program (VVBP) for 2016 to reduce suppression backfill overtime expenses.

1. Vacation buyback is administered by the Fire Chief or administrative designee
2. The Employer shall identify all shifts in 2016 where known overtime is created due to vacation selection (see Attachment A).
  - a. The Employer shall allow for the buyback or cancellation of no more than one (1) vacation day, per calendar day, as identified on Attachment A with the exception of April 9, 2016, where the Employer shall offer the buyback of two (2) vacation days.
3. Members of the Union shall declare their intent to sell or cancel vacation no later than February 29, 2016. In cases where multiple members declare intent to sell or cancel vacation on the same day, the most senior member, by date of hire, will be awarded the vacation buy back.
4. Members selling vacation prior to February 29, 2016 shall receive 100% cash value of their vacation day(s) posted to their March 25, 2016 paycheck.

This Letter of Agreement does not constitute past practice nor does it set precedent.

This Letter of Agreement will sunset on February 29, 2016.

---

T. Gregory Tryon  
Fire Chief  
Eastside Fire & Rescue  
\_\_\_\_\_, 2015

---

Jonathan Wiseman  
President  
IAFF Local 2878  
\_\_\_\_\_, 2015

---

Donald Smith  
Chairman  
Board of Commissioners  
King County Fire District 10  
\_\_\_\_\_, 2015

DRAFT



**Eastside Fire & Rescue  
Board of Directors  
AGENDA BILL 2016-03  
January 19, 2016**

**SUBJECT: Voluntary Vacation Buyback Program**

**SUMMARY STATEMENT:** In an effort to reduce suppression backfill overtime in 2016, Labor and Management have agreed to take steps to reduce this expense. By allowing a set number of employees to “sell” their vacation back to the Agency on predetermined dates, EF&R could potentially avoid up to \$40,000 in backfill overtime costs. The buyback program would utilize the existing suppression backfill overtime budget, so no additional funding is required. Further detail is provided in the briefing paper, “EF&R Voluntary Vacation Buyback Program”

**Expenditure Required:** \$0

**Amount Budgeted:** \$0

**New Budget** \$0

**Fund Utilized:** Operating Fund

**ADMINISTRATION’S RECOMMENDATION:** Recommend approval of the Voluntary Vacation Buyback Letter of Agreement (LOA) to the Employer of Record.

**RECOMMENDED MOTION:** Recommend approval of the Voluntary Vacation Buyback LOA to the Employer of Record

**ALTERNATIVE(S):**

- 1) Do not recommend approval

**EXHIBITS:**

**Originator:** JP

**Administrative Review:** 1/12/16

Action:

Date: 1/19/16

Motion By:

2<sup>nd</sup>:

Board Secretary:

# Eastside Fire & Rescue Financial Policies

(Work in Progress)

To Finance Committee December 15, 2015

1 The Agency's annual budget is the planning document that encompasses all operating revenue and  
2 expenditure decisions.

3  
4 The Administration shall annually prepare a balanced budget showing all planned expenses and  
5 identifying all revenues to fund the planned expenses. The annual budget must be adopted by agenda  
6 bill by the Agency's Board of Directors on or before December 31<sup>st</sup> of each year. Due to our partnership  
7 with NORCOM (dispatch services), budget or NORCOM's funding needs to be approved prior to  
8 December 1<sup>st</sup>.

9  
10 The Annual Budget shall comply with the following general policies:

11  
12 **1. Adopted at the Fund Level**

13 The Operating Fund budget and the Capital Facility Maintenance Fund budget are adopted at the  
14 Fund level.

15  
16 **2. Adopted at the Equipment Level**

17 The Equipment Replacement Fund budget is adopted at the Equipment level, meaning  
18 equipment funded out of the Equipment Replacement Fund has its own budget authorization that  
19 cannot be exceeded without prior approval by the Board. The Agency will budget for adequate  
20 maintenance and timely replacement of capital assets and provide for maintenance schedules to  
21 ensure that each asset is maintained to maximize its useful life.

22  
23 **3. Budget Forecast**

24 For the Operating Fund, staff will maintain a rolling five-year forecast of revenues and expenses  
25 which provide a mid-range indication of the Agency's financial trends and provides context for the  
26 preparation of the annual budget. The five-year forecast should assume continuation of current  
27 service levels, including known changes that will occur during the forecast period.

28  
29 **4. Use of Fund Balance to Balance Budget**

30 Any utilization of Fund Balance or other reserves to fund a portion of the annual budget will be  
31 clearly identified in the budget document. The operating fund's ending fund balance will not drop  
32 below one twelfth of the adopted budget at year end.

33  
34 **5. Accrued Employee Benefits**

35 The budget, as well as the long range financial plan, should provide for adequate funding of the  
36 Agency's employee liabilities, based on an annual liability assessment.

37  
38 **6. Board Planning**

39 The Board of Directors will meet annually to adopt Agency goals and priorities. Prior to the  
40 development of the budget, Administration will incorporate the Board's goals and priorities in the  
41 annual budget if possible.

42  
43  
44  
45 **Reserve and Fund Policies**

46  
47 The purpose of the fund policies is to establish general parameters for the cash balances in the various  
48 funds to ensure sufficient resources to handle most large, unexpected expense without need for debt and  
49 to mitigate revenue shortfalls.

50  
51 **7. Reserve Fund Policy (Minimum Operating Fund Balance)**

52  
53 The Operating Fund will have a minimum reserve of one-twelfth of budgeted expenses to  
54 maintain operations.  
55

## Eastside Fire & Rescue Financial Policies

(Work in Progress)

To Finance Committee December 15, 2015

56 For the Equipment Replacement Fund, the agency will maintain a rolling 15 year forecast of  
57 revenue and project expenses that ensure the fund's balance maintain a positive fund balance.  
58

### 60 **8. Ending Fund Balance (Operating Fund Reserves)**

61  
62 Prudent use of ending fund balance will enable the Agency to defray future cost, take advantage  
63 of matching grant funds, and provide the Agency with the ability to exercise flexible financial  
64 planning in developing future capital and operation projects.  
65

66 After the fiscal year-end close, any funds in excess of the one-twelfth reserve shall be considered  
67 unencumbered Ending Fund Balance.  
68

69 Unencumbered Ending Fund Balance can be used by the Board at their discretion. Priorities as  
70 follows:  
71

- 72 • Add to any deficit of the operating fund balance reserve as set by the Board of
- 73 Directors
- 74 • Add to any deficit to the Equipment Replacement Fund balance
- 75 • Add to any deficit to the Capital Facilities Maintenance Fund balance
- 76 • Used for current year un-budgeted projects or studies
- 77 • Used for next fiscal year's budget
- 78 • Used to make up any adjustment for a prior year change.
- 79 • Return each partner's remaining ending fund balance share to the partner

### 82 **Revenue Policies**

- 83
- 84 9. Revenue forecasts will assess the full spectrum of resources that can be allocated for fire service.  
85 State and federal fund may be used, but only when the Agency can be assured that the total cost  
86 and requirements of accepting funds are known and will not adversely impact the Agency's  
87 operating fund.  
88

### 89 **Accounting and Financial Reporting Policies**

- 90
- 91 10. The Agency will maintain its accounting records in accordance with state and federal laws and  
92 regulations. Budgetary reporting will be in accordance with Washington State budget laws and  
93 regulations. The Agency will annually report its financial condition and results of operations in  
94 accordance with state regulations and generally accepted accounting principles (GAAP) or other  
95 basis of accounting prescribed by the State Auditor's Office by the last day of May of each year.  
96
- 97 11. The Finance Division will prepare such management reports and other internal reports as  
98 determined by the Fire Chief. The Finance Division will also prepare regular budget to actual  
99 status reports to keep the Board of Directors informed throughout the year.  
100

### 101 **Audit Policy**

- 102
- 103 12. The Agency's financial statements will be audited annually by the Washington State Auditor's  
104 Office on a schedule determined by that office as is required by State law. The results of such  
105 audits will be communicated to the Fire Chief and to the Board of Directors.  
106

### 107 **Capital Budget and Planning**

108

**Eastside Fire & Rescue Financial Policies**

(Work in Progress)

To Finance Committee December 15, 2015

109 13. Equipment Replacement Fund (see ILA Exhibit B) provides a pooling of funds to replace existing  
110 equipment. The scheduled replacement of existing equipment is provided by annual scheduled  
111 funding from the partners, plus accrued interest earned on the fund balance and the sale of the  
112 equipment surplus.

113  
114 14. Per the EF&R Interlocal Agreement, should the Agreement end, the disbursement of the funds in  
115 the Equipment Replacement Fund would be allocated to each partner based on the equipment  
116 that they own plus any funds set aside to replace that equipment. Any equipment titled to EF&R  
117 and any remaining funds would be distributed based on the percentage of funds paid into the  
118 fund since inception of the fund.

119  
120

**Capital Facility Maintenance Fund**

121  
122  
123 15. Capital Facility Maintenance Fund (see ILA Exhibit C) provides a pooling of funds to maintain fire  
124 stations and headquarter. When a station is sold, a reconciliation is made to determine if there  
125 are any fund remaining after taking in to consideration the revenue received from the effective  
126 partners to the expenses paid for repairs to the station or headquarters. Any balance remaining  
127 is divided by the partners who contributed to the station in a ratio of how much each paid in.

128  
129

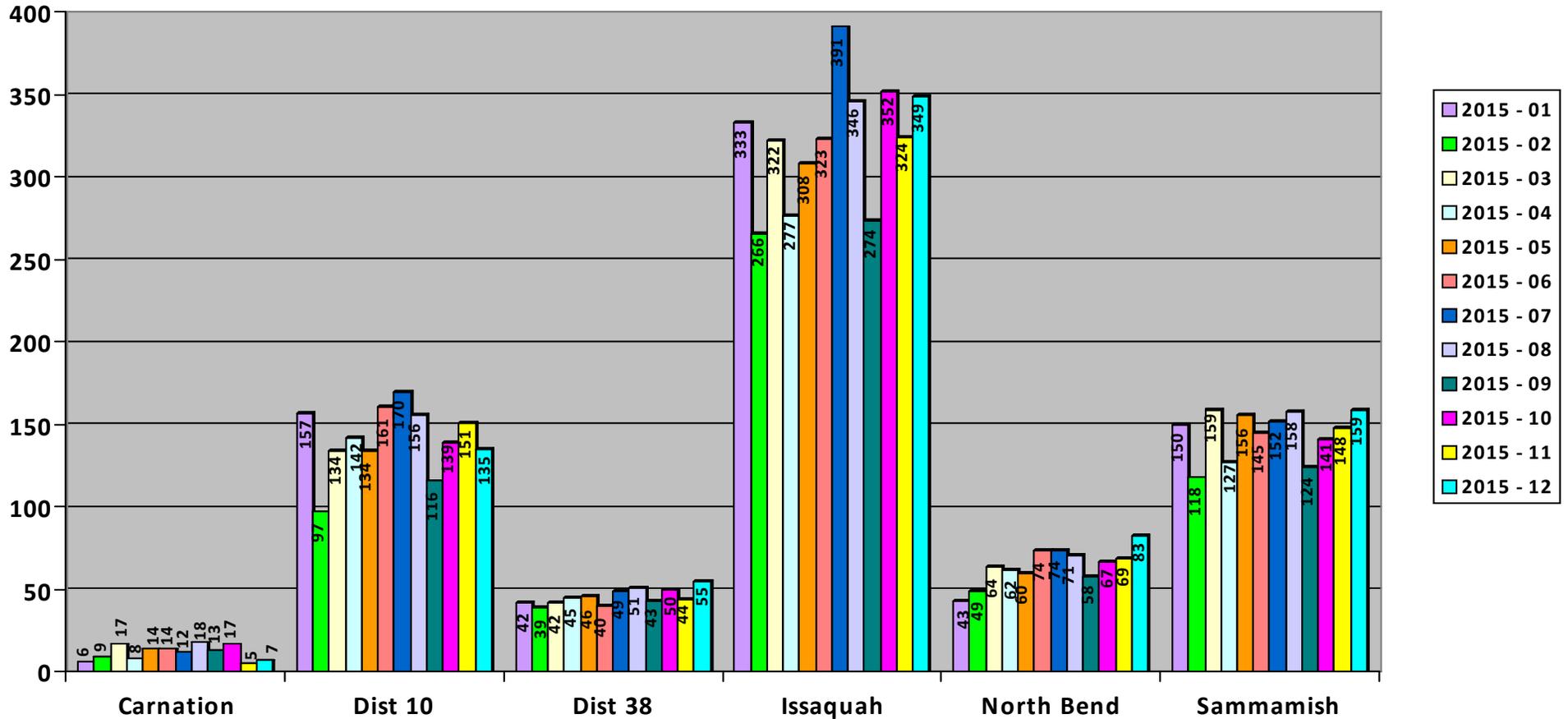
**Long-Term Liabilities**

130  
131 16. Currently the only long term liabilities are employee benefits and they are funded annually  
132 through the budget process (see number 5).  
133  
134

# Eastside Fire & Rescue Incidents

by Type and Location, Year-to-Date, through December 2015

Partner	Automatic Fire Alarm	EMS Incident	Fire - NonStructure	Fire - Structure	Motor Vehicle Accident	Other	Rescue	Total
Carnation	10	114	11	3		2		140
Dist 10	175	1033	250	34	164	35	1	1692
Dist 38	15	341	111	15	44	16	4	546
Issaquah	464	2873	243	44	155	85	1	3865
Mutual Aid	69	179	101	87	112	88	11	647
North Bend	70	585	61	11	24	23		774
Sammamish	234	1142	194	33	58	76		1737
<b>Total Incidents</b>	<b>1037</b>	<b>6267</b>	<b>971</b>	<b>227</b>	<b>557</b>	<b>325</b>	<b>17</b>	<b>9401</b>

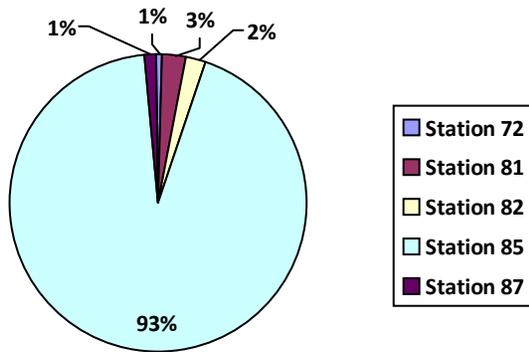


# Eastside Fire & Rescue Incidents

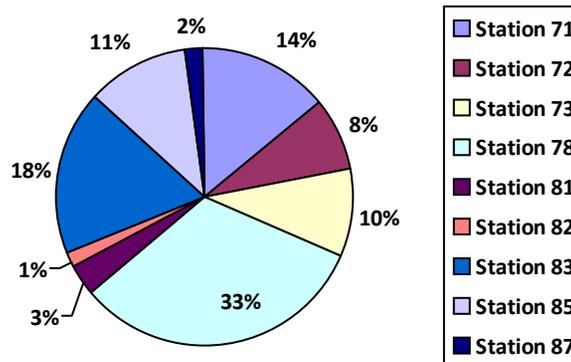
by Assigned Station and Location, Year-to-Date, through December 2015

Station	Carnation	Dist 10	Dist 38	Issaquah	Mutual Aid	North Bend	Sammamish	Total
Station 71		300	57	1351	53	52	11	1824
Station 72	1	160	16	1431	98	56	67	1829
Station 73		198	23	853	29	37	22	1162
Station 78		668		38	88	1	3	798
Station 81	4	69	9	219	19	2	583	905
Station 82	3	31	1	39	93		877	1044
Station 83		375	7	908	34	1	501	1826
Station 85	136	237	9	1	136	9	4	532
Station 87	2	43	513	3	180	721		1462
<b>Total Assignments</b>	<b>146</b>	<b>2081</b>	<b>635</b>	<b>4843</b>	<b>730</b>	<b>879</b>	<b>2068</b>	<b>11382</b>

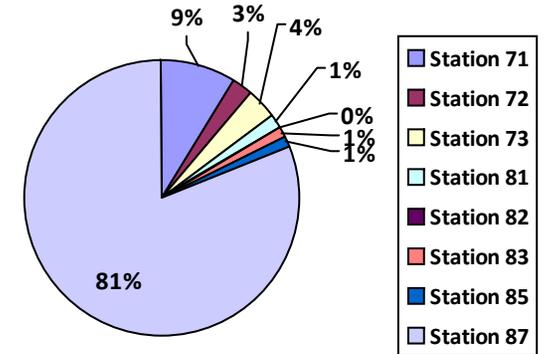
Station Assignments to Carnation Incidents



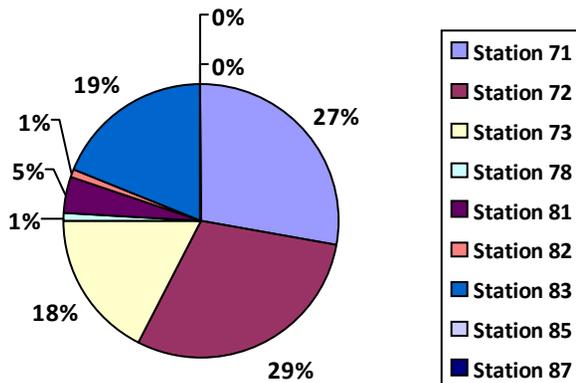
Station Assignments to District 10 Incidents



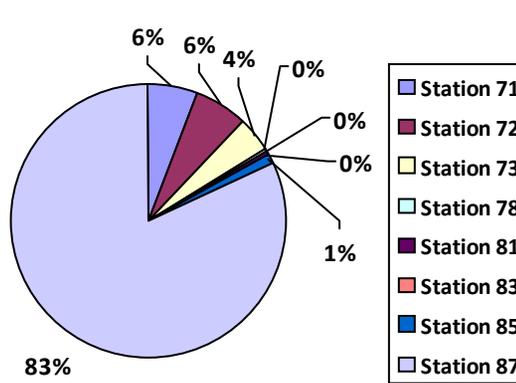
Station Assignments to District 38 Incidents



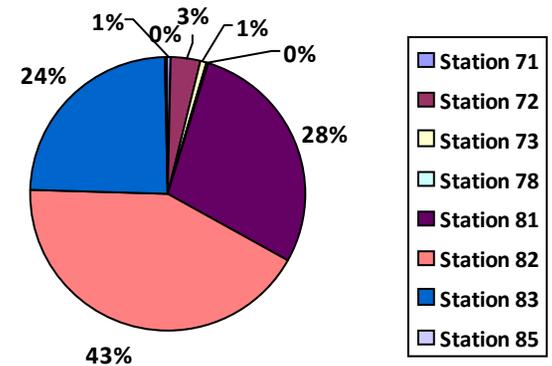
Station Assignments to Issaquah Incidents



Station Assignments to North Bend Incidents



Station Assignments to Sammamish Incidents



Eastside Fire & Rescue  
Finance and Admin Committee  
Organizational Framework  
Adopted January 7, 2016

---

### **Purpose**

The Committee performs research on a variety of matters as assigned by the EF&R Board of Directors, and/or the Fire Chief, with the approval of the EF&R Board Chair.

The Committee advises on policy matters and makes recommendations to the EF&R Board of Directors on matters related to:

- Financial and budget policies, development of budgets for the General Fund and capital expenditures, designations of reserves, budget balancing measures, evaluation and development of plans to meet long-term financing needs, investment oversight and purchasing policies.
- Human resources policies, job class specifications, compensation programs, benefit changes and renewals, labor negotiations, staff training, development and recognition programs, succession planning, risk management and workers' compensation policies, and development or management/performance evaluation and information systems.

### **Committee Composition**

Each party shall appoint an elected representative to the Finance and Admin Committee.

Each party may designate a staff representative from their organization to the Finance and Admin Committee. Additional representatives from each party may attend meetings to provide expertise on a given matter.

Annually, a FAC Chair and FAC Vice Chair are selected by the FAC Members. The FAC Chair and/or FAC Vice Chair shall attend the regular meetings of the EF&R Board of Directors to receive assignments, provide reports, or address agenda bill recommendations.

The Fire Chief shall assign members of the Fire Administration to assist/support the committee in assigned work.

### **Meeting Frequency**

The Committee Members shall meet monthly and at least within two weeks following the EF&R Board Meeting, or as needed.

### **Meeting Protocols**

The FAC Chair prepares an agenda for each meeting and distributes the same to FAC Members and the Fire Chief at least five working days prior to a meeting.

The FAC meetings shall be subject to the Open Public Meetings Act.

Consensus is achieved among the primary representatives from each party. Recommendations forwarded to the EF&R Board require at least a three party majority of the FAC Committee. The Charter can be amended at the discretion of the FAC Board.

FIRE CHIEF  
REPORT TO THE BOARD OF DIRECTORS  
January 2016  
Submitted by Interim Fire Chief Greg Tryon

1 **Personnel**

2 Chief Jeff Clark has said yes, and is on track for a February 2<sup>nd</sup> start date here at  
3 Eastside. We have been working to make sure all the details are taken care of, i.e.  
4 email, office space painted, uniforms, etc. We are working to arrange one-on-one  
5 meetings with each of the Directors and City Administrator/Managers within the first two  
6 weeks per Chief Clark's request. Thank you for your assistance in scheduling those  
7 meetings.

8 Jamie Formisano, our new Executive Assistant, started on January 4<sup>th</sup>. Her capabilities  
9 and speed at learning what we do (plus helping us to improve) is absolutely wonderful.  
10 She has a great style about her in working with others, and I am very excited for what  
11 she can help us to do in our internal processes and people management realms.

12 In our search for a new Human Resources Manager, we have engaged the services of  
13 Caprice Pine with Swift HR. Besides helping us find our new HR Manager, she is  
14 helping make sure we are staying on track with HR tasks while our Assistant is on  
15 FMLA. I am receiving excellent feedback, both internally and externally regarding her  
16 work. She has some positive ideas on how to help streamline and improve our HR  
17 services to our Agency. As she moves along she is creating a task list of suggested  
18 items our next HR Manager can work on to help assist the Agency. Her connections  
19 also have brought us several promising resumes in recent days as well.

20 Deputies Jon Parkinson and Richard Burke are both wondering where the last month or  
21 two has gone since they hit the ground running, well actually sprinting. I know we all  
22 are impressed with their work to date, as well as their dedication to the organization in  
23 general.

24 We have two new firefighters that started on January 4<sup>th</sup> and started the fire academy  
25 on the 7<sup>th</sup>. We should see them back here come March. They were both current  
26 volunteers with the Agency prior to getting hired by EF&R. Again, like the others  
27 mentioned previously, the number of people who speak well of them, internally and  
28 externally, bodes well for the Agency. Good people being compounded by more good  
29 people, lucky us.

30 Chief of Maintenance Kelly Refvem has announced his retirement at the end of January  
31 of 2016. This is one of those bitter sweet moments. For me, Kelly has always been  
32 here. If there was ever a "who do we call to get a strange thing fixed, found, or sold..."  
33 ask Kelly. He is also a great connection to the community. The list of the people he  
34 directly knows that have impacted this agency/community goes back nearly 80 years of  
35 service. There will continue to be the little things it would be nice to have Kelly sitting  
36 there to immediately suggest an answer to, but he has helped plan and prepare for the  
37 big things, so it is time to allow him to enjoy the next part of his life after 40 plus years  
38 serving his community. Besides, I hear his wife Linda has plenty of items on her list to

FIRE CHIEF  
REPORT TO THE BOARD OF DIRECTORS  
January 2016  
Submitted by Interim Fire Chief Greg Tryon

39 get accomplished. I can only offer my thanks for helping me, and this agency, grow and  
40 stay safe over the years.

41 With the start of the new Fire Chief, Deputy Chief Michael Boyle has planned to move  
42 back to being a house husband... well not really. His work with FEMA and other  
43 organizations is going to more than keep him busy for the foreseeable future. Mike  
44 stepped in when Bud Backer became the Fire Chief for East Pierce Fire & Rescue back  
45 in June. Not only did Mike help us in several critical places: emergency management  
46 planning, the "why do we do that review," personnel development, finding a new fire  
47 chief, etc.: he also has been a great resource for the region as we have talked about  
48 best practices for wildland firefighting. He his breadth of knowledge and experience  
49 from Orange County Fire has truly been a major help to EF&R and the Region. His  
50 crowning achievement will be an officer development academy actively in place when  
51 he walks out the door. Thank you for your service to the community and the Agency.

52

53 **Partnerships**

54 This will be short and simple. The changeover to EF&R responding to Tribal properties  
55 happened at midnight on January 1<sup>st</sup> 2016. So far it has gone as we hoped for, and  
56 planned for. We are actively monitoring the impacts to the Agency, thanks to Data  
57 Analyst Kevin Bryson. I am also meeting with Fire Chief Mark Corriera of the City of  
58 Snoqualmie to make sure that our relationship continues to be strong going forward.  
59 We are looking at how we respond to each other on the day to day calls to make sure  
60 we are in balance. Given the intertwined nature of the response areas, this can be a  
61 challenge.

62 The Tribe has asked to meet with the Board of Directors, and that meeting is in the  
63 planning stages. The Agency's purpose is to provide exceptional emergency services  
64 to the community through partnerships. This is great opportunity to build upon those  
65 relationships that help create great partnerships.

66 Speaking of great partnerships and relationships, I am excited about the "incoming"  
67 Board of Directors. The current Board Chair and Vice Chair have been working with the  
68 Administration to help create an informational and educational foundation for not only  
69 new members of the Board, but current members as well. I believe this was something  
70 that got missed as this Board started post the last ILA renewal process. What better  
71 way to build an exceptional emergency response organization, but by strengthening the  
72 relationships and knowledge that form the foundation of the partnerships we see as part  
73 of this Agency's purpose. The Administration is excited to be of service to the Board, to  
74 answer the questions they may have; and even better, to help partner with the Board,  
75 so the questions that arise will be about the policy of the matter, since the foundation  
76 will have already been laid.

FIRE CHIEF  
REPORT TO THE BOARD OF DIRECTORS  
January 2016  
Submitted by Interim Fire Chief Greg Tryon

1 **EASTSIDE FIRE & RESCUE BOARD OF DIRECTORS**  
2 **SPECIAL MEETING**  
3 **November 30, 2015**  
4 **4 p.m.**  
5  
6

7 The special meeting of the Board of Directors of Eastside Fire & Rescue was held on  
8 November 30, 2015, at Eastside Fire & Rescue Headquarters, 175 Newport Way NW,  
9 Issaquah, WA.  
10

11  
12 **PRESENT:** Board Director/Chair Alan Gothelf (City of North Bend)  
13 Board Director Mike Mitchell (Fire District 10)  
14 Board Director Larry Rude (Fire District 10)  
15 Board Director Chris Dahline (District 38)  
16 Board Director Mary Lou Pauly (City of Issaquah)  
17 Board Director Stacy Goodman (City of Issaquah)  
18 Board Director Bob Keller (City of Sammamish)  
19 Board Director Kathy Huckabay (City of Sammamish)  
20

21 **STAFF:** Fire Chief Lee Soptich  
22 Deputy Chief Greg Tryon  
23 Deputy Chief Michael Boyle  
24 Deputy Chief Jon Parkinson  
25 Deputy Chief Rich Burke  
26 Budget Analyst Scott Faires  
27 Administration Assistant Jay Hart  
28

29 **AUDIENCE:** Local 2878 President Jon Wiseman  
30 Captain Ben Lane  
31

32 **ABSENT:**  
33

34 **CALL TO ORDER, ROLL CALL**

35 Chair Gothelf called the meeting to order at 4:03 p.m. Chair Gothelf led the flag salute.  
36 The meeting paused as a live broadcast through NORCOM provided tribute to Fire Chief  
37 Soptich and his years of service.  
38

39  
40 **NEW BUSINESS:**  
41

- 42 1. Agenda Bill 2015-42A Snoqualmie Tribe Agreement: IT WAS MOVED BY  
43 DIRECTOR PAULY, SECONDED BY DIRECTOR HUCKABAY TO: Approve the  
44 Agreement for Provision of Fire Services with the Snoqualmie Tribe. Following  
45 discussion, a few minor edits to the Agreement, and an additional line added to the  
46 summary statement of the Agenda Bill, IT WAS MOVED BY DIRECTOR PAULY,  
47 SECONDED BY DIRECTOR RUDE TO: Approved the Agreement as amended.  
48 Motion carried 8-0.  
49

50 **ADJOURNMENT:** Chair Gothelf adjourned the meeting at 5:20 p.m.  
51

52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70

**SIGNING OF DOCUMENTS:**

---

Board Director

1                                   **EASTSIDE FIRE & RESCUE BOARD OF DIRECTORS**  
2   **REGULAR MEETING**  
3   **December 10, 2015**  
4   **4 p.m.**

5  
6   The regular meeting of the Board of Directors of Eastside Fire & Rescue was held on  
7   December 10, 2015, at Eastside Fire & Rescue Headquarters, 175 Newport Way NW,  
8   Issaquah, WA.

9  
10 **PRESENT:** Board Director/Chair Alan Gothelf (City of North Bend)  
11               Board Director Mike Mitchell (Fire District 10)  
12               Board Director Larry Rude (Fire District 10)  
13               Board Director (Alt) Ron Pedee (Fire District 38)  
14               Board Director Mary Lou Pauly (City of Issaquah) arrived 4:07pm  
15               Board Director Stacy Goodman (City of Issaquah)  
16               Board Director Bob Keller (City of Sammamish)  
17               Board Director Kathy Huckabay (City of Sammamish)

18  
19 **STAFF:**       Interim Fire Chief Greg Tryon  
20               Deputy Chief Jon Parkinson  
21               Deputy Chief Richard Burke  
22               Chief of Maintenance Kelly Refvem  
23               Controller Mary Hillier  
24               Executive Administration Assistant Lisa Stevens  
25               Administration Assistant Jay Hart

26  
27 **AUDIENCE:** Don Smith (District 10)  
28               Lyman Howard (City of Sammamish)  
29               Training Captain Ben Lane  
30               Training Lieutenant Ben Hudson  
31               Jon Wiseman (Local 2878 President)  
32               Tom Corrigan (Issaquah Press)  
33               Dave Waggoner (VFW Post 3436)

34  
35 **ABSENT:**     Director Chris Dahline (District 38)

36  
37 **CALL TO ORDER:**  
38 Chair Gothelf called the meeting to order at 4:02 p.m.

39  
40 **ROLL CALL & FLAG SALUTE:**  
41 Chair Gothelf took roll call. Chair Gothelf led the flag salute.

42  
43 **RECOGNITION:**

44  
45 **CITIZEN INPUT:** Dave Waggoner with VFW post 3436 requested a continued partnership  
46 with Eastside Fire & Rescue (EF&R) in a program partnering individual Boy Scout troops,  
47 Girl Scout troops, and Cub Scout packs with specific Fire Stations in conjunction with flag  
48 retirements. VFW post 3436 adopted EF&R headquarters and plans to give a special  
49 presentation of the retired headquarters flag to recently retired Fire Chief Lee Soptich next  
50 Thursday at the Issaquah Sportsmen's Club.

51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100

Jon Wiseman thanked the Board for their commitment to minimum staffing and for including the labor group in the Fire Chief Selection Process. He expressed a desire for the Board members to maintain continuity with the current partner representation.

**CONSENT AGENDA:**

IT WAS MOVED BY DIRECTOR KELLER, SECONDED BY DIRECTOR HUCKABAY TO:  
Approve the Consent Agenda without the minutes. MOTION CARRIED, 8 - 0.

- 1. Agenda Bill 2015-43 Financial Recap
- 2. Agenda Bill 2015-44 Write-off Request

IT WAS MOVED BY DIRECTOR HUCKABAY, SECONDED BY DIRECTOR RUDE TO:  
Approve the November minutes with an amendment to line 188, changing “plan” to “goal”.  
MOTION CARRIED, 8-0.

**COMMITTEE REPORTS:**

- 1. Finance Committee: No meeting held.
  
- 2. Personnel Committee: Director Keller updated the status of the Fire Chief recruitment process. The pool was narrowed down to two candidates with an unanimous decision was made to offer the position to Jeff Clark from Chandler, Arizona.
  
- 3. Ad Hoc Sub-Committee Structure Committee: Ron Pedee reported the committee worked on three objectives for the newly formed “Administration and Finance Committee”.
  - a. Develop a Charter.
  - b. Verify the members of the Committee.
  - c. Set a follow up meeting to complete the Charter.
  
- 4. Eastside RFA Planning Committee: Director Mitchell reported on the current progress of the committee.
  - a. Following review of a legal opinion submitted by Attorney Joe Quinn, the committee agreed to continue with the process of forming the RFA opposed to waiting for results from the Non-Profit Organization (NPO) initiative.
  - b. Additional edits and additions were made to the planning document.
  - c. Meeting dates for public input were established.
    - i. February 1, 2016 Station 87 North Bend
    - ii. February 9, 2016 Station 78 May Valley
    - iii. February 10, 2016 Station 85 Carnation (discuss resolution to put the RFA plan on the April ballot)

Director’s Pauly and Huckabay recommended language should be added to the plan to address what potential changes to the RFA would result if the NPO is established.

**OLD BUSINESS:**

- 1. Transition Tasks: Interim Chief Tryon reported an employee from the Port of Seattle accepted an offer for the vacant Executive Administrative Assistant position and is continuing its search for a new Human Resources Manager.

- 101 2. Board Goals: Director Pauly reported the majority of 2015 goals were completed  
102 with a few goals overlapping into 2016.
- 103 a. Goal 2-Review and Streamline Sub Committee Structure:  
104 b. Goal 5-Non-Profit Organization (NPO) Status Attainment:  
105 c. Goal 8-Review of Total Compensation:  
106 d. Goal 7-Educate Board on Regional Fire Authority (RFA) Governance  
107 Structure: This goal will continue into 2016. Education and updates continue  
108 to be provided as RFA planning meetings take place. The process is not far  
109 enough along for the Board to give a final and formal endorsement.  
110
- 111 3. Projected Carryover Funds and Suppression Overtime: Interim Chief Tryon  
112 provided a brief overview of the status. Agenda Bill 2015-47 will address this  
113 month's request for a secondary budget adjustment.  
114
- 115 4. Administrative Support Services Agreement: Interim Chief Tryon informed the  
116 Board this item will be tabled as Attorney Rod Kaseguma continues to research  
117 potential conflicts with the ILA. The current data for tracking time used on District  
118 10 tasks were inconsistent and recommended the resumption of tracking in  
119 January.  
120

121 **NEW BUSINESS:**

- 122 1. Agenda Bill 2015-45 Adopt 2016 Board Goal – Strategic Plan: IT WAS MOVED BY  
123 DIRECTOR PAULY, SECONDED BY DIRECTOR HUCKABAY TO: Approve the  
124 2016 Board of Directors Goal to develop a strategic plan for the Agency and direct  
125 the Fire Chief to complete the "Response from Staff" section with a schedule of  
126 tasks and budget estimate by end of Q1 2016. MOTION CARRIED 8-0. Discussion  
127 on extending the time frame took place; however, no changes were made.  
128
- 129 3. Agenda Bill 2015-47 Operating Fund – 2015 Second Budget Amendment: IT WAS  
130 MOVED BY DIRECTOR PAULY, SECONDED BY DIRECTOR HUCKABAY TO:  
131 Amend and increase the 2015 Operating Budget by \$100,000 and increase it from  
132 \$23,693,212 to \$23,793,212. MOTION CARRIED 8-0. Interim Chief Tryon and  
133 Deputy Chief Parkinson explained the primary need was to ensure we do not  
134 exceed the ending fund balance. The Board expressed their wish for the Finance  
135 Committee to discuss and clarify the difference between the Ending Fund Balance  
136 and the Reserve Funds.  
137
- 138 3. Agenda Bill 2015-48 Fire Chief Performance Evaluation: IT WAS MOVED BY  
139 DIRECTOR PAULY, SECONDED BY DIRECTOR RUDE TO: Recommend the Fire  
140 Chief's Performance Evaluation form and process be referred to the Personnel  
141 Committee to develop the measurable criteria for performance evaluation. MOTION  
142 CARRIED 8-0. Director Pauly explained and summarized the attachments and  
143 noted several dimensions of the current criteria were geared towards firefighter  
144 performance.  
145

146 **EXECUTIVE SESSION:** The Board moved into Executive Session pursuant to RCW  
147 42.30.110(1)(g) to evaluate qualifications of applicant for public employment and RCW  
148 42.30.140(4)(a) to discuss collective bargaining sessions with employee organizations  
149 for twenty minutes.  
150

- 151  
152 4. Agenda Bill 2015-46 Recommend Support Staff Collective Bargaining Agreement:  
153 IT WAS MOVED BY DIRECTOR PAULY, SECONDED BY DIRECTOR MITCHELL  
154 TO: Recommend the 2015 - 2018 Support Staff Collective Bargaining Agreement  
155 to the Employer of Record, KC Fire Protection District 10, for approval. MOTION  
156 CARRIED 8-0.  
157
- 158 5. Agenda Bill 2015-49 Conditional Offer of Employment – Fire Chief: IT WAS  
159 MOVED BY DIRECTOR KELLER, SECONDED BY DIRECTOR HUCKABAY TO:  
160 Approve extension of a conditional offer of employment to the Fire Chief candidate  
161 (Jeff Clark) recommended by the Personnel Committee. MOTION CARRIED 8-0.  
162 A site visit to Chandler is scheduled for the following week with Board members  
163 Chris Dahline and Mary Lou Pauly attending, with guidance from the recruiter. The  
164 Board discussed the employment contract negotiation team and recommended  
165 selecting Recruiter, Clark Wurzberger, as an advisor or participant, Board Chair,  
166 Alan Gothelf, Attorney, Rod Kaseguma, and City Administrator Londi Lindell.  
167
- 168 6. Board of Director Comments/Concerns: Director Pauly distributed an informal  
169 Board Performance survey with a request to complete and anonymously submit the  
170 survey to the Board Chair prior to the next Board meeting. Director Huckabay  
171 requested the Board to direct the Finance Committee to review the budget to actual  
172 analysis and have a clarifying discussion on the difference between the Ending  
173 Fund Balance and Reserve Funds. Director Keller requested the Board to consider  
174 an alternate date for next month's Board meeting. After discussion, Tuesday  
175 January 19, 2016 was chosen. A training meeting will begin at 3:00 p.m. followed  
176 by the Board meeting at 4:00 p.m. Director Rude recommended for city councils to  
177 consider two year appointments for Board representation. For cities with two  
178 representatives, one representative should serve a two year term.  
179

#### 180 **GENERAL ADMINISTRATIVE DISCUSSION:**

- 181 1. Revenue and Expense Report – October 2015: The report was included in the  
182 packet.  
183
- 184 2. General Administrative Reports: The reports were included in the Board packet.  
185
- 186 3. Activity Report: The report was included in the packet.  
187

#### 188 **GOOD OF THE ORDER:**

- 189
- 190 1. EF&R News: Events were included in the packet.
- 191 2. Volunteer Graduation: Interim Fire Chief Tryon extended an invitation to the Board  
192 to attend an upcoming graduation ceremony on December 15, 2015 for Volunteer  
193 Academy 2015-1.
- 194 3. Interim Fire Chief Tryon acknowledged the Agency's first line of duty death,  
195 Firefighter Michael VanDenbergh. He recognized the Board and their individual  
196 values that were reflected throughout the year, as well as the crews and staff for all  
197 their hard work.  
198

#### 199 **CALENDAR REVIEW:**

200 The upcoming meetings were included in the packet and reviewed. The next Board of  
201 Directors meeting will be held January 19, 2016.

202

203 **ADJOURNMENT:** Chair Gothelf adjourned the meeting at 5:52 p.m.

204

205

206

207 **SIGNING OF DOCUMENTS:**

208

209

210

211 \_\_\_\_\_  
Board Director

212

213

214

215 \_\_\_\_\_  
Board Director

216

217

218

219 \_\_\_\_\_  
Board Director

220

221

222

223 \_\_\_\_\_  
Board Director

224

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pending Approval

1  
2 **EASTSIDE FIRE & RESCUE**

3  
4 **AD HOC COMMITTEE**  
5 **REVIEW AND STREAMLINE SUB COMMITTEE STRUCTURE**

6  
7 **Meeting Notes**  
8 **January 7, 2016**

9  
10 **Headquarters**

11  
12 **Present:** Commissioner/Committee Chair Ron Pedde (District 38)  
13 Commissioner Michael Fiset (District 10)  
14 Board Director Mary Lou Pauly (City of Issaquah)  
15 Board Director Alan Gothelf (City of North Bend)  
16 Board Director Kathy Huckabay (City of Sammamish)  
17 City Manager Lyman Howard (City of Sammamish)  
18 City Administer Londi Lindell (City of North Bend) *(late arrival)*  
19 Interim Fire Chief Greg Tryon  
20 Deputy Chief Jon Parkinson  
21 Deputy Chief Rich Burke  
22 Executive Admin Asst. Jamie Formisano

23  
24 **Audience:** None

25  
26 **Absent:** Commissioner Don Smith (District 10)  
27 Commissioner Chris Dahline (District 38)

28  
29 Committee Chair Pedee called the meeting to order at 12:33 p.m.

30  
31 **Old Business:**

- 32  
33 1. Review Board Goal #2 – Review and Streamline Sub Committee Structure: The  
34 committee agreed further discussion is unnecessary as there is no difference  
35 between the draft Organizational Framework/Charter and the Committee  
36 Structure.

37  
38 **New Business:**

- 39  
40 1. Approval of Notes from December 3, 2015 meeting: The Ad Hoc Committee  
41 reviewed the notes from the previous meeting and following clarification for the  
42 intent on action items, they were approved unanimously.

- 43  
44 2. Review and discuss draft Charter:

- 45  
46 a. Discussed draft charter and clarified the following items:

- 47 b. The consensus can be split and forwarded to the Board for a decision.  
48 c. Add language clarifying positions as it relates to FAC vs. EF&R.  
49 d. Add language stating the Charter can be amended at the discretion of the  
50 FAC Board.

51

52 **Executive Session:** None

53

54 **Good of the Order:**

55

56 1. FAC Items Moving Forward: Director Pauly suggested discussing next steps for  
57 the Committee.

58

59 a. Action Item – 2016 Meeting Schedule: Executive Administrative Assistant  
60 to coordinate with committee members to establish recurring future  
61 meetings preferably the 3<sup>rd</sup> or 4<sup>th</sup> week each month from 12:30 p.m. - 1:30  
62 p.m.

63

64 b. The committee discussed outstanding items from the Personnel and  
65 Finance committees. Director Pauly suggest the remaining assignments  
66 should be finalized via ad hoc meetings. Committee Chair Pedee will  
67 provide a summary to the EF&R Board and Director Pauly will bring this  
68 recommendation forward to the EF&R Board. After discussion, the group  
69 agreed unanimously.

70

71 2. 2015 Audit: Director Huckabay posed the question to review the Reserve Fund  
72 policy to ensure language did not need to be revised in light of the audit timeline  
73 extension. Deputy Chief Parkinson commented that the reserve funds will be  
74 identified and presented to the EF&R Board in February/March 2016, therefore  
75 the policy does not need to be revised.

76

77 3. New Fire Chief Update: Director Gothelf provided a brief update pertaining to the  
78 hiring process for the new Chief. Jeff Clark was offered the position, contract  
79 negotiations went well and his first day will be February 2, 2016.

80

81 The meeting adjourned at 12:56 p.m.

82

83 **Next Meeting:** TBD

OPERATIONS & TRAINING  
 REPORT TO BOARD OF DIRECTORS  
 January 2016  
 Submitted by Deputy Chief Boyle

1  
2  
3

**Suppression Overtime Summary and Comparison for December 2015:**

Suppression	December 2015	Last Month November 2015	Last Year December 2014
Station Move Pay	802.50	697.50	907.50
Acting Pay	4,741.43	3,400.50	5,479.85
Staffing	84,372.23	47,896.52	42,642.86
Percentage of Annual			
YTD Percentage of Suppression OT budget expended	136.06%	120.14%	134.82%

4  
5  
6  
7

**Responses for December 2015**

Total response for December 2015: 788  
 Total response year-to-date: 9401 (year total)

8  
9  
10  
11

**Average ESF&R Station Turnout Times**

October		November		November	
Station	Average Seconds	Station	Average Seconds	Station	Average Seconds
Station 83	71.15	Station 81	73.36	Station 83	73.40
Station 78	72.57	Station 83	73.46	Station 82	73.87
Station 81	74.88	Station 78	77.24	Station 78	76.11
Station 87	78.21	Station 85	77.79	Station 87	82.53
Station 82	78.35	Station 82	84.43	Station 81	83.12
Station 72	81.73	Station 87	89.23	Station 72	87.72
Station 85	82.94	Station 71	89.49	Station 72	88.34
Station 71	83.99	Station 72	91.82	Station 73	90.44
Station 73	84.70	Station 73	93.62	Station 85	109.24
Agency Average	83.355	Agency Average	83.38	Agency Average	84.97

12  
13  
14  
15  
16

**Incidents of Interest**

Month of December: Provided us many days of icy road and sidewalk conditions. While too numerous to list, Agency units responded to a large number of traffic accidents and falls attributed to these conditions. Although we responded to a large number of ice related incidents, we did not experience and accidents or injuries to our personnel or equipment due to ice.

Friday, January 1<sup>st</sup> at 4:14 p.m. Aid 73, Engine 83, Ladder 72, Engine 71, and Medic14 responded to a report of a mountain bike rider in cardiac arrest on the Grand Ridge Trail in Issaquah at an unknown location. After dispatching units from Old Issaquah-Fall City

17  
18  
19  
20  
21  
22  
23  
24  
25

OPERATIONS & TRAINING  
REPORT TO BOARD OF DIRECTORS  
January 2016  
Submitted by Deputy Chief Boyle

26 Rd. and then from Grand Ridge Drive, the patient was found some 50 minutes later about  
27 half way between the two trail access points. Witnesses did CPR for the entire time. After  
28 some work by our crews, KCSO and M14, the patient was not resuscitated. The incident  
29 required and extraordinary physical and coordination effort on behalf of the crews. It was  
30 in difficult terrain and was dark by the time the crews and the patient were brought out.  
31

32 Tuesday, January 5<sup>th</sup> at 10:55 p.m. Our units were dispatched to a report of a structure  
33 fire at 5510 248<sup>th</sup> Place SE, Issaquah. Upon arrival, E73 found a very large (approx. 7000  
34 square feet) single-family home with flames visible from the roof from the second story  
35 above the garage, the building was evacuated upon our arrival. E73 initiated a  
36 transitional attack, ordering the next in engine to supply E73. B71 arrived, assumed  
37 command, directed units to perform offensive fire attack on the second floor. Soon after,  
38 heavy fire was visible from the roof with approximately 50% involvement. Command  
39 ordered a withdrawal, and operations were switched to a defensive mode. After the fire  
40 was knocked down from the exterior and it was determined safe to enter, units entered  
41 the building to perform mop up, salvage and overhaul. While there was heavy damage to  
42 the second floor, the crews efforts saved many of the homeowners possessions as well  
43 as the northern half of the structure.  
44

45 The Red Cross responded to the scene to assist the homeowner.  
46

47 **Training**

48  
49 The Training Division conducted a planning meeting, targeting current and future agency  
50 training needs for the next year.  
51

52 Staff was able to secure two academy spots for new hires in East Metro Training Group  
53 academy starting 1/4/16 (this was due to last minute cancelation by Bates academy).  
54

55 The manipulative driver testing was completed for Volunteer and Career staff  
56 (Emergency Vehicle Incident Prevention).  
57

58 Completed the final steps for Emergency Medical Technician recertification for 70 agency  
59 members.  
60

61 Scheduled walk-throughs for all personnel to familiarize themselves with the Snoqualmie  
62 Casino for the first week in January.  
63

64 Updated the Pre-fire System to include current plans for the Casino in preparation for  
65 January 1<sup>st</sup>.  
66

67 The Training Division hosted a three hour orientation for five newly promoted officers.  
68 This orientation is a precursor for the Eastside Fire & Rescue Officer Academy which will

OPERATIONS & TRAINING  
REPORT TO BOARD OF DIRECTORS  
January 2016  
Submitted by Deputy Chief Boyle

69 be held the week of January 19<sup>th</sup>. Planning has been in the process for the Academy  
70 which will provide a solid foundation for our officers.

71

72 Participated in active-shooter train-the-trainer class with King County Sheriff's Office,  
73 Sammamish PD, and Bellevue PD

74

75 Completed hearing tests for all Agency members.

76

77 Developed a tracking system for all agency incident and medical reports.

78

79 Dr. Beth Murphy interviewed Training Lieutenant Justin Walker on Fire Engineering Talk-  
80 Radio, regarding his involvement in developing EF&R's de-escalation training program.

81

82

83

84



## **EFR Board Meeting Report and Activity**

### **Bob Keller**

#### **Board Meeting 1/19/16**

##### **General**

Interim Chief Tryon and Board Chair Gothelf provided an EFR 101 training session for interested Board members prior to the Board meeting. This was an excellent overview of EFR as an organization. The power point is attached for your review. This might be excellent channel 21 material.

The Board meeting package is included for new Councilmembers to review based on time and interest.

##### **Meeting Highlights**

1. The Organizational Format and Policies for the Finance and Admin Committee were discussed and approved.

2. Approved Letter of Agreement for Voluntary Vacation Buyback Program

SUMMARY STATEMENT: In an effort to reduce suppression backfill overtime in 2016, Labor and Management have agreed to take steps to reduce this expense. By allowing a set number of employees to “sell” their vacation back to the Agency on predetermined dates, EF&R could potentially avoid up to \$40,000 in backfill overtime costs. The buyback program would utilize the existing suppression backfill overtime budget, so no additional funding is required. Further detail is provided in the briefing paper, “EF&R Voluntary Vacation Buyback Program”

##### **RFA Update**

On Track for April Ballot

##### **Open Houses**

Fire Districts 10 and 38 are holding three public meetings to share information and answer questions about the proposal:

- February 1 – 7:00 p.m. – Station 87, 500 Maloney Grove Ave. SE, North Bend, WA 98045
- February 9, 2016 – 7:00 p.m. – Station 78, 20720 SE May Valley Rd., Issaquah, WA 98027
- February 10, 2016 – 7:00 p.m. – Station 85, 3600 Tolt Ave., Carnation, WA 98014

I attended the February 1st meeting in North Bend. There was 15-20 attendees from the public. Ron Pedee, District 38 gave a warm welcome and setup a presentation delivered by Mike Mitchell District 10. Mike gave a very complete explanation of the basis for tax rates (AV and Fire Benefit Charges). He related the impact of annexations to existing rates. It was a very open and thorough discussion.

I believe the meeting was successful. I have a few observations.

1. Add one slide that specifically presents the EFR organization in a visual fashion. Attendees asked questions for clarification regarding structure. The questions were answered but a slide would have expedited understanding.

2. A few of the attendees lived within the City limits of North Bend. It sounded like they had the impression they would directly be impacted by the RFA. This needed to be clarified. Due to the proximity and location of the next meeting in Issaquah, they may also experience this confusion. I suspect Sammamish would experience little of this crossover.

At the Dist10/38 February 10 meeting, fire commissioners from both districts will vote on the resolution asking voters to form and fund the fire authority during the April 26, 2016 Special Election. You are invited to take part

### **Activity**

#### **Tribe Introduction Meeting**

On 1/15/16 several Board members (including Councilmember Valderrama) attended a morning meet and greet with the Tribe. Councilmember Valderrama may comment in our report.

#### **Jeff Clark, New EFR Chief Meet and Greet 2/9/16**

This is currently being organized.

#### **Sammamish Annexation Report (Mystic Lake)**

I provided the attached report on Sammamish annexations. The report is attached. Thanks to Joe Guinasso and team for putting this information together.



# 2016 Board Orientation Eastside Fire & Rescue



# Agency Info



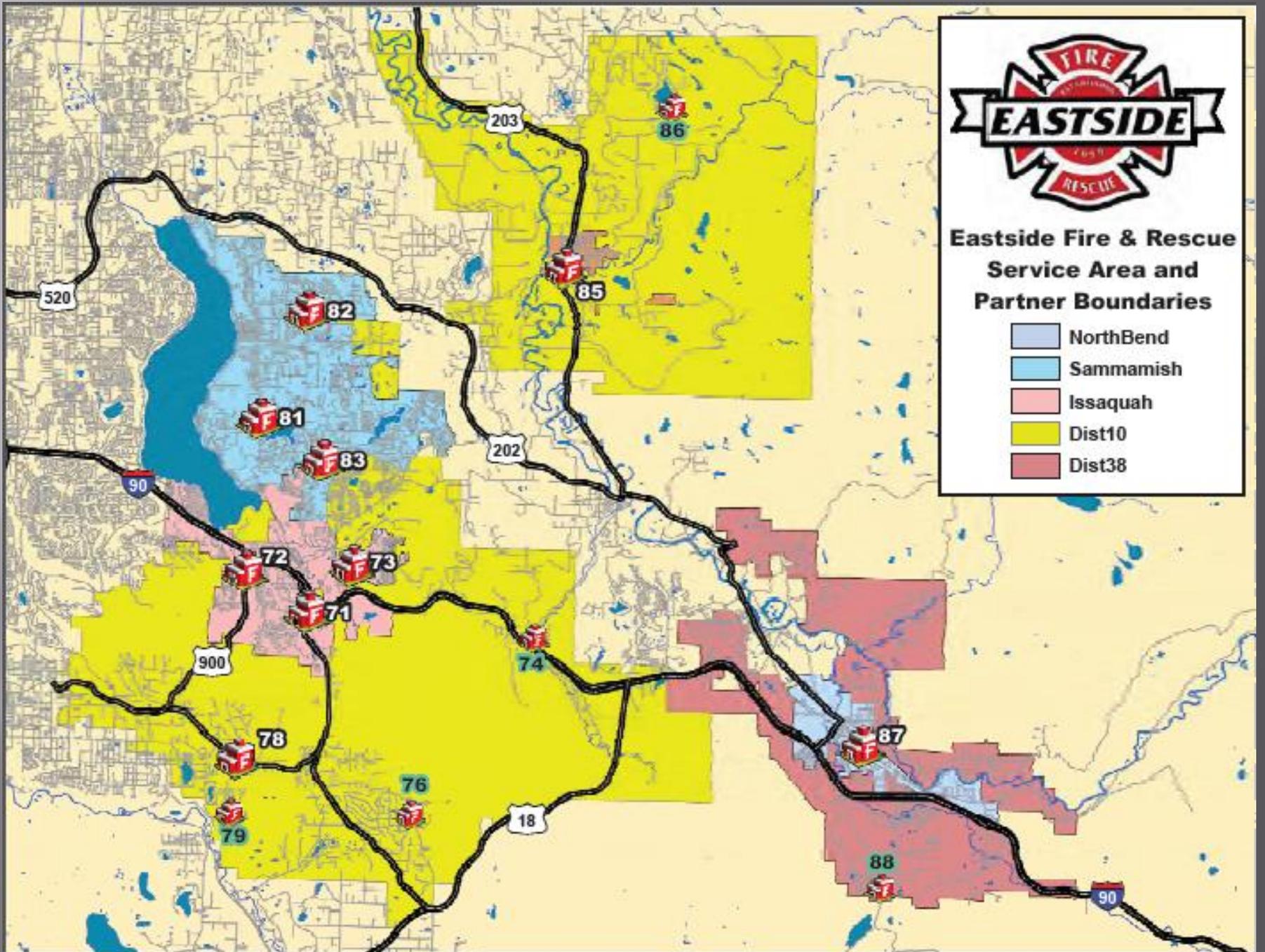
# Who is EF&R?

- ▣ Joint Operation of Fire and Emergency Services
  - KCFD 10, Fire District 38
  - Cities of Issaquah, North Bend, and Sammamish
  - All Washington municipal corporations
- ▣ Purpose Statement



**Eastside Fire & Rescue  
Service Area and  
Partner Boundaries**

-  NorthBend
-  Sammamish
-  Issaquah
-  Dist10
-  Dist38





# Some Details...

- ▣ Fire suppression, prevention and emergency services to:
  - Approximately 130,400 residents
  - Over 190 square miles
  - 3<sup>rd</sup> highest assessed valuation protected in the State
    - ▣ Seattle and Bellevue
- ▣ Responded to **9401** calls for service in 2015
  - Approximately 67% are for emergency medical
  - Approximately 13% are for fires
  - Approximately 6% are for MVAs



# The People

## ▣ Career

- 123 Responders
  - ▣ 4 Shifts - 9 fire stations, Training
- 13 Staff
  - ▣ Training, Finance, Admin, Mechanics, Facilities, DA
- 9 Administration
  - ▣ Chief, Deputies, EAA, BFA, Controller, HRM, CoM

## ▣ Volunteer

- Approximately 70 Responders (VFF)
  - ▣ 14 fire stations
- Approximately 10 Service and Support (SSV)
- 4 Fire Chaplains



# Core Documents

- ▣ 2015-2021 EFR Inter-local Agreement
  - Includes
    - ▣ Agency Funding Model (Annual Budget)
    - ▣ Equipment Replacement Plan (ERF)
    - ▣ Capital Facilities Maintenance Plan (CFMF)
- ▣ Standard of Cover
  - RCW 35.103 (Standards of reporting and accountability of fire departments)
  - Levels of service reported annually to the Board
- ▣ Electronic Reference Manuals
- ▣ Website Update for 2016
  - CivicPlus



# Standard of Cover

Standard of Cover Summary Comparison 2011 - 2014				
Standard	2011	2012	2013	2014
Overall Turnout - Career	<b>88.00%</b>	93.95%	94.28%	91.49%
Turnout - Career - Daytime EMS	<b>86.60%</b>	93.05%	93.33%	<b>89.20%</b>
Turnout - Career - Nighttime EMS	<b>80.40%</b>	90.57%	92.19%	90.91%
Turnout - Career - Daytime Fire	96.60%	98.22%	97.07%	96.03%
Turnout - Career - Nighttime Fire	94.00%	97.52%	98.29%	96.96%
Turnout - Volunteer - All	<b>72.20%</b>	<b>63.95%</b>	<b>79.83%</b>	<b>81.85%</b>
First Engine Arrival to Fire Suppression - Urban	91.80%	<b>89.18%</b>	91.07%	<b>89.60%</b>
First Engine Arrival to Fire Suppression - Rural	91.30%	93.04%	93.67%	92.75%
Full First Alarm Arrival to Structure Fire - Urban	100.00%	100.00%	<b>85.71%</b>	100.00%
Full First Alarm Arrival to Structure Fire - Rural	100.00%	100.00%	100.00%	100.00%
First Responder Arrival to EMS Incident - Urban	92.00%	92.46%	93.61%	92.12%
First Responder Arrival to EMS Incident - Rural	91.30%	91.32%	93.18%	91.15%
Advanced Life Support Arrival to EMS Incident - Urban	92.20%	96.76%	97.20%	95.85%
Advanced Life Support Arrival to EMS Incident - Rural	94.30%	96.65%	94.59%	95.07%
HazMat Level "A" Technician Arrival to HazMat Incident - Urban	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	100.00%
HazMat Level "A" Technician Arrival to HazMat Incident - Rural	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Technical Rescue Technician Arrival to Technical Rescue Incident - Urban	100.00%	100.00%	100.00%	100.00%
Technical Rescue Technician Arrival to Technical Rescue Incident - Rural	100.00%	100.00%	100.00%	100.00%
Wildland Equipped Unit Arrival to Wildland Fire Incident - Urban	100.00%	100.00%	99.50%	94.44%
Wildland Equipped Unit Arrival to Wildland Fire Incident - Rural	95.00%	100.00%	97.67%	100.00%

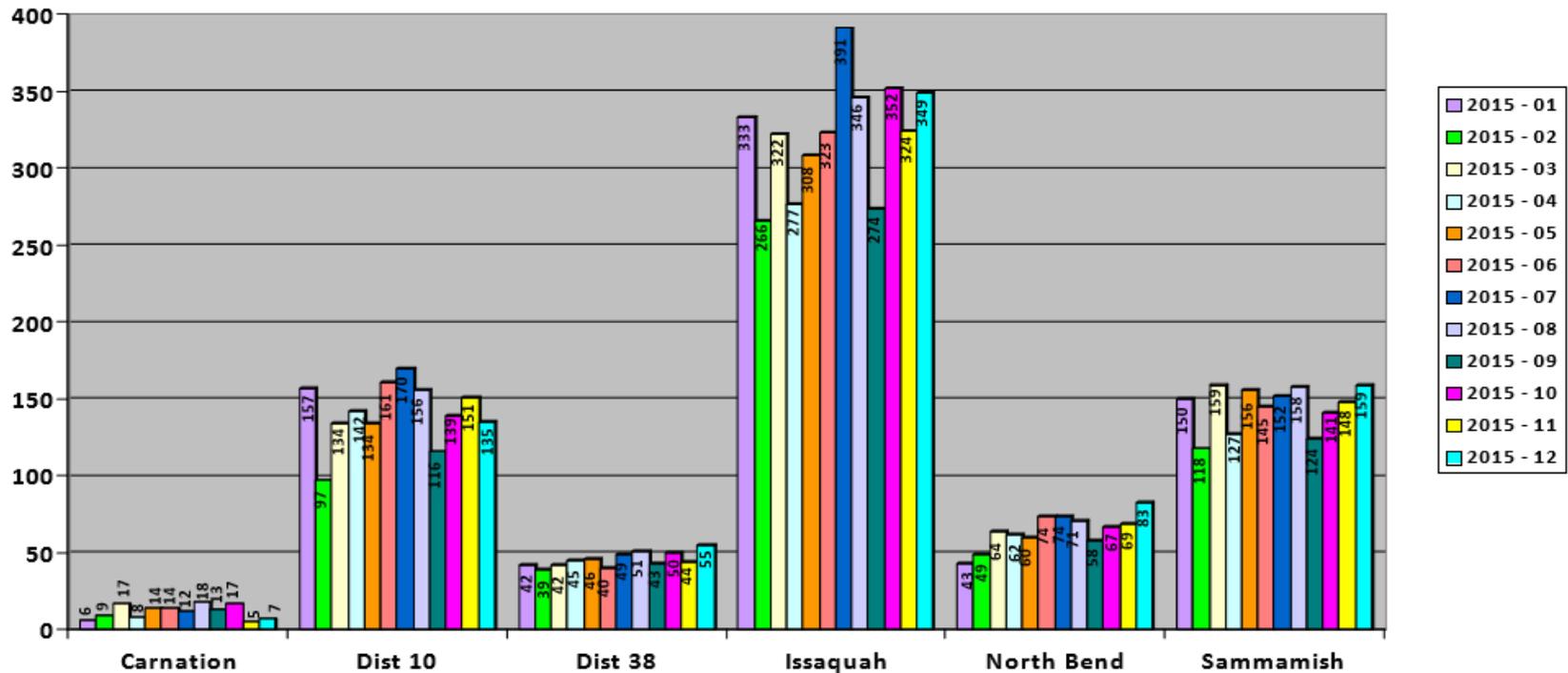


# 90/90 & Call Volume

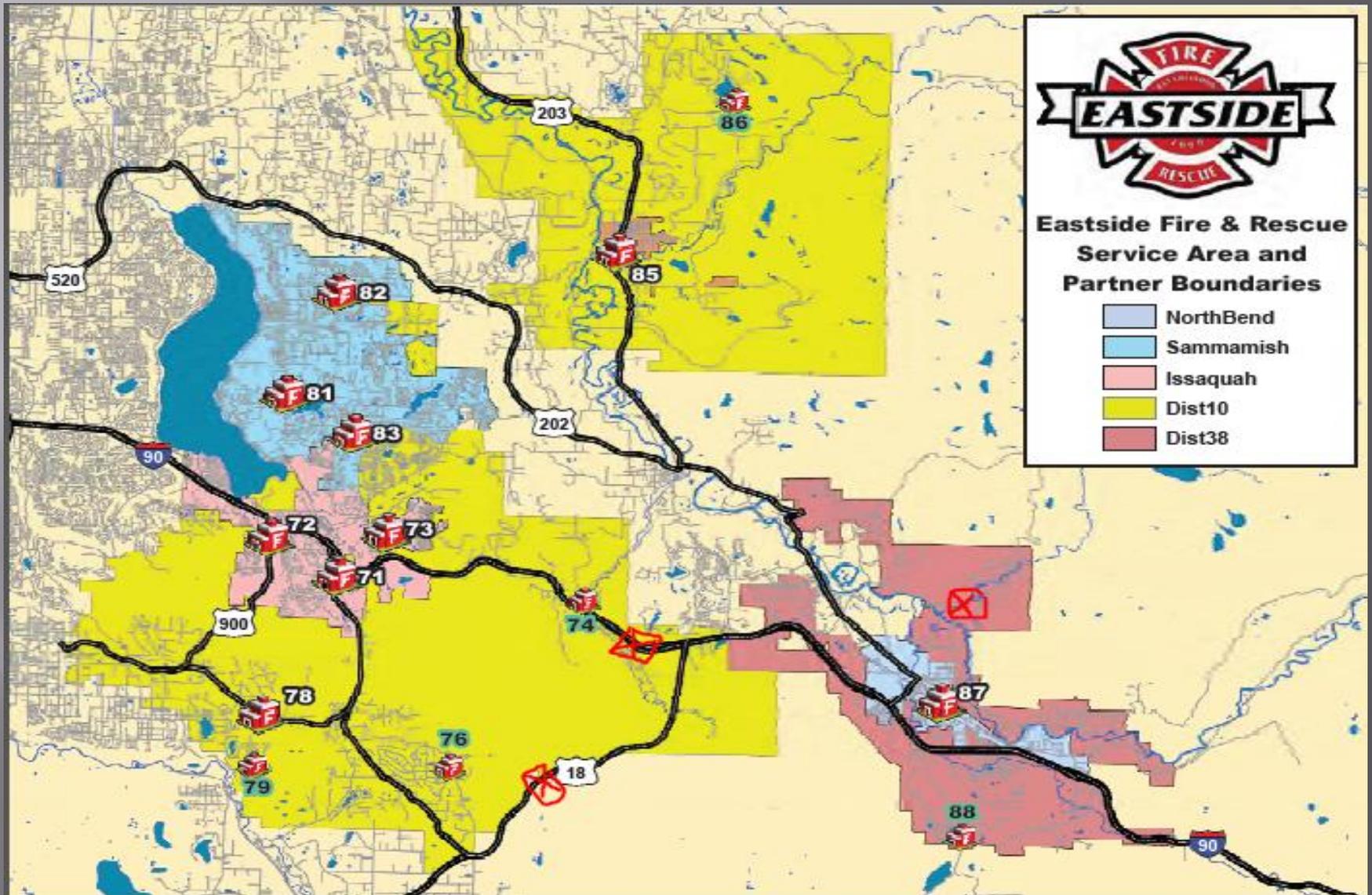
## Eastside Fire & Rescue Incidents

by Type and Location, Year-to-Date, through December 2015

Partner	Automatic Fire Alarm	EMS Incident	Fire - NonStructure	Fire - Structure	Motor Vehicle Accident	Other	Rescue	Total
Carnation	10	114	11	3		2		140
Dist 10	175	1033	250	34	164	35	1	1692
Dist 38	15	341	111	15	44	16	4	546
Issaquah	464	2873	243	44	155	85	1	3865
Mutual Aid	69	179	101	87	112	88	11	647
North Bend	70	585	61	11	24	23		774
Sammamish	234	1142	194	33	58	76		1737
<b>Total Incidents</b>	<b>1037</b>	<b>6267</b>	<b>971</b>	<b>227</b>	<b>557</b>	<b>325</b>	<b>17</b>	<b>9401</b>



# Responses





# Changes...

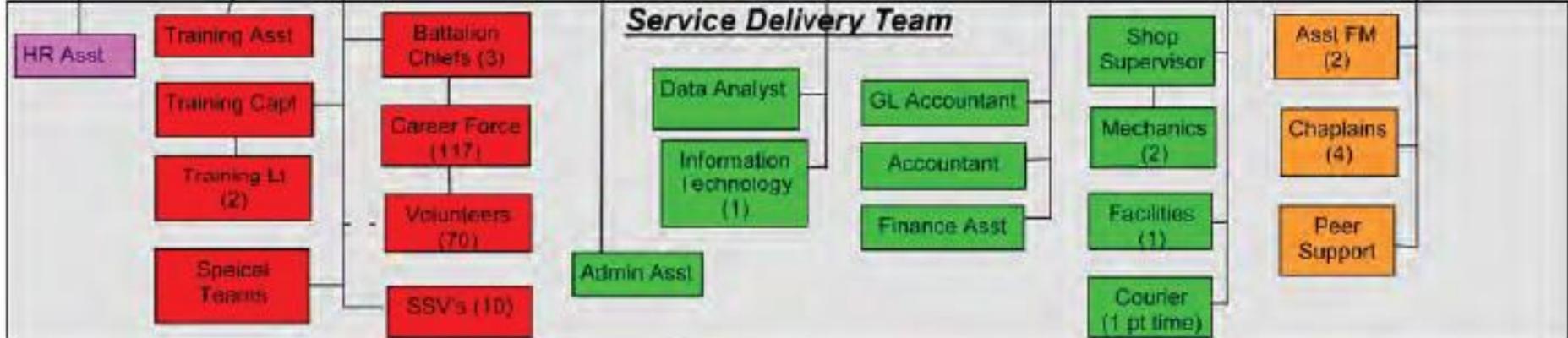
## Governance, Direction & Policy Team



## Administrative Team



## Service Delivery Team

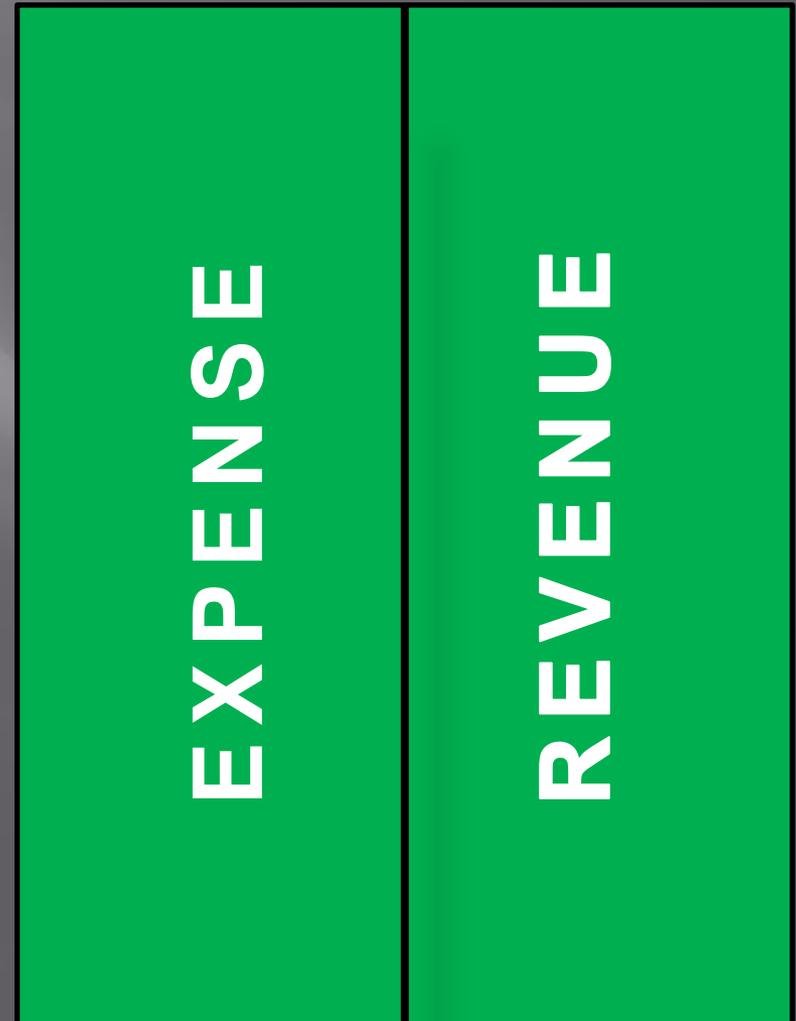




# Agency Budget Terminology

# Operating Budget

- Represents the annual amount of funds that the Agency is authorized to spend in its day to day operations.
- Made of two components
  - Revenue Budget
    - Partner Contributions
    - KCEMS-BLS
    - Transport
    - AMR
  - Expense Budget



# Minimum Operating Fund Balance

Represents  $1/12^{\text{th}}$  of the current annual Operating Budget. It is an amount that allows the Agency to pay its expenses even if the revenue comes in at different times during the month/year.



**Operating Budget**

**Minimum Operating  
Fund Balance  
( $1/12^{\text{th}}$ )**

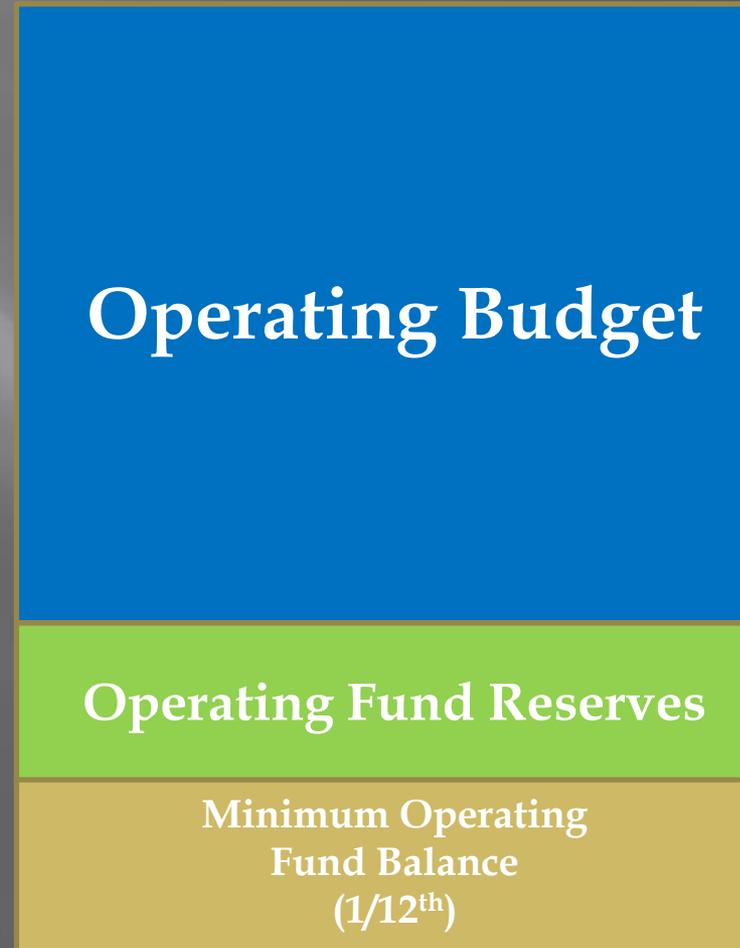
# Operating Fund Reserves

In years where revenues exceed expenses, monies in excess of the minimum operating fund balance are identified as reserves.

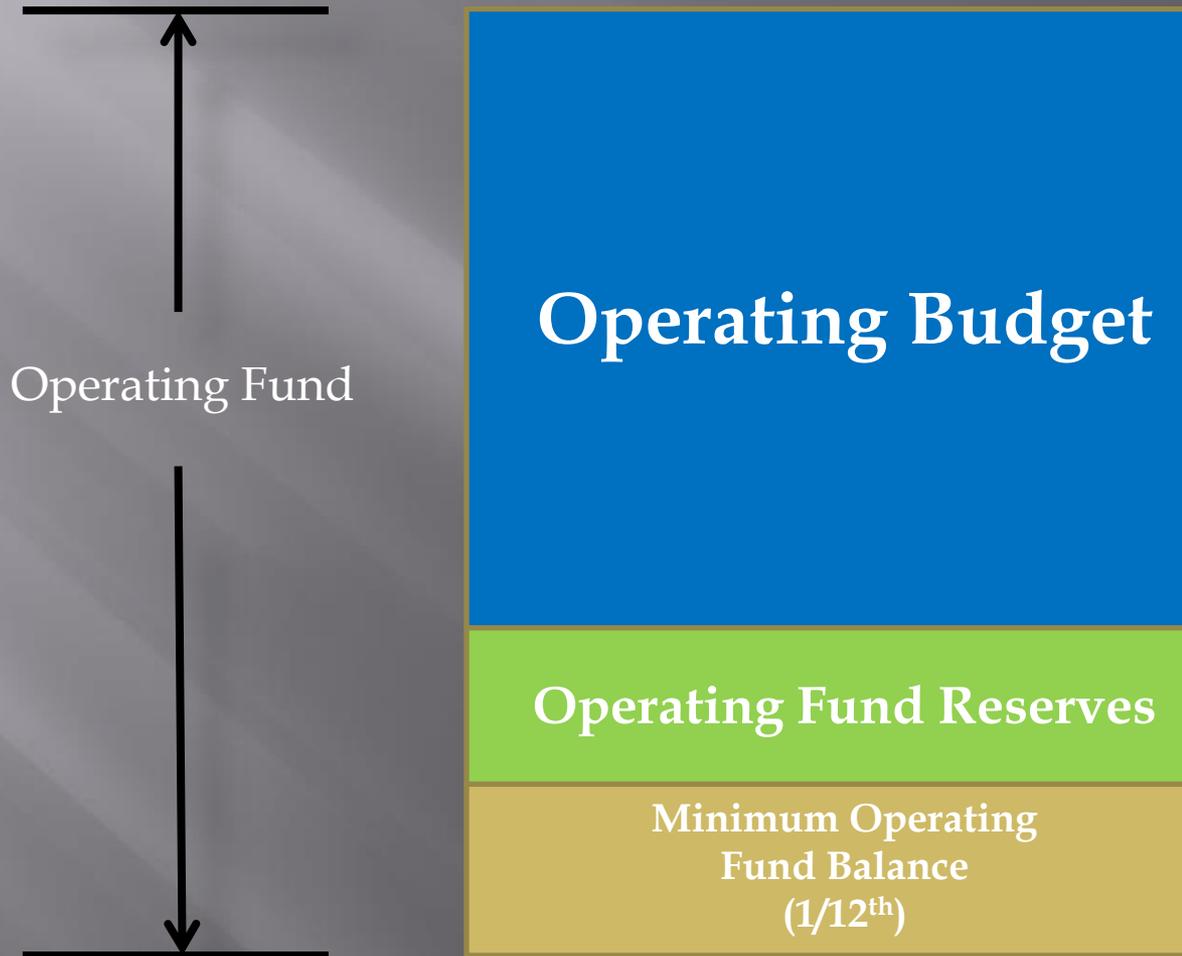
Operating Fund Reserves are available to be used to fund additional non-budgeted items or used per the Eastside Fire & Rescue Financial Policies.

The amount of Operating Fund Reserves is generally determined at the time of the first presentation of the annual budget in June.

Use of Operating Fund Reserves requires EF&R Board approval.



# Operating Fund



# Operating Fund

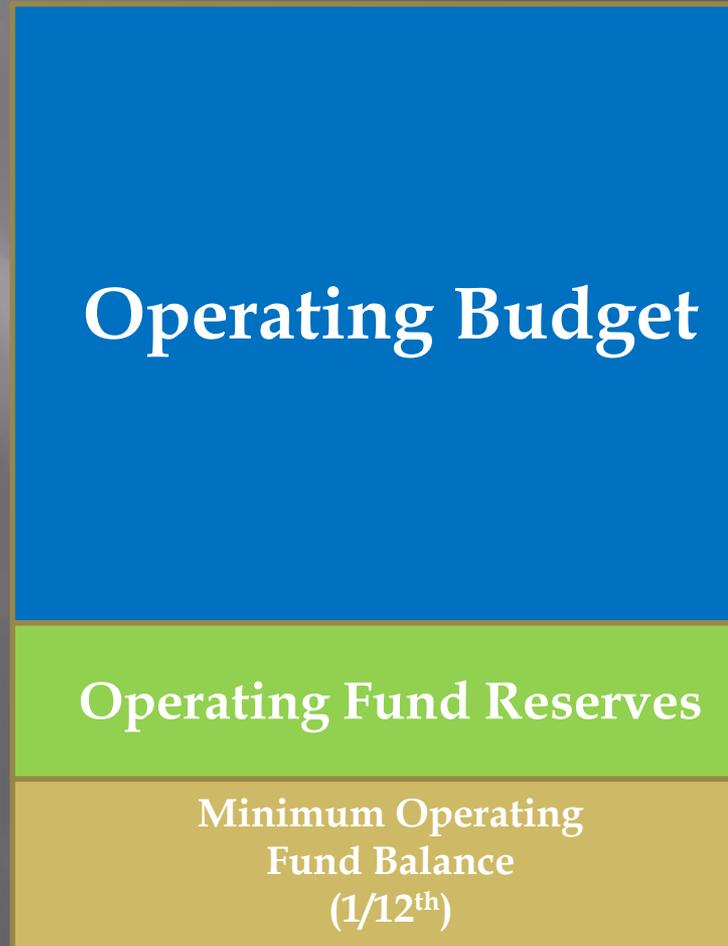
- ▣ Represents the total of all parts of the fund
- ▣ This fund is used to run the day to day operations of the Agency (similar to a General Fund used by Cities or Expense funds by Fire Departments)

# Operating Fund Balance

Measures the Agency's financial capacity and position at any point in time.

We generally review Operating Fund Balance with the Board during the review and approval of the annual budget.

The Agency monitors this balance throughout the year.



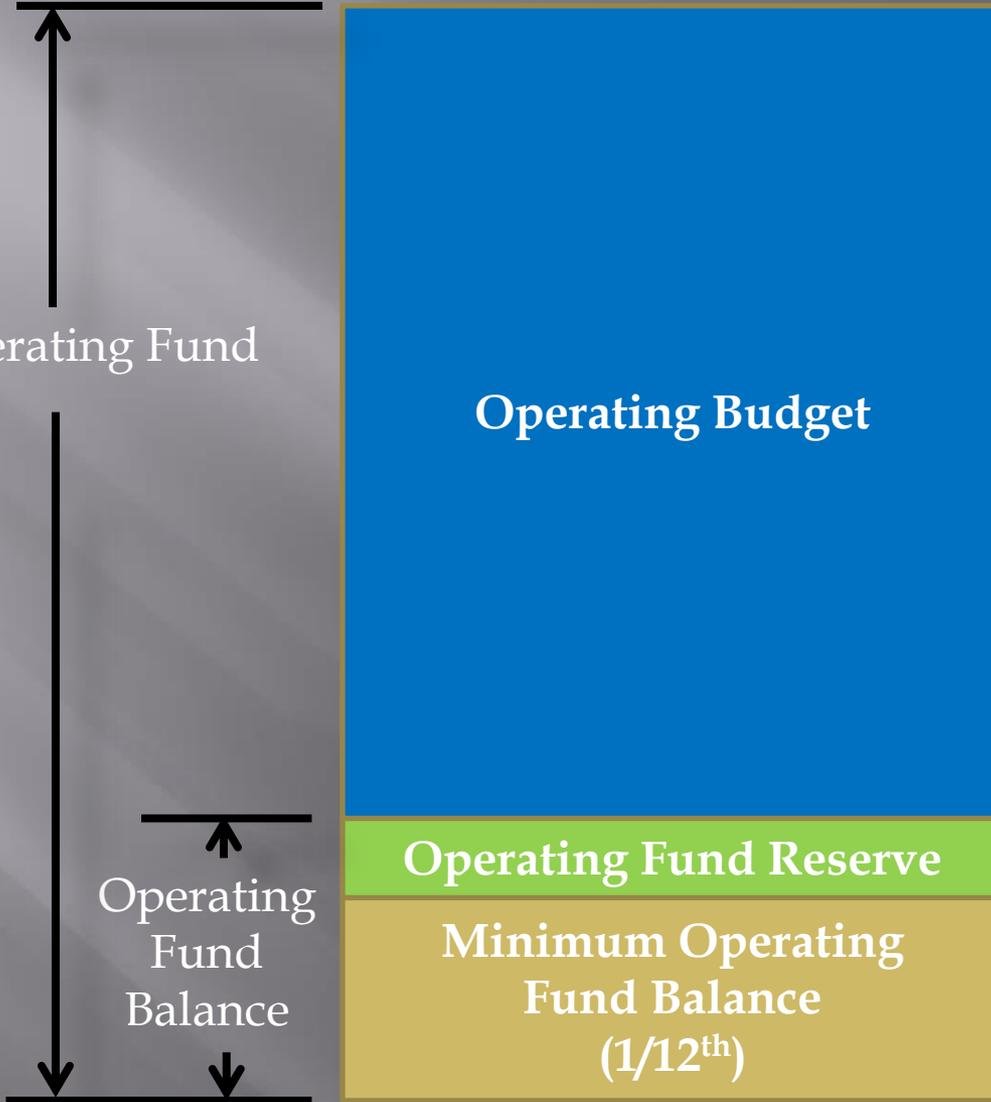
Operating Fund

Operating Budget

Operating  
Fund  
Balance

Operating Fund Reserve

Minimum Operating  
Fund Balance  
(1/12<sup>th</sup>)





Board Roles and  
Responsibilities  
Eastside Fire & Rescue

# Governance

- ▣ 8 member boards
- ▣ 5 parties to the ILA
- ▣ Board meets monthly
- ▣ One proposed standing sub committee called Finance and Administration Committee (FAC) will meet monthly
- ▣ Occasional Ad Hoc committees
- ▣ Chair and Vice chairman are elected at first board meeting of year

# Duties of the Chair

- ▣ Chairing monthly Board meetings and Special Board meetings
- ▣ Attend Agenda Review meetings and set the agenda
- ▣ Postpone or cancel Board meeting in consultation with Fire Chief
- ▣ Serving as lead agency advocate, officiating at Award Recognition ceremonies, Partner Events, ceremonies for opening new agency facilities, community events, press releases for media events, etc.

# Duties of the Chair cont.

- ▣ Sign Award/Recognition certificates
- ▣ Facilitate the annual Board Goal Setting retreat, the annual Board Performance Survey and the annual Board Training Session.
- ▣ Review and Approve Fire Chiefs' expense reports
- ▣ Sign the Fire Chief employment contract, ILAS, Contracts and agreements

# General Responsibilities

- ▣ The Board of Directors are the policy making body for agency
- ▣ Fire Chief and Administration are responsible for day to day operations of the agency
- ▣ Board policy is established by a majority vote of the Board and is binding to the Board
- ▣ Robert's Rule of Order are followed

# Duties of Board Directors

- ▣ Establish General Policy
  - Adopt goals and objectives
  - Establish priorities
  - Approve/amend the operating and capital budgets
  - Approve contracts
  - Approve policies
  - Adopt resolutions
  - Attend Board and committee meetings
- ▣ Supervise Appointed Officials
  - Appoint Fire Chief
  - Evaluate the performance of the Fire Chief

# Duties of Board of Directors cont.

- ▣ Provide Public Leadership
  - Promote a representative, responsible and respectful governance
  - Communicate the Agency's mission, vision and goals to its citizens and elected peers.
  - Represent the Agency's interests at regional, county, state and federal levels in a professional and respectful manner
  - Maintain a professional and clean appearance and dress applicable to the occasion when representing the agency

# Duties of Board of Directors cont.

- ▣ Fiduciary Duties
  - Participate in Audit Entrance and Exit interviews
  - Review financial warrants weekly
  - Review and approve Annual budget
- ▣ Notification of absence
- ▣ Alternate – Duties of Board member to coordinate

# Public Disclosure

- ▣ We are subject to RCW 42.17
- ▣ All communications are subject to open records requests. It is your responsibility to disclose all emails and texts if requested

# Conflicts of interest and Appearance of fairness

- ▣ Board Directors shall identify in advance what potential conflicts exist prior to discussion of a business item at a Board Meeting
- ▣ We are all subject to RCW 42.23

# Liabilities

- ▣ It is important to note the violations of certain laws and regulations by individual Board Directors may result in the member being personally liable for damages which would not be covered by the agency's insurance. Examples may include intentional acts, discrimination, harassment, and/or fraud

# Interaction with Agency staff

- ▣ The Board of Directors policies are implemented by the Fire Chief through agency staff
- ▣ The Board of Directors role is to establish Agency's policies and priorities. The Board of Directors appoint the Fire Chief to implement those policies and undertake the administration of the organization
- ▣ Fire Chief is primary point of contact for all Board Directors. All requests to contact Agency Staff or contractor's must be coordinated, and with the knowledge of the Chair. All other contact requests should be coordinated through the Chair. The Fire Chief is solely responsible for staff direction, scheduling and work load assignments

# Board of Directors meetings

- ▣ The Board operates under Robert Rules of Order
- ▣ The Board has monthly meetings. Meeting information is distributed the week prior to the meeting. The Chair may approve an alternate distribution date when circumstances preclude the completion of the Board packet by the Friday prior to Board meetings
- ▣ Special meetings may be called by either Board Chair or their designee

# Board of directors meetings

- ▣ Directors may request an item to be considered for an upcoming agenda by making an oral request at a Board meeting or submitting a request to Board Chair

# Emerging Issues

- ▣ New contracts
- ▣ “No Mans Land” - I90, SR18, SR202, SR203, SR900
- ▣ State and National Level Developments in Collective Bargaining
- ▣ Agency strategic plan in 2016
- ▣ Regional Fire Authority (RFA)

# Recommend Orientation Activities

- ▣ Tour Administration Building and intro to Key Agency Staff
- ▣ Ride Along
- ▣ Fire station tours
- ▣ State's training center tour
- ▣ Fire Ops 101
- ▣ Board guidance document to be completed and distributed in end of Q1

# QUESTIONS & ANSWERS



### **2015 Service Guidelines Report (Proposed Motion 2015-0473)**

The 2015 Service Guidelines Report was transmitted, along with Proposed Motion 2015-0473 accepting the Report, at the end of October 2015. The RTC was briefed on the Report at its November 18, 2015 meeting. Item #11 on the January 20, 2016 agenda provides an opportunity for the RTC to act on Proposed Motion 2015-0473.

### **Access to Transit Study Phase 2 Report (Proposed Motion 2016-0018)**

At the end of 2015 the Access to Transit Study Phase 2 Report – the last of three Reports on this topic – was transmitted along with a motion to accept the Report. The Access to Transit Study informs the Update to the Transit Strategic Plan and Service Guidelines and materials provided for Item #10 will address how the Access to Transit findings are incorporated into the Update. The Metro Transit Long Range Plan will also reflect information from the Access to Transit Study. Approval of Proposed Motion 2016-0018 may take place at the Committee's convenience.

### **Strategic Plan Progress Report**

Ordinance 17143, as amended, requires transmittal by motion of a Strategic Plan Progress Report by June 30 of each even numbered year. This Report includes the latest data pertaining to the Performance Measures identified in Chapter 3 of the Transit Strategic Plan. The Report is issued annually, but the proposed motion is only transmitted in the even numbered years.

### **2016 Service Guidelines Report**

The 2016 Service Guidelines Report is due by October 31, 2016 accompanied by a motion to accept the Report. The RTC could review and accept the Report in late 2016 or early 2017.

### **Other Potential Work Plan Items**

In recent years, the RTC has been briefed on many transit-related issues. In 2015, most briefings addressed the Service Guidelines Task Force, Access to Transit Study, and Metro Long Range Plan. Implementation of Alternative Services was also discussed in the Committee and this year will be discussed as part of the Update to the Transit Strategic Plan and Service Guidelines.

Other 2015 topics were King County Metro-Sound Transit integration, Transit security, and transit-related work by the King County Auditor. In prior years, the King County Transit Advisory Commission has briefed the Committee on its work program. The Committee may wish to include briefings on other topics as well, such as transit service changes, budget issues, and proviso responses.

## AWC City Action Days, January 27-28, 2016 Report

The Sammamish Legislative Committee (Don Gerend, Ramiro Valderrama, and Bob Keller) attended the Association of Washington Cities City Action Days. The primary objectives and takeaways of the trip were;

1. To present the Sammamish Council's legislative agenda to the Legislators from the three legislative districts representing the City of Sammamish (districts 41, 45 and 5). We met with Representative Tana Senn and Senator Steve Litzow of the 41<sup>st</sup> District, Rep. Roger Goodman and Senator Andy Hill of the 45<sup>th</sup> District, and Rep. Jay Rodne and Senator Mark Mullet of the 5<sup>th</sup> District. The discussion points we highlighted;
  - a. Requested a study of the SR 202 corridor. In addition to discussions with our legislators, we had the opportunity to discuss this with electeds from Redmond and Woodinville. We will contact WSDOT to see if we can get a ballpark cost of a study.
  - b. Discussed further revenue options for Issaquah-Fall City Road.
  - c. Encouraged our lawmakers to increase the cities' share of liquor proceeds with the goal of getting the revenue sharing back to the sharing formula that existed before the most recent legislatures decided to use city shares to help balance the State's general fund. Also had discussions about marijuana revenue sharing with cities and emphasizing the need for continued growth of the cities' share of the revenues.
  - d. Encouraged the legislators to support the road usage charge study of the Transportation Commission with a goal to eventually replace gas taxes with vehicle miles traveled fees.
  - e. We also discussed AWC city legislative priorities that Sammamish also support, such as helping cities with infrastructure programs (an example being the Public Works Trust Fund that was raided by the Legislature in recent years), stopping abusive use of the Public Records Act, and issues of affordable housing shortages and homelessness.
2. To obtain a status report on how the short legislative session is progressing and what are issues in other cities in Washington State. This was obtained by;
  - a. Governor Jay Inslee's address at Wednesday's lunch session.
  - b. Reports from AWC lobbyists
  - c. AWC Legislative Reception which provided an opportunity to network with legislators, cabinet members and fellow local officials.
  - d. A dinner with fellow electeds from 45<sup>th</sup> and 48<sup>th</sup> District cities and six of the Legislators from those districts.
  - e. A series of panels of legislators and State officials, along with Q & A, which consisted of;
    - Leadership Panel moderated by AWC Voice President Jim Restucci;  
Senator Sharon Nelson, Senate Democratic leader  
Senator Linda Evans Parlette, Senate Majority Caucus Chair  
Rep. Pat Sullivan, House Democratic Majority Leader  
Rep. Joel Kretz, Deputy House Republican leaderThey supported efforts to improve the Public Records Act, recognized the elephant in the room (the McCleary education funding requirements), and in thanking the cities for being pro-active suggested that more local stories will help in supporting city priorities.
    - Fiscal Panel moderated by AWC Board Member and Kent Mayor Suzette Cooke;  
Representative Kristine Lytton, member of the Appropriations Committee

David Schumacher, Director of the Governor's Office of Financial Management

They agreed that poor forecasting of case loads, the bad forest fire season costs and other issues resulted in 2016 projected expenditures exceeding budget by some \$700 million, whereas projected revenues exceeded estimates by perhaps \$200 million. Net results is a need to perhaps draw down the rainy day fund and/or extract more money from other funds (watch out, cities).

- Infrastructure Panel moderated by AWC Board Member and Mabton mayor Mario Martinez; Senator Jim Honeyford, Capital Budget Chair and Representative Steve Tharinger, House Capital Budget Committee Chair.

Senator Honeyford felt that this Supplemental Session should only address emergencies, technical corrections, perhaps one time chances. Although gas prices are down so consumption should be up (and therefore gas tax revenues should be up), this is more than offset by the fees collected at the refineries based on volume which go to support environmental issues like oil spills etc.

**Brief Summary:** We learned a lot about the State budget issues and recognized that the Supreme Court's demands that the Legislature meet Art. 9, Sec. 1 of the Washington State Constitution "It is the paramount duty of the State to make ample provision for the education of all children residing within its borders." is making everything else take the back seat for this year and the next biennial budget. We also invited all of the legislators to the ribbon cutting for the community center in April and to come to Sammamish and sit down with us during the Spring or Summer to discuss in detail the issues important to Sammamish.

**From:** [Bob Keller](#)  
**To:** [City Council](#); [Melonie Anderson](#); [Lyman Howard](#)  
**Subject:** February SCA Public Issues Committee Activity  
**Date:** Tuesday, February 2, 2016 2:48:36 PM

---

Councilmembers,

We have not had any action items so far. Here is a list of information we will be reviewing. I will update you after I receive the official packet this week.

Bob

## **Upcoming SCA PIC Meeting Agenda: Wednesday, February 10, 2016**

While the issue list below is still **draft**, the finalized PIC agenda and meeting materials will be sent next week via email and available on SCA's [website](#). SCA staff assigned to the issue are listed in parentheses should you have questions in advance of the meeting.

- UPDATE: 2016 Legislative Session Update (Katie Kuciemba)
- UPDATE: All Home Convening of Cities (Ellie Wilson-Jones)
- UPDATE: Final Recommendations of the Bridges and Roads Task Force (Katie Kuciemba)
- UPDATE: Mental Illness and Drug Dependency (MIDD) Levy Renewal (Ellie Wilson-Jones)
- UPDATE: Future Levies and Ballot Measures in King County (Katie Kuciemba)
- UPDATE: Upcoming SCA Issues (Deanna Dawson)

We will also be holding a pre-PIC workshop at 6:00 PM:

**PIC 101:** Everything You Wanted to Know About the Public Issues Committee (But Were Afraid to Ask)

All SCA Members (including non-PIC members) are invited to attend. This workshop will cover topics including how issues come before the PIC and how policy positions are formed, as well as logistics on how the meetings work. Whether you are new to the PIC or a seasoned member, we encourage you to attend to learn more about the PIC, and to get to know your fellow elected officials better.

---

**From:** [Tom Odell](#)  
**To:** [City Council](#)  
**Cc:** [Lyman Howard](#); [Jessi Bon](#); [Ben Yazici](#); [Melonie Anderson](#)  
**Subject:** Kokanee Work Group Update  
**Date:** Tuesday, February 2, 2016 4:45:35 PM  
**Attachments:** [image001.png](#)

---

Hi Everyone –

The Kokanee Work Group (KWG) held their quarterly meeting in our City Hall Council Chamber on Wednesday, January 27<sup>th</sup>. For the benefit of all Councilmembers the following is a summary of major points of interest from that meeting.

- The Kokanee run this year, as expected, has been very good. We are coming off of a very good return three winters ago so this was not unanticipated. The fish generally spawn after three years with a few carrying over to a fourth year. Most reproduction this year is expected to be natural and will occur either in the streams or near shore in gravel deposits just off the shoreline. This year's return is estimated at 5,000 to 6,000 fish and is the third highest since 1996.
- The number of eggs taken for this year is approximately 144,000 which will result in 135,000 fry being available for release given expected in-hatchery mortality.
- The plan is to release 15,000 fish in each of Ebright, Laughing Jacobs, and Lewis Creeks with the balance going into Issaquah Creek to restore the run in that stream which had collapsed several years ago.
- The Kokanee Release event is going to be April 22<sup>nd</sup> at Confluence Park in Issaquah between 11:30 am and 2:30 pm. This park is on Issaquah Creek. This is ceremonial only – the bulk of the releases actually occur after dark to improve survival rates.
- Don Gerend and I will be working on invitations to the state legislators for the four cities in the Lake Sammamish watershed
- The KWG is working with Trout Unlimited to fund one of their staffers to help implement the Lake Sammamish Urban Wildlife Refuge Program (UWRP). \$177,500 of the \$200,000 funding goal (to support a two year TU effort) has been identified. The City of Redmond just contributed \$7,500 with one from Issaquah in the works. Additional funding for the second year will be sought from grant sources and possible additional local government contributions. The person will start on the project in April. Others involved in the UWRP effort include US Fish and Wildlife Service, Washington State Parks, Mountains to Sound Greenway, and the KWG partners
- The Kokanee Cam was viewed as a success despite occasional visibility and technical problems. Cash cost was \$3000 with additional staff support from King County. As the run is by and large over the Cam will be “hibernated” pending a decision to bring it back next

season.

- TU is looking for volunteers to help count fry passing through traps as they migrate from the stream to the lake after hatching naturally. Please contact me if you are interested and I will supply further contact info.
- We are guardedly optimistic that if we have continued success there is the possibility of opening a Kokanee fishing season again in a few years!

*Tom Odell  
Councilmember  
City of Sammamish*

