



AGENDA

City Council Regular Meeting

6:30 PM - Tuesday, March 6, 2018

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	6:30 pm
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	EXECUTIVE SESSION	
	Potential litigation pursuant to RCW 42.30.110(i)	
	PUBLIC COMMENT	6:35 pm
	<i>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. Please be aware that Council meetings are videotaped and available to the public.</i>	
	CONSENT CALENDAR	7:05 pm
	1. Payroll for the period ending February 28, 2018 for a pay date of March 5, 2018 in the amount of 391,137.12.	
4 - 9	2. Approval: Claims For Period Ending March 6, 2018 In The Amount Of \$847,835.13 For Check No. 49865 Through 49968 View Agenda Item	
10 - 25	3. Contract: Police Services Study/BERK View Agenda Item	
26 - 151	4. Resolution: Adopting And Supporting The City's Health And	

Human Services Needs Assessment

[View Agenda Item](#)

- 152 - 167 5. **Approval:** City Council Retreat Summary - January 18, 19 and 20, 2018

[View Summary](#)

- 168 - 172 6. **Approval:** February 27, 2018 Special Meeting Minutes

[View Minutes](#)

PRESENTATIONS / PROCLAMATIONS

PUBLIC HEARINGS

7:10 pm

- 173 - 178 7. **Public Hearing:** To Consider An Ordinance To Extend The Development Moratorium For An Additional 6 Months Beyond The Current Expiration Date

[View Agenda Item](#)

UNFINISHED BUSINESS

NEW BUSINESS

7:50 pm

- 179 - 203 8. **Resolution:** Approving The 2018 Budget And Work Program For A Regional Coalition For Housing (ARCH)

[View Agenda Item](#)

- 204 - 234 9. **Resolution:** Authorizing The Duly-Appointed Administering Agency For ARCH To Execute All Documents Necessary To Enter Into Agreements For The Funding Of Affordable Housing Projects, As Recommended By The ARCH Executive Board, Utilizing Funds From The City's ARCH Housing Trust Fund

[View Agenda Item](#)

- 235 - 244 10. **Resolution:** Identifying A Concurrency Methodology And Establishing The Associated Policy Review Schedule And Timeline For Adoption

[View Agenda Item](#)

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

9:30 pm

- 245 - 247 11. **Report:** Governance Committee Minutes - February 14, 2018

[View Minutes](#)

CITY MANAGER REPORT

EXECUTIVE SESSION

9:50 pm

Potential Property Acquisition pursuant to RCW 42.30.110(1)(b)

ADJOURNMENT

10:00 pm

LONG TERM CALENDAR

248 - 254

[View Long Term Calendar](#)

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.



MEMORANDUM

TO: Melonie Anderson/City Clerk
FROM: Marlene/Finance Department
DATE: March 1, 2018
RE: Claims for March 6, 2018

\$ 90,679.41
 91,627.38
 39,804.51
 625,723.83

Top 10 Over \$10,000 Payments

King County Finance	\$137,597.34	2017 Voter Registration
Kenyon Disend	\$104,449.95	Attorney Services - January 2018
Fehr & Peers	\$35,286.11	Transportation Master Plan
Lochner	\$34,834.05	SE Issaquah Fall City Rd Improvements
Patriot Maintenance	\$33,431.39	Janitorial Services - February 2018
Demarche Consulting	\$21,500.00	Maintenance Management Support
Friends of Issaquah Salmon Hatchery	\$20,000.00	Program Enhancements & Fish Food
Wa State Dept of Ecology	\$17,527.50	Water Quality Program
Badgley Landscape	\$16,191.89	Landscape Maintenance - February 2018
Safebuilt	\$13,280.00	Inspection Services - January 2018

TOTAL \$ 847,835.13
 CHECK # 49865- # 49968

Accounts Payable
Computer Check Register

User: jbass
 Printed: 02/20/2018 - 12:43PM
 Batch: 00008.02.2018
 Bank Account: APPR



Check	Vendor No	Vendor Name	Date	Invoice No	Amount
49865	SUBRAMAA	Anand Subramaniam	2/20/2018		90,679.41
				Check 49865 Total:	90,679.41
				Report Total:	90,679.41

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 2/21/2018 - 9:37 AM

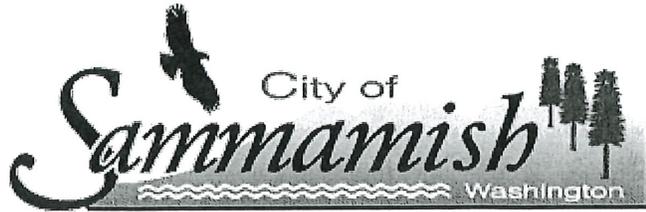


Check	Date	Vendor No	Vendor Name	Amount	Voucher
49866	02/21/2018	CASDU	Caifornia State Disbursement Unit	663.50	49,866
49867	02/21/2018	CENTURY	Century Link	54.15	49,867
49868	02/21/2018	ICMA401	ICMA 401	50,713.14	49,868
49869	02/21/2018	ICMA457	ICMA457	19,269.45	49,869
49870	02/21/2018	NAVIA	Navia Benefits Solution	2,214.48	49,870
49871	02/21/2018	PSE	Puget Sound Energy	17,060.77	49,871
49872	02/21/2018	SAM	Sammamish Plateau Water Sewer	1,071.32	49,872
49873	02/21/2018	WASUPPOR	Wa State Support Registry	580.57	49,873
Check Total:				91,627.38	

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 2/28/2018 - 11:15 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
49874	02/28/2018	US BANK	U. S. Bank Corp Payment System	39,804.51	49,874
Check Total:				39,804.51	

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 3/1/2018 - 8:43 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
49875	03/06/2018	ADAMSDAM	Damon Adams	40.19	49,875
49876	03/06/2018	ADVANCED	Advanced Installation	99.00	49,876
49877	03/06/2018	ALLSTREA	Allstream	2,050.46	49,877
49878	03/06/2018	AMERINTE	American Interiors, Inc	500.67	49,878
49879	03/06/2018	ANYTHING	Anything Goes Embroidery	109.21	49,879
49880	03/06/2018	AUTOZONE	Auto Zone	637.98	49,880
49881	03/06/2018	BACKGROU	Background Source Intl	57.00	49,881
49882	03/06/2018	BADGLEY	Badgley Landscape LLC	16,191.89	49,882
49883	03/06/2018	CADMAN	Cadman, Inc.	742.65	49,883
49884	03/06/2018	CALPORT	CalPortland Company	1,283.52	49,884
49885	03/06/2018	CASTUS	CastUs Corp.	467.50	49,885
49886	03/06/2018	CDW	CDW Govt Inc	12,942.20	49,886
49887	03/06/2018	CEKO	CEKO	4,400.54	49,887
49888	03/06/2018	CENTRALW	Central Welding Supply	2,300.65	49,888
49889	03/06/2018	CENTURY	Century Link	66.99	49,889
49890	03/06/2018	ISSCITY	City Of Issaquah	4,110.00	49,890
49891	03/06/2018	CODEPUB	Code Publishing Inc	463.32	49,891
49892	03/06/2018	CONSOLID	Consolidated Press	3,402.21	49,892
49893	03/06/2018	DAILY	Daily Journal of Commerce	388.00	49,893
49894	03/06/2018	DAVEY	Davey Resource Group	5,100.00	49,894
49895	03/06/2018	DEMARCHE	Demarche Consulting Group Inc	21,500.00	49,895
49896	03/06/2018	DRIVERS	Drivers License Guide Co.	29.95	49,896
49897	03/06/2018	EHSF	Eastside Human Services Forum	5,000.00	49,897
49898	03/06/2018	EVSAN	Evergreen Sanitation, Inc	1,830.95	49,898
49899	03/06/2018	FASTENAL	Fastenal Industrial Supplies	158.79	49,899
49900	03/06/2018	FASTSIGN	Fastsigns Bellevue	950.04	49,900
49901	03/06/2018	FEHRPEER	Fehr & Peers	35,286.11	49,901
49902	03/06/2018	FIREPROT	Fire Protection, Inc.	337.60	49,902
49903	03/06/2018	FISH	Friends of Issaquah Salmon Hat	20,000.00	49,903
49904	03/06/2018	GOODSON	David M. Goodson	420.00	49,904
49905	03/06/2018	GFOA	Govt Finance Officers Assoc	355.00	49,905
49906	03/06/2018	GRAINGER	Grainger	3,136.58	49,906
49907	03/06/2018	GRANDEVE	Grand Event Rentals	608.48	49,907
49908	03/06/2018	GRANGE	Grange Supply, Inc.	598.23	49,908
49909	03/06/2018	HARRISWO	Harris Work Systems	2,676.69	49,909
49910	03/06/2018	HONEY	Honey Bucket	832.71	49,910
49911	03/06/2018	HOWARD	Lyman Howard	35.48	49,911
49912	03/06/2018	FALCONER	James F. Reid	7,297.50	49,912
49913	03/06/2018	GALT	John E. Galt	9,373.75	49,913
49914	03/06/2018	KENYON2	Kenyon Disend PLLC	104,449.95	49,914
49915	03/06/2018	KINGWAT	King County Finance	6,375.66	49,915
49916	03/06/2018	KINGFI	King County Finance A/R	137,597.34	49,916
49917	03/06/2018	KNOWBE4	KnowBe4, Inc	1,397.25	49,917
49918	03/06/2018	LWSFOUND	Lake Wa Schools Foundation	2,125.00	49,918
49919	03/06/2018	LAURELHI	Laurel Hills Partners LLC	11,806.01	49,919
49920	03/06/2018	LESSCHWA	Les Schwab Tire Center	340.16	49,920
49921	03/06/2018	LIVESOU	Live Sound & Stage LLC	1,996.86	49,921
49922	03/06/2018	LOCHNER	Lochner, Inc.	34,834.05	49,922
49923	03/06/2018	LUNDE	Devany Lunde	19.17	49,923
49924	03/06/2018	MALLORY	Mallory Paint Store	974.25	49,924

Check	Date	Vendor No	Vendor Name	Amount	Voucher
49925	03/06/2018	MINUTE	Minuteman Press	678.23	49,925
49926	03/06/2018	MTVIEW	Mt View Locating Services LLC	425.00	49,926
49927	03/06/2018	NRPA	National Parks & Rec Assoc	850.00	49,927
49928	03/06/2018	NATPEN	National Pen	59.44	49,928
49929	03/06/2018	NWPLAY	Northwest Playground Equipment	11,312.40	49,929
49930	03/06/2018	OTAK	Otak	4,667.56	49,930
49931	03/06/2018	PSR	P.S.R. Equipment Repair	1,361.33	49,931
49932	03/06/2018	PACAIR	Pacific Air Control, Inc	5,662.73	49,932
49933	03/06/2018	POA	Pacific Office Automation	1,618.55	49,933
49934	03/06/2018	PADRON	Samantha Padron	99.00	49,934
49935	03/06/2018	PASTON	Cheryl Paston	45.28	49,935
49936	03/06/2018	PATRIOT	Patriot Maintenance Inc	33,431.39	49,936
49937	03/06/2018	PERTEET	Perteet, Inc.	1,971.93	49,937
49938	03/06/2018	PRECCON	Precision Concrete Cutting	4,170.29	49,938
49939	03/06/2018	Provac	PRO-VAC	11,765.99	49,939
49940	03/06/2018	REPUBLIC	Republic Services #172	2,717.15	49,940
49941	03/06/2018	RICH	Rich Landscapiing, Inc.	3,162.51	49,941
49942	03/06/2018	SAFEBUIL	Safebuilt Washington LLC	13,280.00	49,942
49943	03/06/2018	SAM	Sammamish Plateau Water Sewer	176.73	49,943
49944	03/06/2018	SEELICK	See Click Fix	8,400.00	49,944
49945	03/06/2018	SEQUOYAH	Sequoyah Electric, LLC	393.37	49,945
49946	03/06/2018	SHERWIN	Shervin-Williams Company	71.91	49,946
49947	03/06/2018	SILVERKI	Silver Kite Community Arts Consultin	1,000.00	49,947
49948	03/06/2018	SITEONE	Site One Landscape Supply LLC	1,211.08	49,948
49949	03/06/2018	SMARSH	Smarsh	1,141.75	49,949
49950	03/06/2018	SMS	SMS Cleaning, Inc	2,700.00	49,950
49951	03/06/2018	SONSRAY	Sonsray Machinery LLC	558.63	49,951
49952	03/06/2018	STAPLES	Staples Advantage	2,514.98	49,952
49953	03/06/2018	STEWARTB	Bud Stewart	101.19	49,953
49954	03/06/2018	SUNBELT	Sunbelt Rentals	2,308.79	49,954
49955	03/06/2018	SUPPLYWO	Supplyworks	772.88	49,955
49956	03/06/2018	Terracon	Terracon Consultants Inc	737.50	49,956
49957	03/06/2018	WATERSH	The Watershed Company	4,775.00	49,957
49958	03/06/2018	THOMASJE	Jeff Thomas	15.37	49,958
49959	03/06/2018	THOMPKYL	Kylie Thompson	146.50	49,959
49960	03/06/2018	TRI-TEC	Tri-Tec Communications, Inc	9,258.70	49,960
49961	03/06/2018	ULINE	ULINE Shipping Supplies	4,560.17	49,961
49962	03/06/2018	WACE	Wa Assoc of Code Enforcement	80.00	49,962
49963	03/06/2018	WAL&I	WA Dept of Labor & Industries	141.60	49,963
49964	03/06/2018	WAECOL	Wa State Dept of Ecology	17,527.50	49,964
49965	03/06/2018	WAWILD	Wa Wildlife & Recreation Coalition	750.00	49,965
49966	03/06/2018	WAWORK	Washington Workwear Stores Inc	190.58	49,966
49967	03/06/2018	WC3	West Coast Code Consultants, Inc	400.00	49,967
49968	03/06/2018	ZUMAR	Zumar Industries, Inc.	813.28	49,968
Check Total:				625,723.83	

Agenda Bill
 City Council Regular Meeting
 March 06, 2018



SUBJECT:	Contract: Police Services Study/BERK	
DATE SUBMITTED:	February 26, 2018	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize the City Manager to execute the contract with BERK Consulting for the Police Services Study in an amount not to exceed \$90,000 (Exhibit 1) and authorize a \$10,000 management reserve.	
EXHIBITS:	1. Exhibit 1 - Contract for Police Services Study	
BUDGET:		
Total dollar amount	\$100,000	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	General Fund	<input type="checkbox"/> Budget reallocation required
		<input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	
<input checked="" type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

ISSUE BEFORE COUNCIL:

Should the City contract with BERK Consulting to complete the Police Services Study?

KEY FACTS AND INFORMATION SUMMARY:

Summary

This is a contract (Exhibit 1) with BERK Consulting for the completion of a comprehensive police services study. The goal of this project is to arrive at a long-term strategy for providing responsive, well-managed, effective and efficient law enforcement services that are reflective of community needs and priorities. This is the first time the City of Sammamish has completed a comprehensive police services study.

The scope of work is summarized below, the full detail is included in the attached contract.

- Phase I - Review of Current Organizational Conditions: This initial phase includes a kick-off meeting with the City Council and the internal staff team to review project direction and gather initial ideas and feedback on the planning process. This phase will also involve a compilation of current crime data and calls for service, interviews with stakeholders, shift meetings with police personnel, and a Virtual Town Hall survey. And finally, the consultant will perform an operations assessment, which includes a detailed analysis of the organizational structure, management capacity, scheduling, communication, performance measurement, use of technology and the impact of new laws and regulations. *This first phase of work will be summarized in an "Existing Conditions Report" for review by the City Council before proceeding to the next phase of work.*
- Phase II - Future Service Demand: In this second phase of work, the consulting team will evaluate crime trends, demographics, projected growth and other factors that could impact the future demand for law enforcement services. Included in this phase of work is an analysis of regulatory changes that may impact future operations, such as changes to sentencing requirements, cybercrime, expansion of background checks for weapons purchases and more. *This second phase of work will be summarized in a "Future Services Demand Report" for review by the City Council before proceeding to the next phase of work.*
- Phase III - Future Services Delivery Model & Final Report: The final phase of the project will include an analysis and recommendations for future service delivery. This includes a "make vs. buy" comparison of the contract with the King County Sheriff's Office, in-house police operations and/or other partnership opportunities that may be available. Also included is a financial assessment and an evaluation of short-term savings and long-term cost avoidance. *A final "Police Services Study Report" containing specific and timebound guidance for implementation will be presented to the City Council for review and final adoption.*

Although this study is intended to focus on long-term strategies, there may be short-term opportunities identified during the process. The schedule is structured such that the consulting team will provide the second of three reports to the City Council in July 2018, allowing an opportunity to identify short-term strategies the City Council may wish to consider as part of the 2019-20 budget process. The final report is anticipated to be completed by the end of the year, with tentative adoption of the report planned for November 2018.

Background

In early 2017, the City Council and staff began discussing the possibility of completing a Police Services Study. This discussion was deferred to the Public Safety Committee, which met twice in 2017 to review similar studies completed by peer jurisdictions and to discuss a preliminary scope of work. During these meetings, Committee members identified a number of topics to address such as the current police response times, resource levels and the City's contract with the King County Sheriff's Office. Staff assured the Committee that these topics, and any others identified during the initial kickoff meeting with the full City Council, would be addressed as part of the study.

Following the Committee's review, staff proposed a \$100,000 amendment to the 2018 Police Services Department budget to complete the study, which was approved as part of the mid-biennial budget update on November 28, 2017. With funding approved, the City released a Request for Proposal (RFP) in late December and received two proposals. The City staff evaluated the proposals according to the criteria set forth in the RFP, and selected BERK Consulting as the top scoring submittal.

The City's evaluation team felt that BERK's proposed process was well organized and followed a realistic timeline with appropriate deliverables. Evaluators also noted that the project team was composed of a highly-educated and experienced mix of project managers, analysts, community engagement managers and subject matter experts. Additionally, BERK's proposal showed extensive experience with similar projects (e.g. police studies for Kirkland, Tukwila and Maple Valley), with other public safety work (e.g. studies for Bellevue Fire and Puget Sound Regional Fire Authority, and with other strategic planning projects (e.g. the City's Human Services Needs Assessment).

FINANCIAL IMPACT:

The contract amount is not to exceed \$90,000. Staff are requesting an additional \$10,000 management reserve fund to cover potential unforeseen project costs. Therefore, total project costs will not exceed \$100,000.

\$100,000 is allocated for this work in the 2017-2018 Police Services Department budget.

OTHER ALTERNATIVES CONSIDERED:

The City Council could opt to delay this study, which would primarily impact planned 2019-20 discussions related to potential short-term service and resource needs.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

N/A

**CITY OF SAMMAMISH
AGREEMENT FOR SERVICES**

Consultant: BERK 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 BERK 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 "Exhibit A".

The City shall pay Consultant:

[Check applicable method of payment]

According to the rates set forth in Exhibit " _ "

A sum not to exceed \$90,000

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 June 30, 2019, 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. 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 acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. 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 bodily

Revised 6/2016

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, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. 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 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 Consultant shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Consultant-provided insurance as set forth herein, except the Consultant shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Consultant 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:

Revised 6/2016

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

Verification of Coverage

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

8. Record Keeping and Reporting.

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

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

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

10. Termination.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Company Name BERK Consulting, Inc.
Contact Name Brian Murphy
Street Address 2025 First Avenue, Suite 800
City, State Zip Seattle, WA 98121
Phone Number 206-324-8760
Email brian@berkconsulting.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.

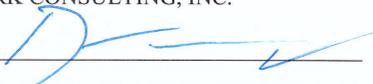
The Consultant will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

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

BERK CONSULTING, INC.

By: _____

By:  _____

Print Name: _____

Print Name: Brian Murphy

Title: _____

Title: PRINCIPAL

Date: _____

Date: 02/26/18

Attest/Authenticated: _____

Approved As To Form: _____

City Clerk

City Attorney

EXHIBIT A – SCOPE OF SERVICES

City of Sammamish

Police Services Study, Scope of Work 2/26/18

Project Understanding

The City of Sammamish is changing, as are the key issues facing the Sammamish Police Department, the services of which are provided through contract with King County. Population growth, annexations, and increasing density in areas like the Town Center bring new challenges. Growing ethnic and racial diversity brings the need to ensure a welcoming and safe environment for all residents. Individuals experiencing distress, including homelessness, domestic violence, or mental health issues, often encounter the police as a first contact with the City.

The Sammamish Police Department is adapting to these changing conditions in important ways, with more to be done. Chief Bennett and other members of the Department participate regularly in diversity panels, forums, meetings, community events, and gatherings, including the Healthy Communities Coalition, to identify key issues in the Sammamish community and strategize preventive actions and solutions. Sammamish police officers must attend 72 hours of mental health crisis intervention training and will soon be required to attend a 40-hour in-service training on crisis de-escalation and talking with mentally distressed people.

National and regional trends affecting law enforcement also impact the Department. These include technological innovations such as data analytics and body-worn video; legal and regulatory changes such as marijuana legalization and changes in sentencing requirements; and increasing public scrutiny of police forces. In addition to addressing such change, law enforcement agencies continue to address the organizational and management challenges or running a high performing organization, including as communication, succession planning, and the recruitment and retention of quality staff.

The City desires to best serve residents, business owners, and visitors by providing responsive, well-managed, effective, and efficient law enforcement that are reflective of community concerns and priorities. Community engagement and operations analysis are desired to establish a long-range plan to identify, prioritize, and operationalize opportunities for positive change. The final product will be a consultant report, which, as well as the evaluative and planning processes themselves, will align the understanding and expectations of the community, the City, the Department, and King County Sheriff's Office, establishing updated contract terms and a road map for the Department's continued evolution. The consultant report will incorporate contemporary policing strategies and best practices to help the City and the Department address changes in the community and the broader operating environment.

Proposed Approach

Planning Team. We will advance this project through regular engagement with the City’s Project Manager and Planning Team. The Planning Team will operate efficiently and collaboratively, without elaborate support from the consulting team. BERK’s Project Manager would lead the design and facilitation of these meetings to ensure they are productive and efficient work sessions.

Timeline. As shown graphically on page 9, while the full assessment process may extend through the end of the year, short-term recommendations will be developed for considering in the City’s budgeting process. Initial input will be provided as early as July, with refinement through the remainder of the budgeting process.

PHASE I: REVIEW OF CURRENT ORGANIZATIONAL CONDITIONS

The first phase of work involves gathering and analyzing baseline information to understand community context and current operational capacities and performance.

Task 1: Project Launch (Month 1) and Ongoing Project Management (for project duration)

Project launch. BERK will facilitate a kick-off meeting with the Planning Team which will include:

- Designation of roles and points of contact on the client and consultant teams.
- Identification of stakeholders to be interviewed and key questions to be answered.
- Initial discussion of key strengths, challenges, and opportunities for the Department.
- Identification of Sammamish Police Department information resources.
- Finalization of the project workplan.

We will engage the full **City Council and Public Safety Committee** as well, reviewing our scope and discussing key questions and desired outcomes to be addressed in our work.

Ongoing project management. Through the remainder of the project, BERK staff will check in regularly and work collaboratively with the City’s Project Manager to ensure the process is moving forward efficiently and to address any questions or concerns.

Deliverables

- Project launch agenda and meeting materials.
- Draft and final workplan.

Task 2: Baseline Data Review and Internal Stakeholder Engagement

This Task will give the consultant team a baseline understanding of the Sammamish Police Department and the community it serves. By reviewing the Department's service area characteristics and trends in calls for service, as well as engaging internal stakeholders, we will identify issues to explore in more depth in the remainder of the project. This Task will include:

- **Review of community demographics and the geography of the Department's service area.**
Additional demographic analysis in Task 6 will build on this baseline review, which will draw on data that has already been collected by the City and/or BERK.
- **Trend review of crime data and calls for service.**
- **Interviews with up to five internal stakeholders**, including City and Department leadership; the City Manager; the Police Chief; and key department heads.
- **Shift meetings.** The BERK team will facilitate discussions among Police Department staff via shift meetings, to be scheduled by the Department.

Deliverables

- Results of work conducted in this Task will be included in Task 5's Summary of Existing Conditions Report.

Task 3: Strategic Community and Stakeholder Engagement

The focus and style of policing delivered by the Sammamish Police Department should be informed by the priorities, concerns, and values of the Sammamish community. The focus of this Task will be to engage stakeholders and members of the public in frank and productive conversations about the future direction of the Department. We will work with the City's project team to identify stakeholders and devise a community engagement plan.

External stakeholder engagement. BERK staff will conduct up to three discussion groups with participants from: selected partner agencies; Sammamish community organizations, including neighborhood, youth, senior, religious, ethnic, or cultural organizations; school district representatives; and others. Discussion questions will be designed to obtain comprehensive feedback on expectations and priorities; strengths, challenges and opportunities for the Department; and potential measures for assessing Department performance.

Community engagement. We will use Sammamish's Virtual Town Hall methodology to engage residents. We will explore community perceptions of the Department's performance; the value of the Department's services relative to public investment; and desires for community policing services or other areas of emphasis in crime prevention and response.

Deliverables

- Draft and final stakeholder interview protocols.
- Community engagement plan and execution.
- Results of work conducted in this Task will be included in Task 5's Summary of Existing Conditions Report.

Task 4: Organizational and Operational Evaluation

We will review the Department's organizational and service delivery structure, assessing operations in comparison with industry standards and best practices. We will collect and analyze a range of data on the following topics, understanding that this assessment is being conducted within the context of a planning process and is intended to identify opportunities for positive change.

Administrative systems and management capacity. We will use primary research and stakeholder interviews to understand the key components of the Department's administrative and management systems, including organizational structure and service delivery; management capacity, configuration, and lines of authority; HR management practices and systems; cultural and generational trends affecting leave use and shift schedules; internal communications; performance measurement systems; data collection systems and analytical capacity; use of technology; records management and public disclosure response; and the impact of new laws and regulations on operations.

Our team's extensive experience in law enforcement administration and management will enable us to quickly appreciate the strengths and gaps of the Department's current systems.

Resource levels, deployment, and performance. Our analysis will include trends in service demand; staffing levels, supervision, and shift schedule analysis; overtime use, scheduling, and staffing models; response reliability and performance, including impacts from past growth and annexations; specialty service delivery systems and regional partnerships; and the Department's community engagement practices, including how it communicates and engages with diverse members of the Sammamish community.

Contract terms with the King County Sheriff's Office. We will provide a comprehensive review of the contract with the King County Sheriff's Office, offering input and guidance for the future of the partnership.

Deliverables

- Results of work conducted in this Task will be included in Task 5's Summary of Existing Conditions Report.

Task 5: Summary of Existing Conditions Report

We will summarize key findings from Tasks 1-4 in a draft Summary of Existing Conditions report. We will review this material with the City's project team and revise our workplan to focus the remainder of the project on key opportunities and challenges.

Deliverables

- Draft and final Summary of Existing Conditions, compiling input from Tasks 1-4.
- Discussion with the City's project team.

PHASE II: FUTURE SERVICE DEMAND

In this Phase, we will evaluate crime trends, changes in the regulatory environment, demographic shifts, and other environmental factors that could impact future demand for law enforcement services. This assessment of future demand will be a critical input to planning for the future in Phases III and IV.

Task 6: Future Service Demand

This Task includes demographic analysis, anticipation of future crime trends and demands for service, and consideration of pending and potential regulatory changes

Demographic analysis. We will leverage demographic projections already assembled by the City and/or BERK for the Department’s service area, anticipating changes in population, community makeup, housing density and composition (single-family and multi-family), commercial development, and other factors that contribute to the demand for law enforcement services. We will consider the City’s Comprehensive Plan, Town Center Plan, and growth patterns of the Eastside region.

Crime trends and future demand for law enforcement services. We will analyze the Department’s crime data and examine trends in the Eastside region to identify current and future demand for law enforcement services, identifying where the Department is well-prepared and where additional capacity or expertise will be required. This assessment will include traffic complaints, mental health and substance abuse, youth issues, and more.

Regulatory analysis. A wide array of recent and potential changes in state and federal laws and regulations could impact department operations into the future. We will identify these trends, including changes to sentencing requirements; mandatory background checks for weapon purchases; marijuana legalization; public records/disclosure; cybercrime; and more. We will identify topics for further study and high-level strategies for adapting to the changing regulatory environment.

Summary of future service demand and risk. The BERK team will summarize potential future impacts on the Department and facilitate a discussion of these implications with the City’s project team. This discussion will inform Phase III, in which we consider alternative approaches to adapting Department services and capacities to align with anticipated future conditions.

Deliverables

- Draft and Final Future Service Demand Memo.
- Discussion with the City’s project team.

PHASE III: FUTURE SERVICE DELIVERY MODELS

In this Phase we will inventory and analyze opportunities for the Department to improve its efficiency and effectiveness for today and in alignment with anticipated future conditions.

Task 7: Options Identification

This Task will focus on identifying options for the City to consider in advancing the operations and capacity of the Department. Exploration of these options will lead to the determination of recommendations in Task 8.

- **Partnership analysis.** We will analyze current and potential partnerships with the King County

Sheriff’s Office, community members, and neighboring jurisdictions. Opportunities to be evaluated include providing, contracting, or partnering for regional services and specialty team capabilities.

- **Potential changes in practices and policies.** Our knowledge of current and emerging best practices and policing strategies will allow us to identify changes that could improve the Department’s performance or achieve greater efficiency.
- **Financial assessment.** We will conduct an analysis of the Department’s financial position. This analysis will evaluate opportunities for short-term savings and long-term cost avoidance and provide the basis for estimating costs associated with recommended changes.
- **Technology Assessment.** We will consider opportunities for new uses of technology, including real time crime data, mobile device capability, body-worn video, use of automated license plate readers, prisoner tracking, and more.

We anticipate providing an update to the **City Council** and **Public Safety Committee** during this phase of work.

Deliverables

- Draft and Final Future Service Delivery Models Memo.

Task 8: Draft and Final Consultant Report

Our draft report will summarize key findings and recommendations from prior tasks. We envision working with the City’s project team to build from these recommendations to an actionable consultant report.

The report will be written for a broad audience, including City and Sammamish Police Department staff at all levels, City Councilmembers, partners, and community members. The document will be as concise as possible, using wayfinding and document structure to place emphasis on the most important material, with supporting details housed in attachments. This will allow the report to effectively communicate the City’s public safety priorities to all audiences.

The report will contain specific and timebound guidance for implementation, as well as management processes that provide guidance and accountability while allowing flexibility to respond to unforeseen circumstances. By assigning specific timelines, roles, and responsibilities and by creating a structure for ongoing review and implementation, this approach provides the best of planning with the realities of managing a complex organization in a fluid operating environment.

Each of the topics assessed during the planning process will be addressed through a combination of changes to policies or practices, investments in new capabilities or expanded capacity, partnerships, or modifications to laws and regulations. Given the breadth of topics covered, a critical piece of the report will be identifying priorities to be addressed in a phased sequence over the five- to ten-year planning horizon.

The report will contain:

- **Consideration of Department Mission and Guiding Philosophy.** We will review the Department’s current Mission with community members, stakeholders, and City and Department staff, looking for how the Department’s guiding philosophy aligns with broader community desires and articulated City direction. Our report will propose any refinements to the Department’s overarching guidance

recommended based on these discussions.

- **Recommendations and prioritized, phased actions.** Five-year recommendations, with anticipated cost ranges and actionable strategies will be developed to guide the Department’s evolution for the coming years. Actions will be prioritized and phased to reflect importance, cost, and resource availability. We anticipate that plans for implementing new technologies in a phased manner will be a key component.
- **Governance and implementation guidance.** We will work with City leadership to establish a structure for implementing our recommendations, linked to the City’s ongoing budgeting and decision-making processes. Specific actions needed by Council to implement recommendations will be included, as will implications for the City’s contract with King County.
- **Performance measures.** We will identify a targeted number of measures that can be used to track Department performance. These measures may be used to monitor implementation and to trigger actions and investments. This allows the Department to prepare for a specific operational or staffing shift, but wait until the demand for service or service performance crosses a predefined threshold before initiating the change.

Throughout this phase of work, we will engage the City’s project team and policy makers to ensure that the biggest ideas contained in our report are previewed with key stakeholders, ensuring there are no surprises and no objections to adoption of the final document. We will engage the **City Council** and **Public Safety Committee** in discussion of our draft report.

Deliverables

- Draft and final consultant report.
- Support for conversations with the City leadership and key partners as necessary to vet and gain support for the final product.

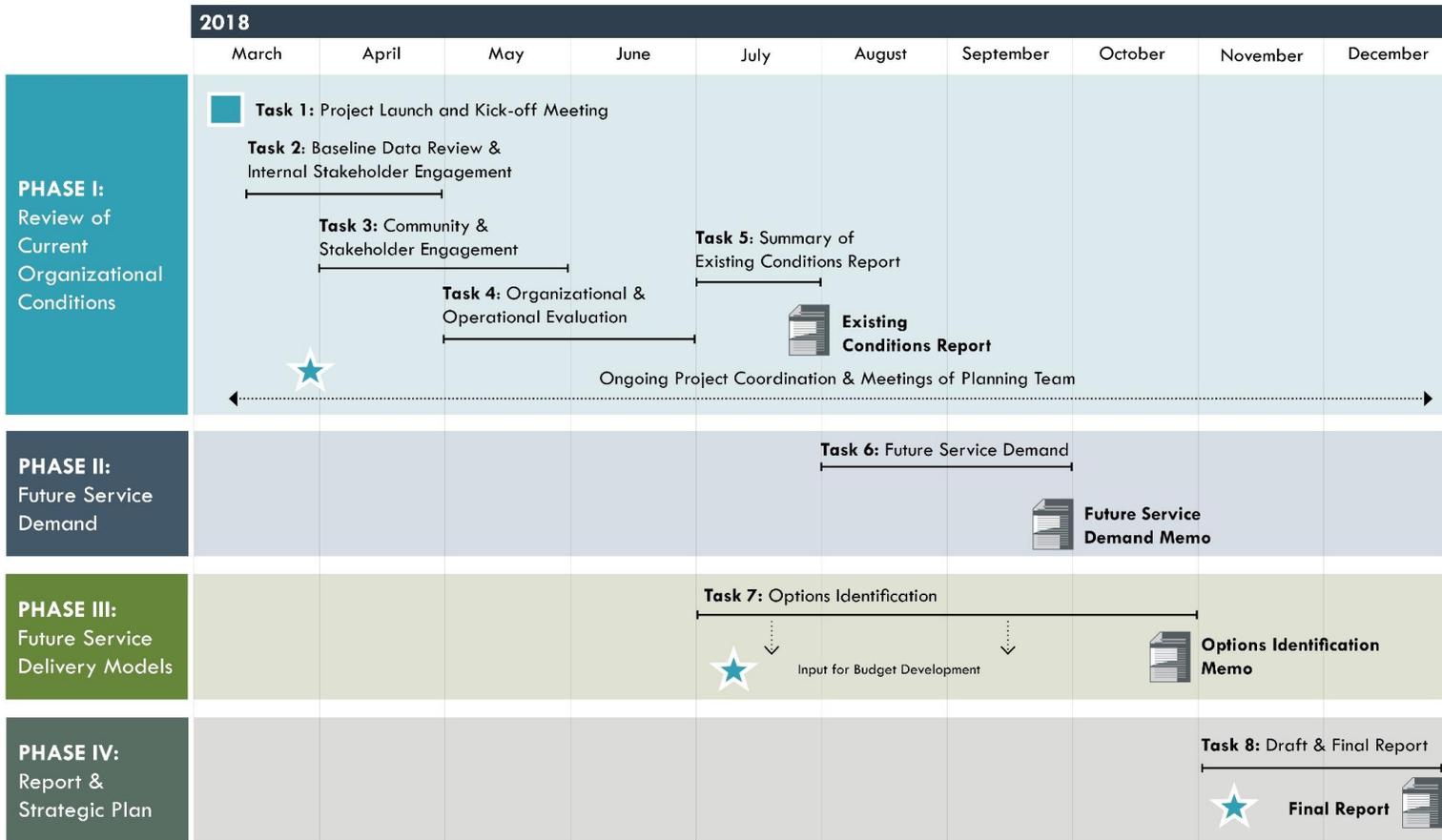
Budget

The table below reflects our anticipated level of effort by person and by task, with the understanding that we reserve the right to manage the total budget as necessary, shifting resources among team members and tasks as appropriate to accomplish the project goals, in communication with the City’s project manager. BERK will invoice the City monthly on a time and materials basis up to a not-to-exceed amount of \$90,000.

	BERK Consulting				Law Enforcement Team		Total Hours and Cost by Task
	2018 Hourly Rate	Brian Murphy, Project Manager \$250	Kristin Maitt, Lead Analyst \$130	Ben Silver, Analyst \$130	Project Support \$90	Virginia Gleason \$150	
Phase I: Review of Current Organizational Conditions							
Task 1: Project Launch and Ongoing Project Management							
Estimated Hours	17	25	2	0	2	2	48 \$8,360
Task 2: Baseline Data Review and Internal Stakeholder Engagement							
Estimated Hours	0	17	25	0	5	0	47 \$6,210
Task 3: Strategic Community and Stakeholder Engagement							
Estimated Hours	0	15	20	5	5	0	45 \$5,750
Task 4: Organizational and Operational Evaluation							
Estimated Hours	15	20	45	0	15	20	115 \$17,450
Task 5: Summary of Existing Conditions Report							
Estimated Hours	5	14	30	0	8	8	65 \$9,370
Phase II: Future Service Demand							
Task 6: Future Service Demand							
Estimated Hours	5	20	25	0	15	5	70 \$10,100
Phase III: Future Service Delivery Models							
Task 7: Options Identification							
Estimated Hours	15	20	5	0	20	15	75 \$12,250
Phase IV: Draft and Final Consultant Report Development							
Task 8: Draft and Final Consultant Report							
Estimated Hours	30	40	14	4	20	15	123 \$20,130
Total Estimated Hours	87	171	166	9	90	65	588
Cost (Hours*Rate)	\$21,750	\$22,230	\$21,580	\$810	\$13,500	\$9,750	\$89,620
Subtotal Consultant Cost	\$89,620						
Project Expenses @ ~0.5% of project budget	\$380						
Project Total	\$90,000						

Project Timeline

The calendar below reflects our anticipated timeline for this project. While modification of the timing individual tasks may occur, BERK will manage the overall project to meet deadlines for key deliverables per this overall timeline.



Last updated 2/20/18

★ = City Council & Public Safety Committee Briefings



Agenda Bill
 City Council Regular Meeting
 March 06, 2018



SUBJECT:	Resolution: Adopting the Health and Human Services Needs Assessment	
DATE SUBMITTED:	February 26, 2018	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Adopt the Resolution (Exhibit 1)	
EXHIBITS:	1. Exhibit 1 - Resolution Adopting the Health and Human Services Needs Assessment	
BUDGET:		
Total dollar amount	\$100,000 budget for Human Services Planning Work	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	001-050-557-20-41-00	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input checked="" type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

ISSUE BEFORE COUNCIL:

Should the City Council adopt the findings of the Health and Human Services Needs Assessment?

KEY FACTS AND INFORMATION SUMMARY:

Summary
 On February 13, 2018, the Health and Human Services Task Force handed-off the draft *Health and Human Services Needs Assessment* to the City Council. Based on the Council’s discussion and feedback that night, staff and the consulting team completed minor edits and finalized the document. Tonight, staff recommends that the Council adopt the Needs Assessment by approving the included Resolution (Exhibit 1).

Please see the [presentation](#) given during the February 13, 2018 meeting for a summary overview of the City’s human services program, data and findings from the Needs Assessment, and suggested priority and advocacy issues to help the City focus its limited human services resources.

Next Steps

Following adoption of the Needs Assessment, the staff recommendation is to complete the strategic planning phase of this project, which will identify a list of prioritized future actions, including goals and policies for the City’s human services program. Staff will prepare a contract amendment and scope of work for this phase of the project for the Council’s consideration on March 20, 2018.

Background

In early 2015, the City Council and staff began discussing the possibility of completing a *Human Services Needs Assessment*. Funding for the work was allocated in the 2017-18 budget, and subsequently, BERK Consulting was selected to lead the project. Since the project launched in early 2017, the seven-member Human Services Task Force has been working closely with BERK, ensuring a wide range of viewpoints within the community were sought.

The “Need” for a Needs Assessment

It is a pivotal time in the Sammamish community, especially due to recent growth related to the Klahanie annexation, Town Center development and the increase in single-family residential development. The community needs are changing, as are the regional needs, and we need to understand those changes to better serve our citizens.

The information and data gathered from this assessment will help inform further development and refinement of the Human Services Grant Program. For example, the data we’ve gathered will be useful in determining Council-driven criteria for awarding grants.

The data will also help frame staff priorities, particularly for the Community Services Coordinator position and other external service departments, such as Police, Fire, Community Development, Public Works and Parks and Recreation. Equally important, the data and information compiled will be available for use by our community partners, the School Districts and other stakeholders.

And finally, there is a clear demand/need for coordination of human service resources across jurisdictional boundaries. The findings from the Needs Assessment will most certainly help guide future City Council discussions related to our role in supporting and addressing local and regional human service needs.

FINANCIAL IMPACT:

N/A

OTHER ALTERNATIVES CONSIDERED:

N/A

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

N/A

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2018-**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, ADOPTING AND SUPPORTING THE CITY'S
HEALTH AND HUMAN SERVICES NEEDS ASSESSMENT.**

WHEREAS, the City of Sammamish has provided grant funding for human services programs since 2001; and

WHEREAS, prior to 2017, the City's human services needs had never been comprehensively studied by an outside consultant; and

WHEREAS, the City Council allocated funds in the 2017-2018 Budget to analyze the City's health and human services needs; and

WHEREAS, the City Council confirmed the scope of work for the health and human services needs assessment project on March 21, 2017 and directed staff to proceed with consultant selection; and

WHEREAS, the selected consultant, BERK Consulting, developed a community profile to understand the range and scale of human services needs within Sammamish through existing data sources, input from community stakeholders and a virtual town hall; and

WHEREAS, during the development of the Health and Human Services Needs Assessment, the consultant engaged the Health and Human Services Task Force to provide status updates and collect feedback; and

WHEREAS, the Sammamish City Council desires to adopt the Health and Human Services Needs Assessment and directs staff to complete the strategic planning component of this project;

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

Section 1. The City of Sammamish Health & Human Services Needs Assessment is hereby adopted and supported by the Sammamish City Council. This Needs Assessment will serve as a key source of information and data to help guide decisions about the City's human services programs.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE ____ DAY OF MARCH 2018.**

CITY OF SAMMAMISH

Mayor Christie Malchow

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No: R2018-



HEALTH AND HUMAN SERVICES NEEDS ASSESSMENT

March 2018



SAMMAMISH CITY COUNCIL, 2018 COUNCIL MEMBERS

- Christie Malchow, Mayor
- Tom Hornish, Deputy Mayor
- Karen Moran
- Jason Ritchie
- Chris Ross
- Pam Stuart
- Ramiro Valderrama

SAMMAMISH CITY COUNCIL, 2017 RETIRED COUNCIL MEMBERS

- Don Gerend
- Kathleen Huckabay
- Bob Keller
- Tom Odell

HUMAN SERVICES COMMISSION, 2018 MEMBERS

- Joyce Bottenberg
- Tom Ehlers
- Stanley Gunno
- C.J. Kahler
- Nushina Mir
- Jodi Nishioka
- Larry Wright

HEALTH AND HUMAN SERVICES TASK FORCE, 2017 MEMBERS

- Tom Ehlers, Chair
- Larry Wright, Co-Chair
- Joyce Bottenberg
- Jane Dulski
- Nancy Johnson
- C.J. Kahler

CITY OF SAMMAMISH, STAFF

- Lyman Howard, City Manager
- Jessi Bon, Deputy City Manager
- Angie Feser, Parks and Recreation Director
- Rita Badh, Community Services Coordinator
- Mike Sugg, Management Analyst



Founded in 1988, we are an interdisciplinary strategy and analysis firm providing integrated, creative and analytically rigorous approaches to complex policy and planning decisions. Our team of strategic planners, policy and financial analysts, economists, cartographers, information designers and facilitators work together to bring new ideas, clarity, and robust frameworks to the development of analytically-based and action-oriented plans.

PROJECT TEAM

- Allegra Calder, Principal
- Erika Rhett, Project Manager
- Kristin Mardt, Lead Analyst
- Jenn Tippins, Analyst & Outreach
- Bryce Anderson, GIS Analyst

2025 First Avenue, Suite 800
 Seattle, Washington 98121
 P (206) 324-8760
www.berkconsulting.com

City of Sammamish Health and Human Services Needs Assessment

FINAL | March 6, 2018

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Current City Roles in Health and Human Services.....	5
Priority Issues for Sammamish	9
Health and Human Services in the Future	44
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Executive Summary

In every community, people have human services needs at some point in their lifetime, and Sammamish is no exception. In fact, the invisibility of these needs makes them particularly urgent. In many cases people do not know where or how to get help. For a teen considering suicide, a senior who needs assistance with daily living, or a recent immigrant who does not understand the health care system, it can be confusing figuring out how to get help. In a community where it



appears that most people have plenty, people may feel stigmatized by reaching out even when they know what they need to do. If the City is to continue to thrive as a “state-of-the-art community – engaged, responsive and generous in its support for the full range of human endeavor,”¹ it must thoughtfully examine the role it plays in supporting health and human services. There are ways the City can help make a difference for those in the community that need support.

This Needs Assessment identifies community needs in the realm of health and human services, and some preliminary ideas for actions the City can take to support those needs. In most cases, the City is not a direct provider of health or human services. However, it does provide crisis response through its emergency services agencies, and recreation through the parks and recreation program. To date, the City has provided small grants that support agencies doing health and human services work that benefits local residents. In the future, the City should consider how it can leverage its existing efforts for additional impact, how it can take a leadership role in developing new resources through community partnerships, and how it can become a stronger advocate for health and human service needs.

The following table includes a list of preliminary ideas for City action chosen for their potential to make an impact on community health and human service needs in the next three years. A few recommendations may have a longer timeline, but significant work could be completed within the next few years if the community is willing to engage. How quickly the City can accomplish these tasks depends on several factors: the availability of staff support, financial resources, and the cooperation of community partners. These ideas are organized around five priority issues: mental wellness, basic needs, cultural inclusion, seniors, and domestic violence. Additional information about the selection of the five priority issues can be found beginning on page 9.

¹ Sammamish Vision for 2035.

Preliminary Ideas for City Actions to Support Health and Human Services

Action	Financial Support	Staff Support	Timeline
MENTAL WELLNESS <i>21% of Sammamish teens have considered suicide in the last year.</i>			
Mental Health Awareness Campaign	\$		
Comprehensive Referral List	\$		
Influence the Choice	\$		
Mental Health First Aid	\$\$		
School Counselor Support	\$\$		
BASIC NEEDS <i>Approximately 1,500 people in Sammamish live in poverty.</i>			
Home Modification	\$\$		
Food Van	\$\$		
Rotacare Clinic	\$\$\$		
CULTURAL INCLUSION <i>27% of Sammamish residents speak a language other than English at home.</i>			
Welcome and Orientation	\$\$		
Cultural Navigators	\$\$		
Bi-cultural Programming	\$\$		
Cultural Competency Training	\$\$		
SENIORS <i>40% of residents over age 75 have a disability in Sammamish.</i>			
Home Modification	\$\$		
Senior Volunteer Bank	\$		
Aging in Place	\$\$		
Recreational Programming	\$\$\$		
Transportation Shuttle	\$\$\$		
DOMESTIC VIOLENCE <i>27% of women will experience domestic violence in their lifetime.</i>			
Domestic Violence Advocate	\$\$		
Regional Support	\$\$		
Domestic Violence Awareness Campaign	\$		
Bystander Training	\$\$		

Financial Support

- \$ Under \$100,000
- \$\$ \$100,000 to \$500,000
- \$\$\$ Over \$500,000

Implementation Timeline Once Project is Started

- Within a year
- Within 3 years
- Greater than 3 years

Staff Support



- Existing staff could be used, but may include a reassignment of work priorities
- Additional staffing needed to manage or coordinate
- Additional staffing needed to manage or coordinate and to implement

Introduction

The City of Sammamish promotes a healthy community where every person is considered essential, and meeting basic human needs is considered a shared responsibility. In 2017, the City launched its first ever Needs Assessment process working closely with its Human Services Task Force and supported by BERK Consulting. This Community Needs Assessment will help



the City prioritize funding for addressing human and social needs and provide common baseline information shared by the City and community service partners. It will also serve as a roadmap for the newly formed Human Services Commission as it begins its work.

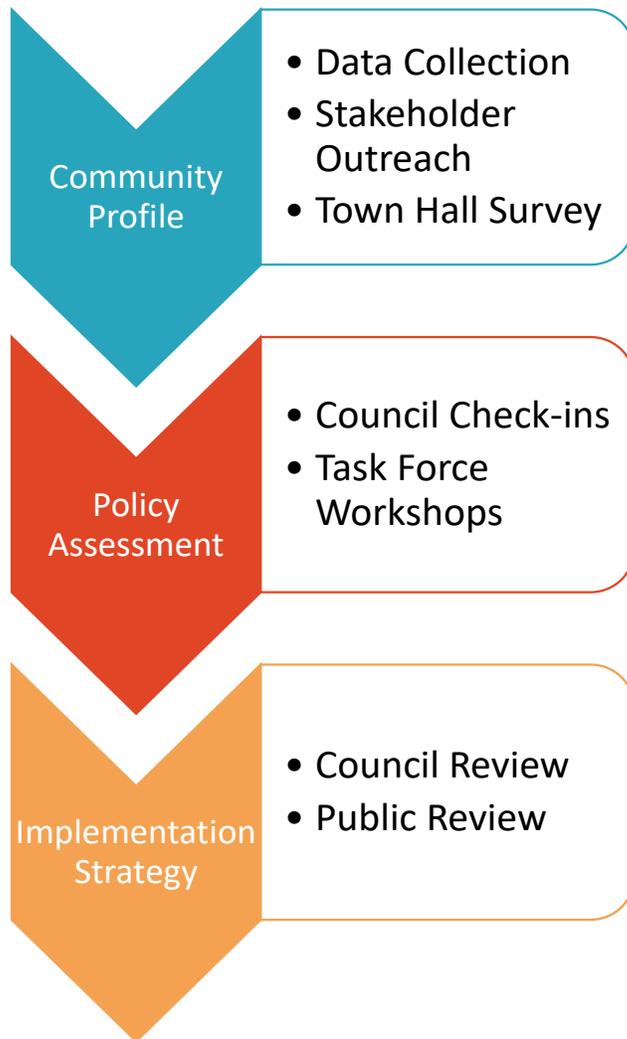
Currently, Sammamish does not directly provide human services, but acts as a resource for community members. The City provides grants of over \$200,000 every two years to agencies that provide health and human services to Sammamish residents and maintains a list of resources that people can use for self-referral. It also supports a part time Community Service Coordinator, a position created in 2015 that allows the City to engage more deeply in Human Services than it has in the past.

PROCESS

Developing this Needs Assessment included three stages:

- **Creating a Community Profile** that describes the current well-being of Sammamish residents. This was developed through review of existing data sources, interviews, and outreach to service providers and community groups. Community input was collected during the summer of 2017 and included stakeholder interviews, three focus groups, four outreach events with providers and relevant organizations, and an online survey through a City of Sammamish Virtual Town Hall. The complete Community Profile and details about the outreach effort can be found in Appendix A.
- **Assessing policy** to understand current and potential strategies to address residents' needs. This included research on current efforts by the City and neighboring cities, presentation to City Council, and workshops with the Human Services Task Force.
- **Developing an implementation strategy** for the recommended policies and programs. This strategy will go through Council and public review.

Needs Assessment Process



The rest of this document examines community needs and lists preliminary ideas for actions the City can take to support these needs. It outlines the current state of health and human services, including what roles the City takes on now, then identifies five priority issues and recommends potential City action on each. Each action is assessed to identify potential next steps and preliminary needs for financial support, staff support, and timing.

Current City Roles in Health and Human Services

The City is not a direct provider of health and human services, but some of the City's policies, services, and programs may intersect with health and human services issues. Where there are overlaps, there are opportunities to support community health and human services. This section describes City departments and programs that intersect with health and human services at this time.



COMMUNITY DEVELOPMENT

The Department of Community Development maintains the Comprehensive Plan, which includes the development and implementation of policies that *“improve our quality of life by promoting the health, safety and welfare of the community, protecting and enhancing the natural and built environment.”*² This includes policies and standards for housing and transportation. There is strong policy support for health and wellness in the community through physical activity, transportation options, and affordable housing.

The Comprehensive Plan includes goals and policies for a healthy community. Land Use and Transportation goals and policies support a land use pattern that promotes walking and bicycling between neighborhoods and to community facilities such as parks, schools, and shopping. Policies include supporting regional transit and transportation systems that meet the needs of non-driving populations (such as seniors, youth, people with low incomes, or people with disabilities), including shuttle service, ride share, car share, or bike share.

Land Use and Housing policies support a high quality of life for families, including a healthy community with a range of housing options that meet all people's needs. This includes supportive housing for people with unique needs such as seniors, people with disabilities, and people experiencing homelessness. Policies also support Sammamish's participation in ARCH (A Regional Coalition for Housing) which develops, manages, and provides affordable housing throughout the Eastside. Currently the City also supports a Habitat for Humanity project that is building 10 homes in Sammamish to make homeownership options available to people with low incomes. Additional policy support for affordable housing is provided in the Sammamish Municipal Code (21B.75 SMC), where regulations specify minimum affordable housing requirements for any residential development in the Town Center. These regulations also include incentives for creating more affordable housing than what is minimally required.

² <https://www.sammamish.us/government/departments/community-development/>

PARKS AND RECREATION

The Parks and Recreation Department provides parks, trails, and gathering spaces for meetings or events. The department also coordinates community events, which are offered to the community free of charge. Most of the recreational programs in the city are provided by other agencies, such as the YMCA, the Boys and Girls Club, or the Issaquah Senior Center. These agencies allow low cost participation for those who are unable to pay fees for their programs. These services can promote physical and mental health for Sammamish residents through all stages of life.

Parks policies in the Comprehensive Plan focus on the planning, development, finance, and maintenance of facilities for active or passive recreational use. Such policies aim to ensure there are a variety of parks and trails that provide opportunities for fitness, play, exposure to nature, and social gathering, which are all components that support good physical and mental health. Recreation policies support the provision of indoor recreation opportunities that meet the needs of people of all generations, and developing strong partnerships. Currently the City is updating the Parks, Recreation, and Open Space (PRO) plan, which will build upon existing policies and programs.

POLICE AND FIRE

The Sammamish Police Department provides services related to public safety and law enforcement. Sammamish contracts with the King County Sheriff to provide police services in the City. Eastside Fire and Rescue provides fire and emergency services to Sammamish. Police officers and fire and emergency personnel are sometimes the first, or only, contact from the City for individuals with acute health and human service needs. This can be especially true for people in domestic violence situations, and can also be true for some people experiencing homelessness or with mental health issues. First responders have a list of agencies and referral information they can give to people. Personnel are trained to deal with acute or crisis-level health and human service needs. However, navigating the system can be difficult for many that face basic needs challenges.

COMMUNITY SERVICES COORDINATOR

The City employs a Community Services Coordinator who convenes the Human Services Task Force and serves as the City liaison to community groups, social service providers, and other human services agencies. As a liaison between the City and the community, the Coordinator is responsible for maintaining a directory of community resources and supporting both formal and informal service networks. The Coordinator participates in a variety of community meetings, programs, and events on behalf of the City. Currently this is a part time position that is funded for approximately 30-hours per week.

TASK FORCE/COMMISSION

The 2017 Human Services Task Force is composed of six community members appointed by the City Council and represents faith groups, schools, human service providers, seniors, service organizations, public safety institutions, and the community at large. The task force guided this Needs Assessment and has the following responsibilities:

- Provide recommendations to the City Council on human service grant applications and related activities.
- Attend monthly task force meetings.
- Report quarterly to the Council Committee.



In late 2017, the City Council approved the formation of a seven-member Human Services Commission which will officially commence work in February 2018. The Human Services Task Force helped develop the proposal for the formation of the Commission.

REGIONAL COORDINATION

Many of the health and human service concerns facing Sammamish are common throughout the Eastside and Puget Sound area; regional coordination can result in collective solutions that benefit Sammamish residents. The City of Sammamish is active in both the Sound Cities Association and the Puget Sound Regional Council (PSRC), which appoint members to regional committees that address issues related to health and human services, including aging, homelessness, affordable housing, transportation, public health, domestic violence, and mental illness. City Council members, and sometimes staff, can be appointed to these committees if they apply through Sound Cities or PSRC.

The City is also a member of A Regional Coalition for Housing (ARCH), a coalition of Eastside cities that work together to ensure opportunities for affordable housing. Sammamish contributes to the ARCH trust fund and reduces developer impact fees for projects that include affordable housing units.

- Sammamish provided \$200,000 for affordable housing through a City contribution to the ARCH trust fund in the 2016-2017 budget.
- Additional affordable housing contributions include an estimated \$83,000 per year reduction in impact fees for affordable housing units from 2017 through 2026.

GRANT FUNDING 2016 - 2017

Sammamish provides grant funding for health and human services as part of the Human Service Funders Collaborative (HSFC), in addition to contributing to the ARCH trust fund. During the biennial budget process, the City Council reviews and approves funding for the Health and Human Services Grant Program. A flat amount is awarded.

In the 2016-2017 biennium:

- Funds distributed totaled \$249,670
- Spending equaled \$4.08 per resident
- 51 programs were funded at 39 different organizations

By Program (n=51)

Minimum Grant Size is \$1,000
 Maximum Grant Size is \$10,000
 Median Grant Size is \$4,000

By Organization (n=39)

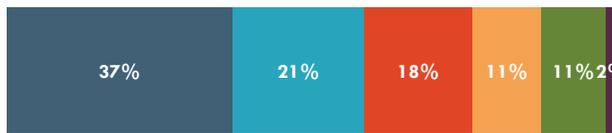
Minimum Grant Size is \$1,300
 Maximum Grant Size is \$10,000
 Median Grant Size is \$6,088

Grant Distribution by Life Cycle



Lifecycle	Funds Distributed
Adults	\$122,239
Youth	\$85,931
Seniors	\$26,500
Families & All Lifecycle Stages	\$15,000
TOTAL	\$249,670

Distribution by New Priority Issue



Category	Funds Distributed
Other	\$92,743
Basic Needs	\$53,588
Mental Wellness	\$44,500
Domestic Violence	\$28,039
Seniors	\$26,500
Cultural Navigation	\$4,300
TOTAL	\$249,670

Note: "Other" includes programs like adult education and job training, legal services, poison center emergency services, and birth-to-three early education opportunities.

Priority Issues for Sammamish

The Community Profile looked at dozens of potential needs throughout the human lifecycle. Based on the results, the task force identified five priority issues for the City to pursue (not listed in a ranked order). These issues do not represent all needs in Sammamish, nor are they intended to (see the Appendix for a complete inventory of needs). Some needs, such as assisting veterans, will be supported by a focus on larger priorities such as mental wellness, meeting basic needs, or helping seniors. Other needs, such as helping all kids prepare for Kindergarten, were not considered a priority at this time, but that is not an indicator that no need exists. The five priority issues for Sammamish are:

- **Mental Wellness** – This includes both behavior health and substance abuse. Data indicates that Sammamish youth and adults feel stressed, depressed, and anxious at relatively high levels. There is a lot of pressure to be successful. When unaddressed, these types of mental health issues can manifest themselves in reduced quality of life, poor relationships, substance abuse, and self-harm or thoughts of self-harm. Mental health support is one need that appeared to affect many different people in the community.
- **Basic Needs** – Many people in Sammamish are fortunate to have their basic needs met, but some local residents experience periods of acute emergency and insecurity related to basic needs such as housing, access to medical care, or access to food. In a community full of wealth, it is important to help everyone secure their basic needs.
- **Cultural Inclusion** – Sammamish is a community with a high percentage of immigrants. Although other Eastside communities share similar demographics, cultural inclusion is an opportunity for Sammamish to embrace its identity as a welcoming community and ensure it is adequately meeting the service needs of its whole population.
- **Seniors** – Sammamish feels a responsibility to provide a good quality of life for aging residents. The City strives to be a quality place for families to live, and that includes community elders.
- **Domestic Violence** – Domestic violence is a problem that affects communities regardless of income, ethnicity, or other demographics. Rates of domestic violence in Sammamish may be about average, but in a community of generally low crime rates, it is perceived as proportionally larger. Also, the high cost of living in the region can be a barrier for those

CITY ROLES

The City can take on several roles to implement the Health and Human Services recommendations in this assessment. These roles include:

- Leverage existing programs, plans, or policies for additional action and results
- Create new partnerships
- Provide funding support
- Create new direct-service programs (where applicable)
- Advocate for regional change at the county, state, or federal level.

who want to get out of domestic violence situations but are economically dependent upon their abuser.

Each priority issue is summarized in this assessment. The summary includes key information from the Community Profile to help establish why this issue is important to Sammamish, and includes a story sidebar that illustrates how this issue affects someone in the community. Current City actions are listed next, followed by metrics that show how the City can measure its progress in responding to the needs. Case studies are included in sidebars to demonstrate how other communities respond to these types of needs. A set of recommendations identify potential actions the City can take in the next three years to respond to the need. An implementation table follows the recommendations and identifies the general timeline, level of effort, and financial support needed to implement each recommendation.

In addition to the five priority issues, there are two advocacy issues that affect health and human services in Sammamish: lack of transportation options and affordable housing. These issues were mentioned repeatedly as barriers that affect everyone in Sammamish, but are particularly stressful for people who have other human service needs. Both reduce access to resources and hamper the ability to pay for other basic needs. Yet both affordable housing and transportation are complex regional problems. While the region works to address these issues in the long-term, advocacy is needed to provide short-term and medium-term solutions for Sammamish residents.

MENTAL WELLNESS

Community Needs

Sammamish is a community with a need to address mental wellness, both in terms of behavior health and substance abuse. Information from the Community Profile revealed that adults and youth experience significant stress. For adults, it may stem from the pressures of balancing two working parents with child care, concerns about rising costs in the region, or simply too many demands on one's time. Youth described a pressure to excel in school, bullying, and a life that can produce anxiety or depression. Sammamish is a multi-cultural community in which there may be very different attitudes about mental health related to family expectations or culture of origin. There can also be considerable stigma around the issue, which may lead to underreporting.

Adult Mental Health

Mental health plays an important role in the overall well-being of individuals and families. Poor mental health, along with a lack of access to mental health support, can have long-term consequences on the emotional, physical, and financial health of households and communities.

- According to the Washington State Department of Health, which publishes an indicator of poor mental health (defined as having 14 or more poor mental health days in the past 30 days), 8% of adults (approximately 4,900 people) in Sammamish reported that they had met this indicator.⁴

UNDER PRESSURE

Dad is working long hours at his tech job. His team has been working on a project that has had trouble getting off the ground. He worries that his career is stalling and hopes that putting in additional effort will help him get a promotion. That promotion would take some of the pressure off the family finances and make their mortgage a little more affordable.

Mom loves her job, but she commutes into Seattle daily, spending almost two hours on the road each day. She is trying to support her husband by taking on a greater share of the responsibilities at home, but she feels pulled in several directions. She unwinds each night by drinking a bottle of wine.

Their daughter does well in school and has an active schedule of extra-curriculars with an eye toward college. Everything looks great on the outside, but she feels more like a resume than a person. She keeps it to herself because she doesn't want her parents to be disappointed in her. She doesn't want to add to their stress by telling them that she goes through periods of depression and has even had thoughts of suicide.³

³ For each priority issue there is a story that illustrates the need. The characters in the stories are fictional, but they are a composite of real stories and experiences collected during the outreach phase of this project. School personnel, community organizations, and youth reported on the types of needs they encounter and people they know who are struggling.

⁴ Most data sources report results in percentages, not hard numbers. That is because the data is collected through a

This measure is used nationally by the Centers for Disease Control (CDC).

- Across King County, this measure has remained flat for the last 15 years with no significant increases or decreases in the share of residents experiencing bad mental health.
- Seniors, who are included in the adult figures for mental health, can experience mental health problems related to social isolation, the stress of living on a fixed income, and the deaths of friends and loved ones.

Adolescent Mental Health

Among adolescents, many factors can lead to anxiety, depression, and suicidal thoughts, including pressure to perform well in school, fixation on weight and appearance, and bullying, whether experienced in person or online. Untreated anxiety and depression can lead to substance abuse and even suicide. Currently, suicide is the leading cause of death for Washington teens aged 15 through 19.

During outreach for the Community Profile, teens commented that they were stressed and tired from school. Interviews revealed concerns about private access to mental health services. Cultural background, family expectations, and social stigma were all factors that make it important to some teens to have the ability to visit providers without peers or parents knowing about it.

The town hall survey conducted as part of this Needs Assessment showed that there is a felt need for mental health services, particularly for youth and teens who are struggling with stress, depression, and suicide. Respondents suggested coaching and counseling for children with attention-deficit/hyperactivity disorder (ADHD), stress management services for teens, and suicide prevention services for youth and teens.

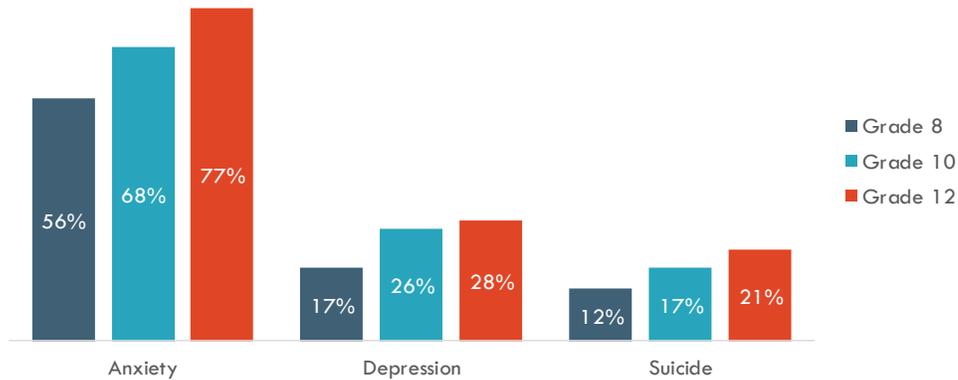
Data from the Healthy Youth Survey⁵ is presented in the exhibits below on the state of Sammamish adolescents’ mental health, substance use, bullying, and family and community support.

sampling process that looks at the number of occurrences in a statistically valid subset of the community. Throughout this report, where percentages are reported there may be a number in parenthesis next to it to represent the approximate number of Sammamish residents affected by an issue. Such numbers are not an exact count, but intended to help the reader better understand how many people are directly affected.

⁵ The Healthy Youth Survey is a survey conducted by the State of Washington that looks at the health of adolescents. It measures risk factors and behaviors that contribute to illness, disease, death, and social problems in youth. In 2016, over 230,000 students participated in the survey. Survey reports are available showing results at the state, county, and local level. For more information, see Appendix 1.A or visit www.askhys.net.

Mental Health

Exhibit 1. Percentage of Sammamish Schoolchildren Who Reported Mental Health Issues, 2016

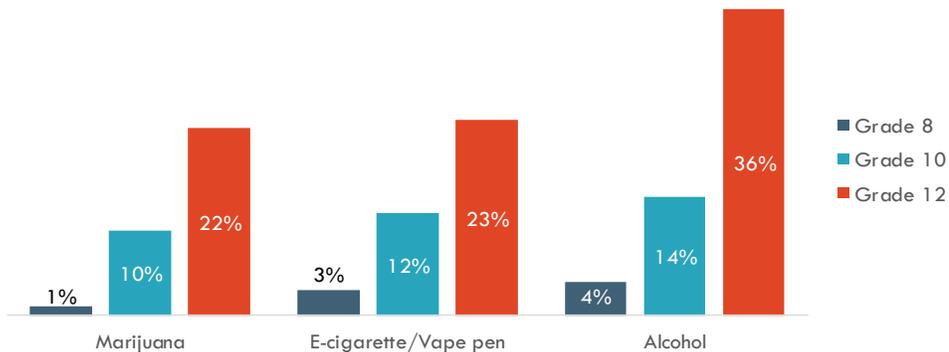


Source: Healthy Youth Survey Fact Sheets, 2016

- By the time students in Sammamish public schools reach the 12th grade:
 - 77% (approximately 745 students) reported being bothered by feeling nervous, anxious, or on edge for several days or more over the last two weeks.
 - 28% (approximately 270 students) reported feeling so sad or hopeless almost every day for two weeks or more in a row that they stopped doing some usual activities.
 - 21% (approximately 200 students) have considered suicide over the past 12 months.
- Anxiety, depression, and suicide all appear to increase from grades 8 to 10 to 12, potentially reflecting increased stresses as youth get older.

Substance Use

Exhibit 2. Percentage of Sammamish Schoolchildren Who Reported Substance Use, 2016

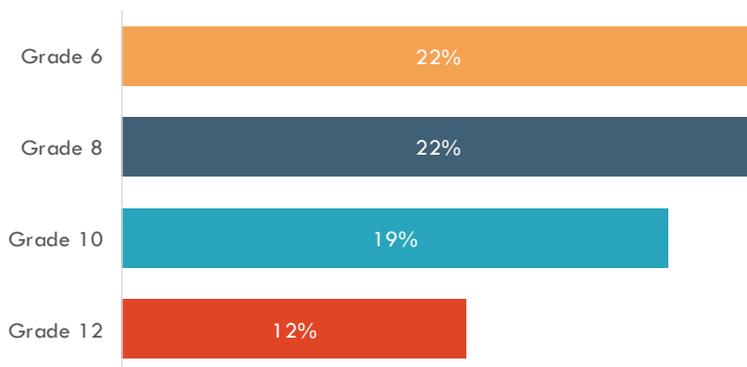


Source: Healthy Youth Survey Fact Sheets, 2016

- Among Sammamish public school 12th graders:
 - 22% (approximately 210 students) used marijuana at least once over the last 30 days.
 - 23% (approximately 220 students) used an e-cigarette at least once over the last 30 days.
 - 36% (approximately 350 students) drank alcohol at least once over the last 30 days.
- Marijuana, e-cigarette, and alcohol use all appear to increase as students get older.
- 8% (approximately 80 students) of Sammamish 10th graders and 23% (approximately 220 students) of 12th graders have had five or more drinks in a row in the past two weeks.

Bullying

Exhibit 3. Percentage of Sammamish Schoolchildren Who Reported Bullying, 2016



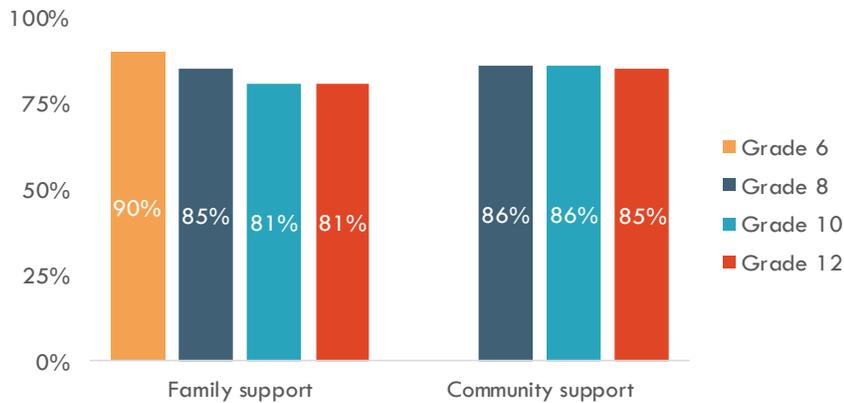
Source: Healthy Youth Survey Fact Sheets, 2016

When asked if students had been bullied at least once over the last 30 days, 22% of Sammamish 6th and 8th graders (approximately 440 students in both grades) responded that they had. This number decreases in higher grades, with 19% of 10th graders (approximately 180 students) and 12% of 12th graders (approximately 120 students) responding that they had been bullied in the last 30 days. It is unclear whether the drop in bullying in 12th grade is due to a reduction in bullying, the perception of being bullied, or a drop in reporting.

Family and Community Support

Family and community support can help youth be more resilient to mental health challenges by providing an outlet to talk about important issues and creating a sense that someone is in their corner. In addition to providing a safe space, these supports can help boost self-esteem, problem solving, and coping skills. The Healthy Youth Survey shows that many youths feel they can talk to their mom, dad, or an adult in the community about something important. However, panelists at the Action Forum for Youth, an event that brought together Sammamish youth and community leaders to discuss the results of the Healthy Youth Survey, suggested otherwise. At this event, youth indicated that they hesitate to reach out to parents on important topics like substance use or suicidal thoughts for fear of disappointing them.

Exhibit 4. Family and Community Support in Sammamish Schoolchildren, 2016



Source: Healthy Youth Survey Fact Sheets, 2016

- 90% of 6th graders feel they can ask their mom or dad for help if they have a personal problem, but this decreases to 81% in the 10th and 12th grades.
- 85-86% of students in 8th through 12th grade feel there are adults in the community they can talk to about something important. This survey question was not asked to 6th graders.
- School nurses and district family liaisons reported that some families are reluctant to seek help for their children because they believe mental health is a family matter, or they fear social stigma.

Indicators of Progress

Some of the factors affecting mental health for adults and youth in Sammamish may be related to personal factors such as choice of job or home or influences such as family expectations or support systems. Yet school nurses, youth organizations, and mental health specialists reported that these issues broadly impact the wellness of the entire community. Programs that support people experiencing high levels of stress may help to reduce depression, anxiety, and poor mental health in Sammamish. The most significant way that the community can improve mental health is to:

- Improve access to mental health care, particularly for members of the community that may have trouble obtaining help (such as youth).
- Remove the stigma associated with seeking help.
- Improve opportunities for awareness and early intervention before a mental health issue becomes a crisis.
- Reduce incidence of teen drinking and substance use.

Current City Response

The City of Sammamish has several policies and programs in place to address mental health issues, though frequently at the point of crisis. In addition, the City provides grants to several

human service providers that offer services for those struggling with mental health issues or substance abuse, as outlined below.

Policies and Programs

- Eastside Fire and Rescue works with King County EMS and Washington State to fund low-acuity type response units, commonly called community paramedic units. These can help address non-emergent medical issues before they either become emergencies or impact response times because of inappropriate use of 911 services.
- Sammamish police officers must attend a mandatory 72 hours of mental health crisis intervention training.
- By the first quarter of next year, Sammamish police officers will attend a 40-hour in-service training that covers talking to mentally distressed people and crisis de-escalation. This is in addition to other required online training on a variety of topics.

City Grant Program

The City of Sammamish has provided grants to several human services providers that offer mental health services, totaling \$44,500 in 2016-2017.⁶ These included:

- | | |
|---------------------------------------|--------------------------------------------------------|
| ▪ Crisis Clinic – 24-hour Crisis Line | ▪ Issaquah School Foundation – VOICE mentoring program |
| ▪ Crisis Clinic – Teen Link | ▪ National Alliance for the Mentally Ill |
| ▪ Friends of Youth – Family Services | ▪ Therapeutic Health Services |
| ▪ HERO House: Self Recovery | |

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

- **Awareness Campaign.** A public education campaign on mental health awareness can help reduce stigma and promote available resources. City staff could use materials from local or national mental health resources, such as NAMI (National Alliance on Mental Illness) or the Anxiety and Depression Association of America. Staff resources will be needed to research campaign materials, get permission for their use, customize them for Sammamish, and publish and distribute materials. This will also require community outreach, through existing or new events. Specific campaigns could target families, youth, seniors, adults, or particular ethnic groups. The Human Services Commission could be helpful in vetting materials and promoting events.

⁶ Note that under the current grant program, the maximum grant amount is determined by the total budget assigned to the grant program and the number of applicants. It does not reflect the need or demand for services.

Potential Work Plan Outline:

- *City staff and Human Services Commission identify specific goals for the Awareness Campaign.*
- *City staff researches and presents materials for Commission review and recommendation, including an outreach plan.*
- *City staff customizes materials, conducts outreach.*
- **Comprehensive Referral List.** The City could create a comprehensive list of mental health referrals that is regularly updated and available online and wherever the City provides services. This would build off the list of resources already maintained by the Community Services Coordinator. Additional effort would be needed to reach out to service providers and verify the list regularly. More frequent updates would also require printing and distribution.
 - *Potential Work Plan Outline: City staff contact service providers and conduct research to develop and enhance existing resource list.*
 - *City distributes list in print and on the internet.*
 - *City establishes a review and update timeline.*

Influence the Choice. There have been several attempts to formulate a community effort to reduce youth alcohol and substance abuse, including The Idea Project and Influence the Choice. The Issaquah School District was working on a grant to fund the Influence the Choice program, and the Lake Washington School District was working on a similar program, but in both cases efforts stalled. The City could take a leadership effort in pulling together a partnership and coordinating efforts on a city-wide basis, financial support may depend upon the implementation steps developed by the group.

Potential Work Plan Outline:

- *City staff meets with school district representatives, including those from Eastside Catholic, to identify objectives for a program to reduce alcohol and substance use by teens.*
- *Local partners develop a plan of action and assign implementation tasks.*

Create New Partnerships and Programs

- **Mental Health First Aid.** The Lake Washington School District participates in a program called Mental Health First Aid (www.mentalhealthfirstaid.org), which teaches people how to identify, understand, and respond to signs of mental illness and substance abuse. Much like physical first aid, the training teaches people to recognize mental health issues and get people connected to help. Evergreen Health also sponsors Mental Health First Aid classes, including training for program instructors.

A community partnership between the City, the Lake Washington School District, Issaquah School District, and Eastside Catholic could extend this program. Other community partners could include community agencies like the YMCA, the Boys and Girls Club, or the local

chapter of NAMI. However, the program does not need to be geared only toward youth. City involvement and other partners could focus on broadly educating the community to understand how to identify and respond to mental health issues. A citywide campaign could promote community-wide training events to ensure that every neighborhood, community club, or workplace has at least one person trained in mental health first aid.

Potential Work Plan Outline:

- *Meet with Lake Washington School District, Issaquah School District, and Eastside Catholic and talk with representatives at the National Council for Behavior Health about the Mental Health First Aid program.*
- *Convene local partners to develop a community-wide Mental Health First Aid campaign.*
- *Include a representative from the Human Services Commission in the partnership meetings.*

Provide Funding Support

- **School Counselor Support.** Provide direct financial support to school districts to increase access to mental health counselors, including culturally appropriate options, for students and their families. The Mercer Island Youth and Family Services program is an example of such a program. This could be run through the grant program or could be a special set-aside fund.

Potential Work Plan Outline:

- *Contact school districts to discuss this program.*

**Case Study:
Mercer Island Youth and Family Services**

Working in partnership with the Mercer Island School District, professional counselors from the Mercer Island Youth and Family Services (MIYFS) department are based on site in each public school on Mercer Island. Staff provide counseling services for children, adolescents and their families; hold classroom presentations; and organize group activities to deal with personal difficulties and to promote healthy emotional and interpersonal development.

At the high school and middle school, substance abuse services include prevention, education, intervention and assessment and referral. This is funded by the City General Fund, non-profit organizations, and grants garnered by the School District.

Implementation Table

The requirements to implement each of the potential actions are shown in the table below, along with a potential timeline for implementation.

Possible Action	Financial Support Needed	Staff Support Needed	Timeline for Implementation
Awareness Campaign	\$ – Materials from local or national organizations can be used. Most of the cost investment is staffing.	Low to Medium – Some research and coordination by staff is needed at the low end. More effort will be needed for community outreach and for targeted campaigns, if desired.	Mid-term.
Comprehensive Referral List	\$ – This is primarily and investment staff time.	Low to Medium – This would be an extension of duties for the Community Services Coordinator. ⁷	Short-term.
Influence the Choice	\$ – This is primarily an investment of staff time.	Medium – This work is outside the scope of the Community Services Coordinator; additional staff resources will be needed.	Mid-term.
Mental Health First Aid	\$\$ – Support will be needed for advertising, materials, training, community events, and leadership and facilitation.	Medium – This requires coordination with a team of community partners. The City would be a likely lead or co-lead, especially to get this effort started.	Mid-term.
School Counselor Support	\$\$ – This requires direct financial support or grant program funding.	Low – Some coordination with school districts is needed, but largely this is financial support.	Long-term to ensure sustainable funding.
	Financial Support: \$ - < \$100,000 \$\$ - \$100,000 - \$500,000 \$\$\$ - > \$500,000	Staff support needed: Low - Current staff, may need to adjust work priorities. Medium - Additional staff to manage or coordinate action. High - Additional staff to manage or coordinate and to implement.	Implementation Timeline once initiated: Short-term - 1 year Mid-term - 3 years Long-term - >3 years

⁷ This recommendation, as well as others in this document, is within the range of duties of current City staff. However, implementation of some recommendations may require adjusted work priorities, additional hours, or additional staffing.

BASIC NEEDS

Community Needs

Lower-income families often feel that their presence in the community is overlooked and that poor people are being pushed out of the City. In addition, families with moderate incomes who must spend a high proportion of their earnings on housing often struggle in silence. Affordable housing was mentioned as a specific need in nearly every stakeholder interview. After affordable housing, transportation was the second most mentioned unmet need in Sammamish. The lack of reliable and affordable transportation affects the ability to access services, particularly for seniors, youth, and low-income adults in the community. Economic pressures related to the cost of living in Sammamish can result in insecurity in access to food, health care, childcare, and other essentials. This section focuses on insecurity in access to basic needs such as health care and food, as well as helping with crisis situations such as lack of shelter.⁸

Access to Care

Accessing quality health care and preventative services is important not only to physical outcomes but also to social and mental health outcomes. Preventative services can help individuals detect health issues early, avoid illness, and even save lives. Health insurance is one aspect of access to health services, but the location and cost of quality care are other important factors. Reducing these barriers and matching providers to community needs can improve health and well-being.

⁸ Although they underlie many health and human service needs, the long-term needs for affordable housing and transportation are very large issues for the region and best addressed by advocacy at a regional level. That is addressed in the section Future State of Health and Human Services in Sammamish.

JUST GETTING BY

The family moved to Sammamish for the great schools. Their house was a little out of their price range and they figured they could cut back on a few extras and get by. The father works as a manager at a popular local restaurant and the mother is a programmer.

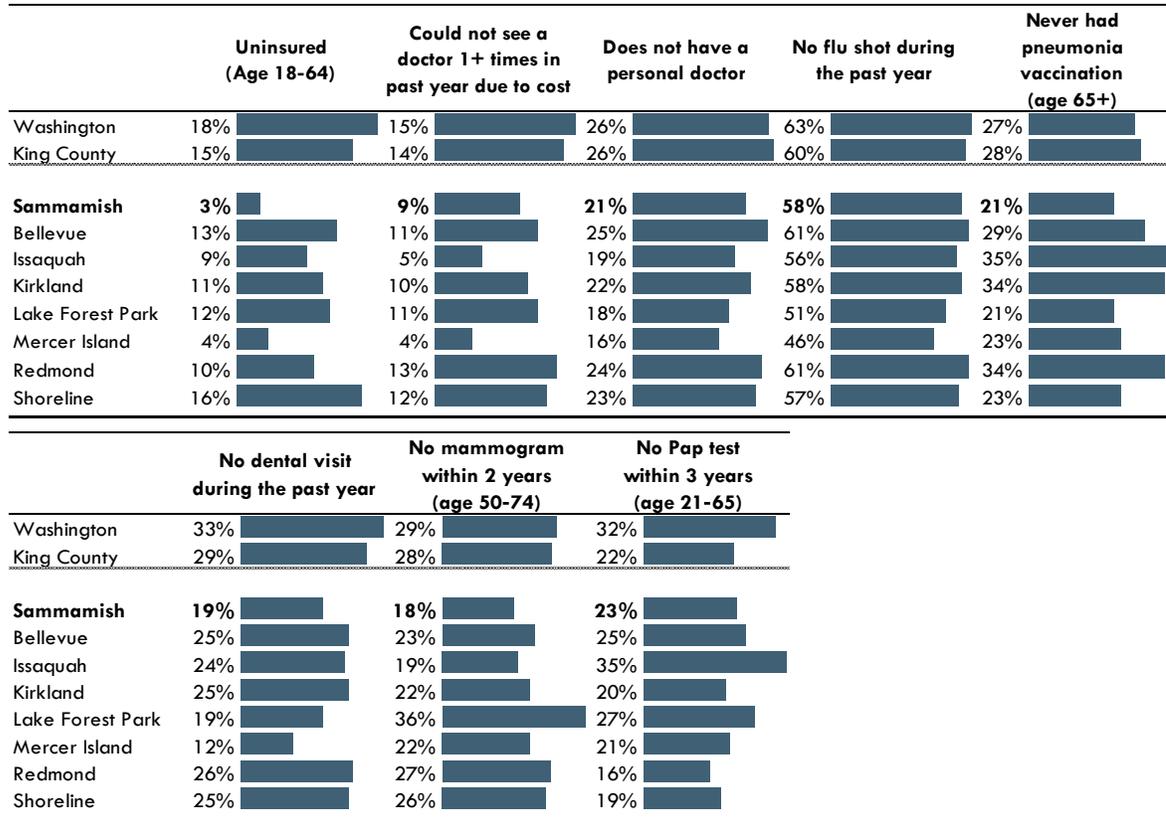
Things were okay until the mother's contract expired. Her company was in the middle of a transition phase and she lost her job. The job she found doesn't pay as much. They don't have a health plan with good coverage. Every time their daughter gets an ear infection it costs about a week's worth of groceries to get her to the doctor.

Unable to afford childcare, their 13-year old son comes straight home from school to take care of his 10-year old sister. They are home alone until their mom comes home around 8 p.m. Sometimes there isn't a lot to eat in the house, so the kids go visit a neighborhood friend and hope his mom invites them to stay for dinner.

They have used up their savings and strained their credit to the max. They don't have the money to move and can't afford the gas to commute to work if they did.

Data on Sammamish residents' access to care and preventive services is shown in Exhibit 5.

Exhibit 5. Access to Care and Preventive Services



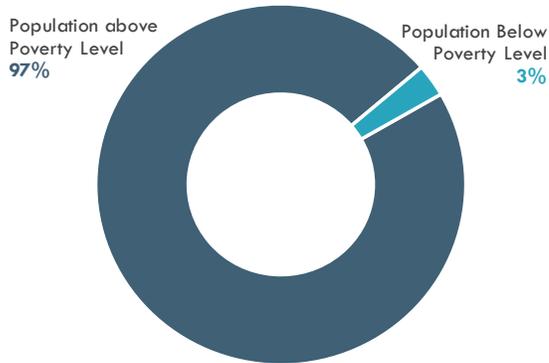
Source: Behavioral Risk Factor Surveillance System (BFRSS), WA State Department of Health, Center for Health Statistics via Public Health Seattle King County City Health Profiles, 2016.

- Over one-fifth of Sammamish residents (*more than 12,000 residents*) do not have a personal doctor that they see for routine visits.
- Nineteen percent of Sammamish residents (*approximately 12,000 residents*) did not see a dentist within the last year. Untreated dental diseases can lead to serious health issues.
- Sammamish residents had better access to care than the county for all measures except “no pap test within three years.”
- Stakeholder interviews indicated that a lack of transportation or cultural barriers may provide challenges to access.

Household Insecurity

The Census Bureau defined poverty in 2015, the most recently available year of data, for an individual with an annual income less than \$12,082 and for a family of four as less than \$24,257.

Exhibit 6. Population Above and Below Poverty Level in Sammamish, 2015



Source: ACS 2015 5-year estimates, Estimate of Poverty Status in the Past 12 Months (Table S1701).

- In Sammamish, 3% of the population (*approximately 1,500 residents*) live in poverty as defined by the federal poverty level.
- In Sammamish, 300% of the poverty level is an annual income of \$36,180 for an individual and \$73,800 for a family of four. This represents over 8% of the families in Sammamish (*approximately 1,400 households fall into this category, or approximately 4,400 people*). Given the cost of housing, it is likely that families under 300% of the poverty level experience insecurity in other basics needs.
- Both the Issaquah and Lake Washington School Districts noted that families well above the poverty line are struggling to make ends meet because of the high cost of housing in Sammamish. When families spend a majority of their income on housing they can struggle to pay for basic needs such as food, childcare, or healthcare.

Indicators of Progress

Sammamish is defined by its high quality of life and prosperity, but there are times when some families struggle to get by. Ensuring that the whole community has access to the basic essentials such as shelter, food, and health care can be accomplished by:

- Improving access to basic needs and services.
- Putting in place emergency measures for crisis response.

Current City Response

The City provides grants to several human service providers that offer housing, food, and other emergency assistance.

Policies and Programs

- Residents are entitled to King County Housing Repair Program for low income households

(income dependent for eligibility). This is the same program mentioned in the senior profile. In addition to modifications for disabilities, the program assists with weatherization and other minor home repairs.

- The Eastside Fire and Rescue’s Union Local (IAFF 2878) has a benevolent fund that provides assistance for immediate needs such as food, clothing, minor repair work, etc.

Grants

The City of Sammamish has provided grants to several human services providers that offer services for basic needs, totaling \$53,588 in 2016-17. These include:

- Catholic Community Services – Winter Shelters and Day Center
- Congregations for the Homeless
- Eastside Baby Corner
- Friends of Youth – The Landing Shelter
- Hopelink – Emergency Financial Assistance and Emergency Food
- Imagine Housing
- Issaquah Food and Clothing Bank
- St. Vincent de Paul – Mary Queen of Peace

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

- **Home modification.** Expand eligibility for home repair program to include residents with moderate incomes and/or high housing costs (see recommendation for seniors for next steps).

Create New Partnerships and Programs

- **Food van.** Partner with the Issaquah Food Bank, Hopelink, or other agencies to develop a mobile food bank that provides regular and emergency food deliveries to Sammamish. Schools in Sammamish already distribute dozens of backpacks full of food to hungry kids to take home over the weekend so they have something to eat. Additional coordination could help families struggling with food insecurity get the help they need.

Potential Work Plan Outline:

- *Contact local agencies that provide emergency food service to begin planning for a mobile food bank.*
- *Work through the grant program or another fund to support the mobile food bank.*

Case Study: RotaCare Clinic in Renton

In 2003 community partners in Renton including Valley Medical Center, Renton Rotary, Renton Technical College, and the Salvation Army launched a RotaCare Clinic. Volunteer medical personnel treat illness and minor injury regardless of ability to pay. Basic labs, x-rays, and medications are offered at no or low cost. Additionally, volunteers are available to help patients qualify for medication and treatment through state programs. The clinic accepts walk-in clients every Saturday morning and operates out of the Salvation Army Community Center and Food Bank.

- **Rotacare clinic.** Work with the local chapter of Rotary International to develop a free, walk-in medical clinic one or more days a week, available to anyone who needs care.

Potential Work Plan Outline:

- *Meet with the local chapter of Rotary International to work on a strategy for the Clinic.*
- *Work through the grant program or another fund to support the Rotacare Clinic.*

Implementation Table

The requirements to implement each of the potential actions are shown in the table below, along with a potential timeline for implementation.

Possible Action	Financial Support	Staff Support	Timeline for Implementation
Home modification	\$\$ – The City would need to provide funding for the additional residents served, who might not be eligible for the existing program.	Low to Medium – This depends on the role assigned to City staff. This work is currently not performed by staff.	Mid-term.
Food Van	\$\$ – The City should contribute funding or grant program money to this project.	Medium – City staff is needed to initiate coordination, but once the program is going it could be lower if another agency takes the lead. Ongoing staff support will likely be needed.	Mid-term.
Rotacare Clinic	\$\$\$ – The City should consider a financial contribution to this project.	Medium – City staff is needed to initiate coordination, but once the program is going Rotary volunteers could take the lead. Ongoing staff support will likely be needed.	Long-term.

Financial Support:
 \$ - < \$100,000
 \$\$ - \$100,000 - \$500,000
 \$\$\$ - > \$500,000

Staff support needed:
Low - Current staff, may need to adjust work priorities.
Medium - Additional staff to manage or coordinate action.
High - Additional staff to manage or coordinate and to implement.

Implementation Timeline once initiated:
Short-term - 1 year
Mid-term - 3 years
Long-term - >3 years

CULTURAL INCLUSION



FEELING AT HOME

Dadi (Grandma) came to Sammamish to live with her son and his family. The family takes care of each other and this has always been their way. Her dadi slept in her room when she was a little girl. She is proud of her son’s success and happy to live here in America. There are other people here from her native country and she has made a few friends.

Yet these new friends aren’t the same as her family and friends back home. There is no network of extended family to rely on, nor can they call on her, their favorite “auntie,” to help. She sometimes feels a little lost and it’s hard to know where she can get help when the family needs it.

Community Needs

In 2015, the Census Bureau estimated that a quarter of Sammamish residents were foreign born. Sammamish attracts immigrants who are part of the high-tech and global trade economy because of its proximity to companies and organizations with demand for highly skilled workers that come from all over the world. Many immigrants have intergenerational households, with parents living with their adult children and families for extended stays or permanently. For those seniors that do not speak English well or have limited transportation options, social isolation can be a problem.

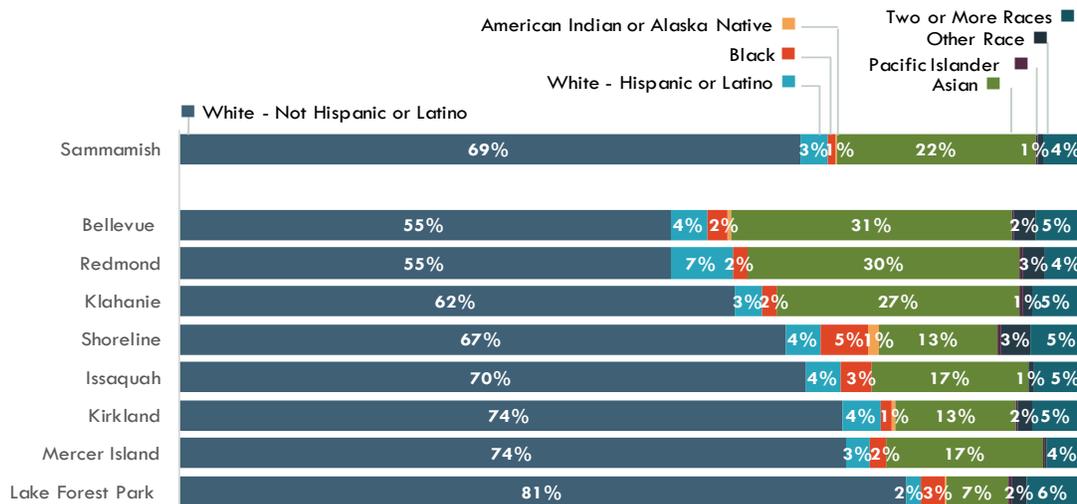
With diversity growing in the community, many children with immigrant parents have a foot in two different worlds. While American culture tends to emphasize individual success, many immigrant communities in Sammamish value a collectivist mindset. Youth struggle to navigate the tension between American values of forging new paths and their families’ wishes to follow a set path. Faced with these pressures, youth may be less likely to turn to their parents and families for help.

Summary data on the race, ethnicity, and language spoken at home for Sammamish residents is shown in the following charts.

Race and Ethnicity

Exhibit 7. Race and Ethnicity in Sammamish and Peer Cities, 2010-2015

Sammamish	
White - Not Hispanic or Latino	69%
Asian alone	22%
Two or more races	4%
White - Hispanic or Latino	3%
Black or African American alone	1%
Native Hawaiian and Other Pacific Islander alone	0%
American Indian and Alaska Native alone	0%



Source: ACS 2015 5-year estimates, Demographic and Housing Estimates, BERK 2017.

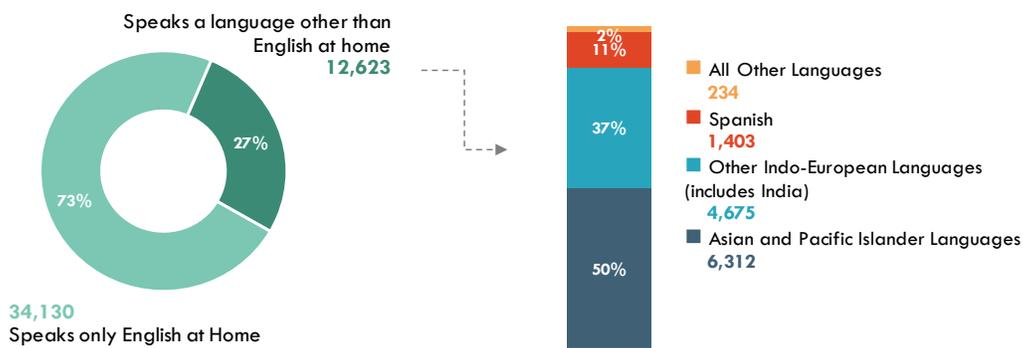
- The white non-Hispanic population in the State of Washington is close to 70%, similar to that of the U.S. overall. King County is more diverse with greater than a third of residents being Hispanic and/or not white alone.
- In Sammamish, most residents are White (69%), with a large proportion of Asian residents (22%). Approximately 3% of residents are White Hispanic and 4% identify as being two or more races. This is similar in racial makeup to neighboring cities of Issaquah and Mercer Island.
- In 2015, the Census Bureau estimated that a quarter of Sammamish residents were foreign born. Of those born elsewhere, the majority originate from Asia (62%), specifically Eastern Asia.
- Many non-citizen foreign born residents in Sammamish may work in the area. In FY2016 (October 1, 2015 – September 30, 2016) King County saw almost 4,000 certified H1B visas for Microsoft (Foreign Labor Certification, 2016).
- In recent decades, Sammamish has seen a decline in the number of foreign born residents

from Europe and Africa, and an increase in the share of residents born in Latin America and Oceania.

- Sammamish, prior to the annexation of Klahanie, saw similar proportions of foreign born Asians from Eastern Asia (42%), which includes China, and South-Central Asia (45%), which includes India. Klahanie has a much higher proportion of Asian residents from Eastern Asia (53%) and South-Eastern Asia⁹ (16%) compared to Sammamish before the annexation.

Language Spoken at Home

Exhibit 8. Languages Spoken at Home in Sammamish, 2010-2015



Source: ACS 2015 5-year estimates, Language Spoken at Home (Table S1601), BERK 2017.

- A large percentage of Sammamish residents (27%) speak a language other than English at home. Of these, approximately 50% speak an Asian or Pacific Islander language, and 37% speak other Indo-European languages.
- Some families in Sammamish may speak another language at home, even if they are proficient at English. Of the population ages five and over in Sammamish, over 3,000 are estimated to speak English less than “very well” by the Census (7.2%). This is similar to the proportion in Kirkland, and a smaller share of the population than in neighboring Redmond (13.6%) and Bellevue (16.2%)
- Based on a 5-year American Community Survey sample from 2009-2013, 26% of King County residents over age 5 spoke a language other than English at home. These data are self-reported, and people may report they speak English at home if a family member speaks English.

⁹ Southeast Asia refers to Bruneian, Burmese, Cambodian, Filipino, Hmong, Indonesian, Laotian, Malaysian, Mien, Papua New Guinean, Singaporean, Timorese, Thai, Vietnamese.

Indicators of Progress

Sammamish values the diversity of its community and wants to ensure that people feel welcome. Part of a strong network of health and human services is helping people feel connected to community and understand how to use the resources that are available to them. This is especially important for immigrant families who may not understand American institutions or conventions. Success in cultural inclusion will be marked in the following ways:

- Immigrant families and newcomers to Sammamish have the opportunity for a welcome and orientation to the community.
- People know where to find help in navigating health and human service resources.
- City operations and programs have an inclusive mindset based on embracing and engaging all cultures and facilitating shared community experiences.
- Greater participation in community events, programs, and by a variety of cultural communities.

Current City Response

The City has several policies and programs in place to increase cultural competence. In addition, the City provides grants to human service providers that foster cultural inclusion.

Policies and Programs

- Eastside Fire and Rescue’s EMS training builds the cultural competency of firefighters and EMTs for their interactions with patients. Eastside Fire and Rescue has been attempting to utilize technology to improve communication with patients when English is either a second language, or not an option at all.
- The Sammamish Police Department participates regularly in diversity panels, forums, meetings, community events, and gatherings. Police Chief Bennett is involved in many community outreach and engagement efforts focused on cultural inclusion and immigrant concerns. This includes a Muslim Safety Forum, meetings with the Pacifica Institute, the Indian Association of Western Washington, the Issaquah Schools Foundation Cultural Bridges, and others, as well as community picnics and Ramadan Interfaith dinners hosted by the Muslim community.
- Police Chief Bennett created the Healthy Communities Coalition to identify key issues in the Sammamish community and strategize preventive actions and solutions. Over 20 different helping agencies serving the Eastside have attended meetings, and the coalition continues to grow. The top issue to address, as voted on by the coalition, was Cultural Bridges - assisting other cultures via education on both sides to create a healthy Sammamish community. The agencies who have expressed interest or attended meetings include:
 - Athletes for Kids
 - Boys and girls Club of King County
 - CareNet of Puget Sound
 - Central Washington University
 - CrossPath
 - Cultural Bridges

- Eastside Catholic
- Eastside Friends of Seniors
- Family to Family Senior Care
- Healthy Youth Initiative
- HeroHouse
- Hopelink
- India Association of Western Washington
- Influence the Choice - Drug Prevention
- Alliance for Youth
- Issaquah Food and Clothing Bank
- Issaquah Schools Foundation
- Kids without Borders
- King County Sheriff
- Kiwanis
- Lake Washington School District
- Lake Washington Schools Foundation
- Nourishing Networks
- Redmond Police
- Sammamish Arts Commission
- Sammamish Chamber of Commerce
- Sammamish Citizen Corps
- Sammamish Hills Lutheran
- Sammamish Rotary
- Sammamish YMCA
- TriAwareness
- YoungLife
- Youth Eastside Service

Grants

The City of Sammamish has provided grants to human services providers that offer services for Cultural Inclusion totaling \$4,300 in 2016-17. These include:

- Cultural Navigator Program
- India Association of Western Washington

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

- **Welcome and Orientation.** Enhance community welcoming activities and services. This could include a more robust “Welcoming Week” organized by the City, having “Welcome” on the front door of City Hall in the different languages that residents speak, holding a City services roadshow, and distributing welcome and orientation packets for newcomers, working with existing partners.

Potential Work Plan Outline:

- Create a staff interdepartmental “Welcome” team.
- Use the team to help plan events, materials, and the roadshow.

**Case Study:
Diversity Advantage Plan in Bellevue**

People of color now represent over 40% of Bellevue’s population. Like Sammamish, Bellevue sees its diversity as a strength, but it also presents some challenges.

The Diversity Advantage Plan is Bellevue’s strategy for building inclusion and making sure there is equitable access to community resources including government, education, and human services. It recommends actions for improving cultural competency in government and in the community.

- *Work with partners such as the India Association of Western Washington and the Chinese Information and Service Center to create and distribute materials for specific communities.*
- *Enhance cultural competency, equity and inclusion training for all staff personnel.*

Create New Partnerships and Programs

- **Cultural Navigation.** Cultural Navigation is a program that offers free and confidential assistance to immigrants. Immigrants and refugees may not understand how to undertake common tasks like meeting with a child’s teacher, applying for a job, riding the bus, starting a business, or finding housing or health care. This is because there are different ways of doing these things in their native countries. Sammamish could partner with the Cultural Navigation Program that is currently funded through health and human service grants. This effort could also build off the work of the Healthy Communities Coalition. The City could either provide funds and space to support additional work by the existing Cultural Navigation Program, or it could develop its own volunteer program run out of a community facility or mobile van.

Potential Work Plan Items:

- *City staff contacts the Cultural Navigation Program and other community partners to discuss options for Sammamish residents.*
- *Human Services Commission evaluates options for Cultural Navigation and sends recommendations to City Council.*
- *City Council provides funding and/or staff support for one of the options.*

Case Study: Crossroads Mini-City Hall in Bellevue

Originally opened as a neighborhood service center to save residents a trip to City Hall, it became clear early on that culturally competent services would be needed. More than half of the users of the Crossroads Mini-City Hall had a language and/or cultural barrier.

Over the past two decades this facility has become a hub for cultural inclusion. Residents can receive information and services in eight languages. It offers a Cultural Navigator program, healthcare information and referral, and computer skills help. Many of the specialized services are provided through partnership with agencies such as King County Public Health, King County Public Library, or through trained volunteers.

Direct Service

- **Bi-cultural Programming.** Develop recreational and community bi-cultural programming that both recognizes cultural identity and celebrates being part of American culture. The City has already been exploring some work in this area through its arts and culture program, planning for a Chinese New Year Event, and initial planning for a possible Klahanie Field Day. Partners such as the India Association of Western Washington, the Chinese Information and Service Center, and others may be strategic advisors for this work. The focus for bi-cultural programming should encourage people from different cultural communities to socialize,

recreate together, and get to know each other.

Potential Work Plan Items:

- *Develop an interdepartmental team to explore ideas and options for bi-cultural programming and community events.*
- *Vet ideas with the Human Services Commission, the Parks and Recreation Commission, and the Arts Commission.*

- **Cultural Competency Training.** The City of Sammamish staff, Council, Boards and Commissions work very hard in service of the residents of the city. However, the demographic composition of City staff and leadership does not reflect the full diversity of the people who live here. This is an issue that many communities face, particularly when the local population has a high proportion of immigrants (25% for Sammamish). A commitment to diversity and inclusiveness is an important step to ensure equity and to help people from all backgrounds feel comfortable in Sammamish. There are several steps the City of Sammamish can take to improve its cultural competency, provide the best service it can to all its residents, and strive to encourage participation in all levels of government.

Potential Work Plan Items:

- *Formally adopt an equity statement that outlines the City's commitment to inclusiveness and diversity. Consider working with the City's Boards and Commissions on recommendations that will be transformed into a formal statement through one or more Council workshops.*
- *Work with a consultant to develop a cultural competency program for staff, elected officials, appointed officials, and volunteers. While the initial program may begin with a large one-time training event, this should be an on-going program to ensure there is a consistent focus on inclusivity, diversity, and meeting community needs.*
- *Develop communications strategies to reach culturally diverse groups in the community.*
- *Gather an interdepartmental team to assess all aspects of City operations through a lens of equity, diversity, and inclusivity. The goal is to bring cultural competency awareness to all City policies, programs, and services.*

Implementation Table

The requirements to implement each of the potential actions are shown in the table below, along with a potential timeline for implementation.

Possible Action	Financial Support Needed	Staff Support Needed	Timeline for Implementation
Welcome and Orientation	\$\$ – This requires materials development. There would be some costs related to sponsoring community events, small giveaways, etc., and expenses for staff training.	Medium – Participation in an interdepartmental team and development of marketing materials will require additional workload. It is likely this item will require additional staff resources.	Short-term.
Cultural Navigation Program	\$\$ – This would involve funding to support more time and investment in the existing Cultural Navigators Program or costs for training, development of materials, and potentially a dedicated space for a Sammamish- specific program.	Medium – Cultural navigation programs can be run by volunteers, but additional staff resources will be needed to lead, organize, and train them.	Mid-term.
Bi-cultural programming	\$\$ – Funds are need for program development and materials, programming space, event promotion, etc.	Medium – Additional staffing will be needed to plan and implement additional recreation programs or events.	Mid-term.
Cultural Competency Training	\$\$ – Funding is needed to hire a trainer and for on-going staff support.	Medium – Additional staffing needed to coordinate the training program and ensure on-going compliance.	Short-term.

Financial Support:
 \$ - < \$100,000
 \$\$ - \$100,000 - \$500,000
 \$\$\$ - > \$500,000

Staff support needed:
Low - Current staff, may need to adjust work priorities.
Medium - Additional staff to manage or coordinate action.
High - Additional staff to manage or coordinate and to implement.

Implementation Timeline once initiated:
Short-term - 1 year
Mid-term - 3 years
Long-term - >3 years

SENIOR SERVICES



Community Needs

As Sammamish seniors age, it is important that they have opportunities to engage with their neighborhood and to access resources that can help them maintain autonomy and independence. In the town hall survey, 41% of respondents indicated that their family would benefit from services or programs for seniors.

- In Sammamish, 6.6% of males and 7.1% of females are ages 65 and over. In Klahanie, 4.7% of males and 9.3% of females are ages 65 and over.
- Based on U.S. Census data, 40% of the Sammamish population 75 years and older has a disability, and 9% of the population ages 65-74 has a disability (approximately 725 residents age 65 and older).

Aging in place is a concept focused on ensuring that individuals have the “ability to live in one’s own home and community safely, independently, and comfortably, regardless of age, income, or ability

HOLDING ON

He and his wife always dreamed of a beautiful home and they found it in Sammamish. It was a welcoming place for their children in their teen years and now they return each year with the grandchildren to spend the holidays together.

A couple years ago his wife passed away. His life isn’t the same without her. Friends and neighbors really helped him overcome his grief.

When the kids came to visit last summer, they told him they were really concerned about him. He’s had two fender-benders in the last six months. They think he should stop driving, but how will he get to the doctor, the grocery store, or his volunteer job as a Salmon Guide at the Issaquah hatchery?

He would feel lonely and stuck at home. If he moved somewhere he can manage better without a car, how would he stay in touch with his friends? He would have to give up his volunteer job, which he loves, and find a new doctor. He doesn’t like these options, but doesn’t know what to do.

levels.”¹⁰ At the community level this often involves increasing the livability of a community by aligning housing, transportation, health services, cultural opportunities, and the physical environment around community needs of older adults.

Supportive services provide the incremental and tailored supports that enable an individual to meet their independent living needs as they age. Supportive services are typically offered by a decentralized network of services across a range of organizations, projects, and initiatives. Many seniors face barriers to accessing the services they need because there is insufficient information (or it exists, but is difficult to find or across multiple websites) on what is available.

In addition to services that address health care and mobility needs, opportunities for social interaction are also important (see also the section on Cultural Inclusion). Social engagement helps prevent cognitive decline in seniors, and those with no social ties face increased risk for cognitive decline compared to those with five or six social ties. (Bassuk, Glass, & Berkman, 1999)

There are several factors critical to maintaining independence:

- Affordability of the home;
- Condition and accessibility of the home (and whether it can be readily and affordably modified);
- Availability of supportive services, including formal and informal help from family and friends; and,
- Whether neighborhood characteristics foster independence or make navigation difficult or unsafe. (Spillman, Biess, & MacDonald, 2012)

Falls often take place in the home and can be a consequence of ill-adapted housing. Installing grab bars in bathrooms and railings on both sides of stairs, removing tripping hazards (e.g., slippery area rugs), and improving lighting around the home and on outdoor walkways are all low-cost measures that can decrease the likelihood of falls (JCHS, 2014).

The cultural values associated with the Boomer Generation, which includes many immigrants, will lead to several trends in service provision, including:

- Emphasis on personal choice and individualized services.
- Movement away from institutional care and toward home and community based services.
- Increased interest in “aging in place.” Many Boomers will wish to stay near their adult children and remain an active, productive member of their communities.
- Demand for active hobbies and activity options (more sports and fitness opportunities). (BERK Consulting, 2015).
- Interest in lifelong learning and continuing education.

¹⁰Centers for Disease Control (2015) Healthy Places Terminology <http://www.cdc.gov/healthyplaces/terminology.htm>.

Indicators of Progress

Sammamish is a community for families. A community committed to families must meet the needs of the entire family, including our elders. Keeping seniors engaged in the community provides a resource of people who can share their knowledge and skills, volunteer their time, and provide a watchful eye over our neighborhoods. We create a safe and healthy intergenerational community when our policies and programs:

- Help create safe and affordable places for older generations to live.
- Increase mobility.
- Encourage social engagement, inclusion, and connection.

Current City Response

The City of Sammamish has several policies and programs in place to address seniors and active aging. In addition, the City provides grants to several human service providers that offer senior programming, as outlined below.

Policies and Programs

- Eastside Fire and Rescue’s firefighters and emergency medical technicians are mandatory reporters of suspected physical abuse and neglect of children and vulnerable adults. Mandatory reporting occurs through the Police Department or the Washington State Department of Social and Health Services.
- City of Sammamish residents are entitled to the home accessibility modification program through King County Housing Repair Programs such as grab bars, wheelchair ramps, etc. Eligibility is determined by gross annual income.
- Sammamish is working with King County Metro – Community Connections to come up with solutions moving people within Sammamish, and examining options beyond fixed transit. The Council is focused on “last mile” challenges of getting people from the park-and-ride to their homes. Some thought has been given to partnering with Uber and Lyft to address transportation gaps, but there are challenges in implementation. These improvements would help seniors and others without transportation access.

Grants

The City of Sammamish has provided grants to several human services providers that offer services for seniors, totaling \$26,500 in 2016-17. These include:

- Eastside Friends of Seniors
- Elder and Adult Day Services
- Sound Generations – Meals on Wheels
- Providence Marianwood – Issaquah Nursing Home

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

- **Home Modifications.** Expand eligibility for home modifications to those with moderate incomes and/or high housing costs. This may involve setting up a fund or offering grant money to King County.

Potential Work Plan Items:

- *City staff works with the Housing Repair Program to determine how to expand eligibility for Sammamish residents.*
- *City publicizes the availability of the home repair program.*
- *City dedicates funding to support expanded eligibility.*

Case Study: Kirkland Senior Council

Established by the Kirkland City Council in 2002, the Kirkland Senior Council (KSC) is a group of concerned citizens dedicated to ensuring that Kirkland is, and remains a safe, vibrant community for residents age 50+. As an advisory group to the City Council, they advocate, support, shape and create programs and services that meet the needs of adults age 50+.

- **Volunteer Bank.** Maintain a listing of community-wide volunteer opportunities that may be of interest to seniors. This would allow people to make connections and use knowledge and skills to serve their community.

Potential Work Plan Items:

- *City staff develops and maintains a list of volunteer opportunities for seniors, including serving on local boards and commissions, volunteering at one-time events, and ongoing service jobs.*
- *Publish the list online and advertise it through other means.*

- **Aging in Place.** Review planning policies to address aging in place as part of the next Sammamish Comprehensive Plan Update. Include police recommendations as part of the Housing Strategy Plan (a component of the Comprehensive Plan scheduled to be updated in 2018).

Potential Work Plan Items:

- *City staff or consultants audit the Comprehensive Plan to identify existing policies and policy gaps for the components of aging in place: affordable housing, housing diversity and choice, social connection, recreation, and transportation and mobility.*
- *Propose policy updates to support aging in place. These should be vetted with the Human Services Commission and the Planning Commission before being recommended to City Council for inclusion in a Comprehensive Plan Amendment.*

Direct Service

- **Recreational Programming.** Explore multiple ways of expanding social and recreational programming for seniors aimed at physical health, mental health, mental acuity, and social exchange. This could include things like bridge club, chair yoga, choir, meditation, silver sneakers, etc. Include programming of special interest to different cultures, multi-generational programming, and programming that is free or low cost. The City may also build off existing partnerships with the Issaquah and Redmond Senior Centers, the YMCA, or could integrate shared space with youth programming agencies such as The Boys and Girls Club.

Potential Work Plan Outline:

- *Develop a departmental team to explore ideas and options for enhanced inter-generational and senior-oriented programming and events.*
 - *Contact community partners to explore opportunities for collaboration.*
 - *Vet ideas with the Parks and Recreation Commission.*
 - *Develop a strategy for implementing senior programming.*
 - *Publicize the availability of programs and opportunities for seniors, including partner resources. For example, let people know they can participate in YMCA programs for free or low cost if they are unable to pay.*
- **Transportation Shuttle.** A transportation shuttle bus for seniors could be used to attend recreational activities in Sammamish or surrounding communities, or for appointments or errands. There are many options for a transportation shuttle, including: a city operated shuttle, a partner operated shuttle (for example in coordination with King County Metro or a non-profit group), a volunteer operation, or even a subsidy of a for-profit system (such as Uber or Lyft).

Potential Work Plan Items:

- *Develop a departmental team to explore alternatives for a transportation shuttle. Conduct a study of alternatives and implementation strategies.*
 - *Vet ideas with the Human Services Commission and the Transit Committee before forwarding a recommendation to Council.*
 - *Council authorizes a Transportation Shuttle program and dedicates funding.*

Implementation Table

The requirements to implement each of the potential actions are shown in the table below, along with a potential timeline for implementation.

Possible Action	Financial Support	Staff Support	Timeline for Implementation
Home modification	\$\$ – The City would need to provide funding for the additional residents served, who might not be eligible for the existing program.	Medium – This depends on the role assigned to City staff. This work is currently not performed by staff.	Mid-term.
Senior volunteer bank	\$ – This work is not currently included in staff work plans.	Low to Medium – This work is not currently included in staff work plans. Depending on the scope, additional staff resources may be needed.	Short-term.
Aging in place	\$\$ – Will require use of staff and/or consultant time to review existing policies.	Medium – Comprehensive Plan amendments are time consuming and will require additional one-time resources to complete the work.	Short-term.
Recreational Programming	\$\$\$ – This would require additional staffing and funding for program development, program materials, implementation, and potentially program space.	Medium to High – This would require the development of programs and the hiring of staff to run them at the high end, and would require partnership coordination at a mid-cost.	Mid-term.
Transportation Shuttle	\$\$\$ – This would require funding by the City.	Medium to High – The City needs to examine alternatives and coordinate an implementation strategy. Staff needs depend on the role of the City in implementation and management.	Long-term.

Financial Support:
 \$ - < \$100,000
 \$\$ - \$100,000 - \$500,000
 \$\$\$ - > \$500,000

Staff support needed:
Low - Current staff, may need to adjust work priorities.
Medium - Additional staff to manage or coordinate action.
High - Additional staff to manage or coordinate and to implement.

Implementation Timeline once initiated:
Short-term - 1 year
Mid-term - 3 years
Long-term - >3 years

DOMESTIC VIOLENCE

Community Needs

Domestic violence affects people of all incomes and backgrounds in Sammamish. Economic abuse and lack of affordable housing options make it difficult for those experiencing domestic violence to leave relationships. In some cases, victims may feel shame about their situation and reluctant to seek help. Since crime rates are low in Sammamish, domestic violence represents a larger share of calls to police than might be typical in other communities (though the numbers are still low).

Domestic violence is physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members. It can include physical assault, sexual abuse, and stalking. The Bureau of Justice estimates that 27% of women and 12% of men have experienced domestic violence and then suffered significant impacts such as post-traumatic stress disorder and injury as a result (Breiding, et al., 2011).

Domestic violence is intimately linked to housing and homelessness, and the fear of becoming homeless is a major reason domestic violence survivors stay with their abusers. Research shows that the need for, and the financial means to maintain, safe housing are two of the most pressing needs among women who are leaving or who have left abusive partners (Clough, Draughon, Njie-Carr, Rollins, & Glass, 2013).

Economic abuse is a common tactic used by abusers to gain power and control in a relationship; it may include tactics to limit the partner’s access to assets or to hide information and accessibility to family finances. Financial abuse is a powerful method of keeping a survivor trapped in an abusive relationship, and research shows that financial abuse occurs in 98% of abusive relationships (National Network to End Domestic Violence).

Women from immigrant communities who are experiencing domestic violence may feel additional isolation and may not feel comfortable going outside of the family or cultural community for help with a

SURVIVING ABUSE

From the outside most people think that she has a great life. She lives in a beautiful house and has quiet, well-behaved children. Her husband makes good money and she doesn’t have to work.

Yet she holds on to a secret that makes her feel ashamed. Her husband becomes jealous if she takes too long picking the boys up from soccer or unexpectedly stops at the grocery store for a gallon of milk. First comes the accusations, then the name-calling, and then the rage.

Although she is afraid for herself and her children, she is not sure where to go. She doesn’t have family that can help and they have only lived in Sammamish a few years. It’s hard to make friends when you can’t spend any time with them. He says she can’t be trusted with money, so her name isn’t even on most of their accounts. When she has tried to leave, he threatened retribution.

She needs a safe place to go, affordable housing, financial support to get on her feet, help to keep her kids in school, counseling, and legal assistance. She isn’t sure where to start or how to navigate the systems that might be in place to help her.

private matter. (Senturia, Sullivan, & Ciske, 2000).

For those who leave a domestic violence situation there is emergency shelter on the Eastside, but longer-term shelters are only in Seattle, and housing resources are mostly available in South King County. Housing and employment options and low-cost access to physical and mental health care in Sammamish would help families experiencing domestic violence.

Barriers to accessing resources in Sammamish include a lack of case management and programs that require income eligibility.

Indicators of Progress

Domestic violence occurs across the community regardless of ethnicity, income, or other demographic factors. Often when people leave domestic violence situations they are at most risk of harm. The region needs a variety of safe and confidential spaces and a secure and available referral network to get people the help they need. Sammamish will not solve this problem alone, but the community can do its part to make regional improvements in domestic violence support, such as:

- Improving the availability of safe houses and shelter resources for domestic violence survivors.
- Increasing awareness of help and resources for those affected by domestic violence.
- Educating the community about the warning signs of domestic violence and harassment.
- Increased contributions of time and funding to regional efforts to address domestic violence.

Current City Response

The City has several policies and programs in place to address domestic violence, and provides grants to human service providers that offer services for victims of domestic violence.

Policies and Programs

- The City contracts with King County Sheriff for a full time Domestic Violence Advocate that covers the City of Sammamish and other local communities. The advocate's job is to contact victims of domestic violence to provide further assistance.
- Eastside Fire and Rescue's firefighters and emergency medical technicians are mandatory reporters of suspected physical abuse and neglect of children and vulnerable adults. Mandatory reporting occurs through the Police Department or the Washington State Department of Social and Health Services.
- The City of Sammamish attends regional human service meetings of Eastside Cities' Human Services staff that can touch on domestic violence issues and funding.
- As the Fire Department becomes aware of issues, they assist customers with contacting social services or the Eastside Fire and Rescue Chaplaincy program.
- At any domestic violence event, Sammamish police officers hand out the Domestic Violence Protection Act form as seen below.

Exhibit 9. Domestic Violence Protection Act Form

Rights of Crime Victims and Witnesses

If you are a crime victim, a survivor of a crime, or a witness to a crime, the State of Washington provides that reasonable efforts be made to ensure you the following rights:

1. To be informed of the final outcome of the case.
2. To be notified of any scheduled changes in the court proceedings.
3. To receive protection from harm or threats of harm arising from your cooperation with law enforcement or prosecution.
4. To receive witness fees to which you are entitled.
5. To be provided, whenever practical, a secure waiting area during court proceedings, away from the defendant or the defendant's family.
6. To have any stolen or other property quickly returned by law enforcement or the superior court when it is no longer needed as evidence.
7. To have someone intervene with your employer if necessary when you are required to come to court.
8. To have access to immediate medical attention. With regard to victims of domestic violence, sexual assault or stalking (or their family members), to be allowed reasonable leave from employment to take care of legal issues, receive medical treatment or obtain other necessary services.
9. To have a crime victim advocate from a crime victim/witness program at any interviews.
10. To be present in court during trial if you are the victim or the survivor of a victim, after your testimony has been given and no further testimony is required.
11. To be informed of the date, time and location of the trial and, if requested, of the sentencing hearing in felony cases if you are the victim or the survivor of a victim.
12. To submit a victim impact statement to the court.
13. To present a statement personally or by representation at the sentencing hearing for felony convictions.
14. To have restitution ordered by the court in all felony cases, unless the court finds this inappropriate.

Rights of Child Victim and Witnesses

In addition to the rights that have been provided for all crime victims and witnesses, Washington law requires reasonable efforts be made to ensure the following rights for child victims and witnesses under the age of 18:

1. To have all legal proceedings and/or police investigations explained in language that can be easily understood by a child.
2. To have a crime victim advocate from a crime victim/witness program present at any interview.
3. To have, whenever practical, a secure waiting area provided for the child during court proceedings, and to have a support person or advocate stay with the child.
4. To not have the address or photographs of the child victim or witness disclosed by any law enforcement agency, prosecutor, defense counsel, or private or governmental agency involved in the case.
5. To allow the advocate to make recommendations about the ability of the child to cooperate with the prosecution and the potential effect of the proceeding on the child.
6. To allow the advocate to inform the court about the child's ability to understand the nature of the proceedings.
7. To provide information about social service agencies to assist the child and/or the child's family with the emotional impact of the crime, the investigation, and the judicial proceedings.
8. To allow the advocate to be present in court to provide emotional support to the child during testimony.
9. To inform the court as to the need to have other supportive persons present during the child's testimony.
10. To allow law enforcement agencies to enlist the assistance of other professional personnel such as Child Protective Services, victim advocates or prosecutor's staff trained in interviewing of child victims.

**Domestic Violence Prevention Act
Victim's Rights**

IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE, you may ask the city or county prosecuting attorney to file a criminal complaint. You also have the right to file a petition in Superior, District, or Municipal court requesting an order for protection from domestic abuse, which could include any of the following:

- (a) an order restraining your abuser from further acts of abuse against you or your minor children;
- (b) an order directing your abuser to leave your household;
- (c) an order prohibiting your abuser from entering your residence, workplace, school, or your child(ren) school or daycare;
- (d) an order granting you temporary custody of your minor children;
- (e) an order restraining your abuser from interfering with your custody or removing the children from the state.

The forms you need to obtain for a Protection Order are available in any Municipal, District or Superior court or at the

King County Prosecuting Attorney's Protection Order Program:
 King County Courthouse Seattle (Seattle)206-477-1103
 Regional Justice Center (Kent)206-205-7406
<http://www.protectionorder.org>

Available 24 Hours a Day:

Information About Shelters and Alternatives to Domestic Violence
 Washington State Domestic Violence Hotline 1-800-562-6025
 National Domestic Violence Hotline 1-800-799-SAFE (7233)
 TTY 1-800-787-3224
 King County Domestic Violence Recorded Information Line 206-205-5555

Information Presented Here is Available in Alternate Formats
 Voice: 206-296-4078 TTY Relay: 711

Information in other languages – Peace in the Home Helpline.....1-888-847-7205

Types of Orders for Victim Protection

Anti-Harassment Order Reference RCW 10.14
 No Contact Order Reference RCW 10.99
 Protection Order Reference RCW 26.50
 Restraining Order Reference RCW 26.09 or 26.26
 Sexual Assault Order RCW 7.90
 Stalking Protection Order RCW 7.92
 Vulnerable Adult Order RCW 74.34
 Extreme Risk Protection Order RCW 7.94

Grants

The City of Sammamish provided grants for 2017-2018 to several human services providers that offer services for victims of domestic violence totaling \$28,039. These included:

- Harborview Sexual Assault/Traumatic Stress Services
- King County Sexual Assault Resource Center
- Lifewire
- Sophia Way

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

- **Domestic Violence Advocate.** Improve awareness of the Domestic Violence Advocate by listing information and contacts on the City's website.

Potential Work Plan Items:

- *Develop page on City website with information about domestic violence, the services offered by the Domestic Violence Advocate, and contact information.*
- *Include culturally appropriate materials in multiple languages.*
- **Regional Support.** Continue to work regionally to ensure there is adequate safe housing, affordable housing, and shelter space in and near Sammamish to keep families close to the community when it is safe to do so.

Potential Work Plan Items:

- *Work through the Sound Cities Association (and other regional groups) to ensure Sammamish representatives are placed on committees that work on issues that will improve options for survivors of domestic violence. This includes committees related to domestic violence, emergency shelter, and affordable housing.*
- *Develop a regular schedule of briefings and annual workshop where the regional committee representatives and the Human Services Commission exchange information and develop an advocacy strategy for domestic violence issues.*
- *Through the regional committee system, identify a specific need that the City of Sammamish can fund in the long term such as a safe house or emergency shelter.*

Create New Partnerships and Programs

- **Awareness Campaign.** The City could partner with Lifewire and other agencies such as King County Sexual Assault Resource Center to create an education and awareness campaign. It should include messages in multiple languages. There should be materials with information and referrals available throughout the community and include contact information for the Domestic Violence Advocate.

Potential Work Plan Items:

- *City staff contacts Lifewire and other community partners to develop a campaign. Multiple versions of the campaign may be needed for different cultural communities.*
- *The partnership identifies specific goals for the Awareness Campaign.*
- *City staff researches and presents materials for Commission review and recommendation, including an outreach plan.*
- *City staff customizes materials, conducts outreach.*

Direct Service

- **Bystander Training.** Ensure that City Hall and other City facilities are recognized as safe places for people feeling threatened. This involves training for staff, particularly those working in high contact positions with the public, to recognize potentially threatening or abuse behavior and to quickly connect people to resources when needed.

Potential Work Plan Items:

- *City staff contacts Lifewire for help with Bystander Intervention Training.*
- *Develop a sign or decal that facilities can display on their front door so people know they can safely ask for help.*

Implementation Table

The requirements to implement each of the potential actions are shown in the table below, along with a potential timeline for implementation.

Possible Action	Financial Support	Staff Support	Timeline for Implementation
Domestic Violence Advocate	\$\$ – Create a page on the City’s website and potentially develop some informational materials. It may be possible to use materials from national or regional organizations. The Domestic Violence Advocate currently serves a limited scope of work. Expanding services will require additional funds.	Medium – This work is currently contracted and expanding the scope of work and/or implementing and advocacy campaign will require additional staff resources.	Short-term.
Regional Support	\$ – Relies on elected official and staff support to attend regional committees. \$\$\$ - Contributions to a regional project would require direct support or grant program support.	Low to High – Liaison duties with the Human Services Commission are within the duties of the Community Services Coordinator now. If work expands and the City becomes directly involved in managing or collaborating on a regional initiative, additional staff resources will be needed.	Short-term.
Awareness Campaign	\$\$ – It could be possible to use materials from Lifewire or other organizations.	Medium – Some coordination is needed at the low end. More effort will be needed for community outreach and for targeted campaigns. Additional staff resources may be needed.	Short-term.
Bystander Training	Medium – Fund a training program for City staff.	Medium – Additional staff resources will be needed to implement and maintain new training programs.	Short-term.

Financial Support:
 \$ - < \$100,000
 \$\$ - \$100,000 - \$500,000
 \$\$\$ - > \$500,000

Staff support needed:
Low - Current staff, may need to adjust work priorities.
Medium - Additional staff to manage or coordinate action.
High - Additional staff to manage or coordinate and to implement.

Implementation Timeline once initiated:
Short-term - 1 year
Mid-term - 3 years
Long-term - >3 years

Health and Human Services in the Future



A healthy community in which all people have their basic needs met will require the City to take action. Leveraging existing resources, taking a lead in developing partnerships, and providing a few direct programs will begin to improve health and human services in Sammamish over the next few years. In addition, the City should continue to track long-range issues that have impacts on health and human services. A lack of affordable housing and limited options for transportation complicate each of the priority issues, and these challenges were mentioned in nearly every stakeholder interview. Advocacy on these issues is essential to meeting health and human service needs.

ADVOCACY FOR AFFORDABLE HOUSING AND TRANSPORTATION

Affordable housing and transportation are complex, regional issues that cannot be solved by Sammamish alone. Yet the high cost of housing and lack of transportation options significantly impact health and human service needs in Sammamish. The City can benefit from investing in regional partnerships that catalyze and support long-term change in the community. In partnering with other peer cities on the Eastside and with local organizations in King County, it will be important to engage a range of community voices and to adopt an approach of information sharing, awareness building, and resource coordination. Legislative advocacy may also help to bring funding resources to the community.

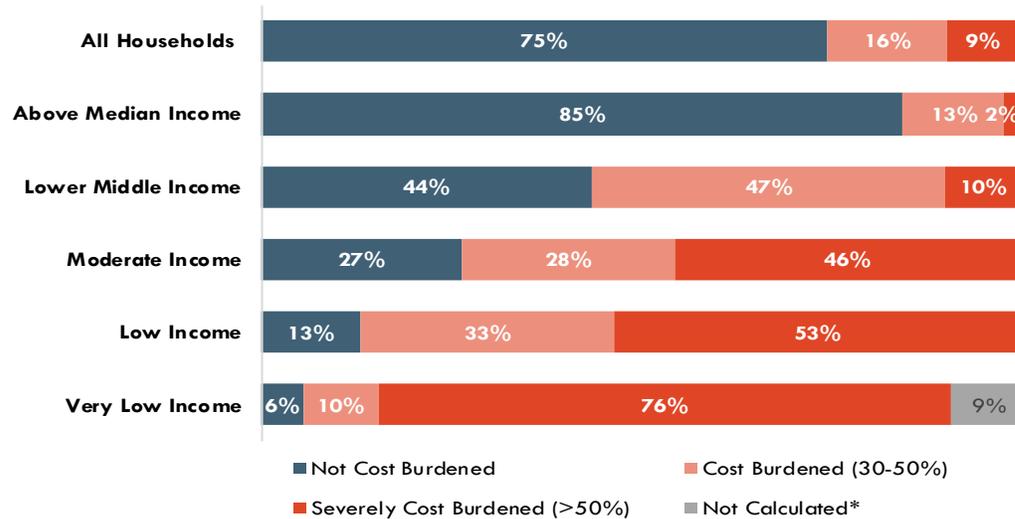
Need for Housing Affordability

Housing affordability is a significant concern in the Sammamish community, and rising housing costs across the region are a significant source of stress. This was echoed throughout outreach events and in the town hall survey. If families are housing cost-burdened, they will make trade-offs in areas such as healthcare, childcare, and adequate and nutritious food, to pay for housing. Families who wish to live in Sammamish because of the community or school district may sacrifice these basic needs.

The U.S. Department of Housing and Urban Development (HUD) deems housing to be affordable if a household spends no more than 30% of their gross income on housing costs (rent plus basic utilities or

gross monthly owner costs). Households are cost burdened if they pay more than 30% of their income for housing costs. Households paying more than 50% of their income for housing costs are considered severely cost burdened, leaving less income for other daily living expenses.¹¹

Exhibit 10. Housing Cost Burden by Income Level – City of Sammamish



- One-quarter of households in Sammamish are housing cost burdened, paying more than 30% of their incomes on housing, and 9% are severely housing cost burdened, spending more than 50% of their incomes on housing.
- Some of the 13,240 households in Sammamish above area median income (AMI) have challenges with housing affordability. Fifteen percent of these households are cost burdened, paying more than 30% of their income on housing (almost 2,000 households), and 2% of these households are severely cost burdened, paying more than 50% of their incomes on housing (approximately 264 households).

Need for Transportation Options

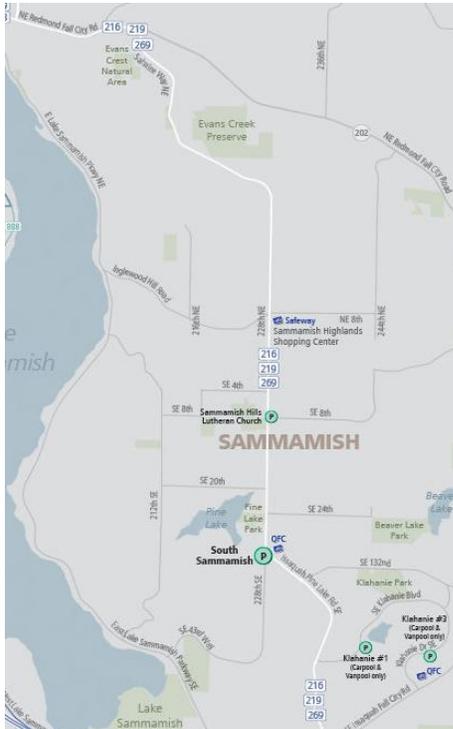
Sammamish is served by limited transit options, necessitating the need to drive most places, whether for work, school, or to grocery shopping or other errands. During outreach with seniors in the Indian community and with the YMCA, Sammamish residents and service providers highlighted a need for better

¹¹ HUD publishes cost burden estimates based on data from the ACS 5-year Estimates. The latest survey period for which cost burden data is available is 2010 to 2014. This means that cost burden estimates reflect income and housing costs as reported by a sample of residents in Sammamish during a rolling monthly survey between January 2010 and December 2014. This period includes the downturn in the housing market and rise in unemployment during and following the last economic recession. Housing costs have increased during the past few years, a fact that should be considered when interpreting cost burden data from HUD.

public transportation options.

There is minimal bus service in certain areas, and buses do not provide direct access to regional services and medical centers. In the town hall survey, Sammamish residents suggested several ideas related to improved transportation services: a small business service so that residents who don't drive can access the Issaquah Highlands or Redmond Bear Creek mid-day for medical services, or a circulator bus with access to retail centers, parks, the community center, and schools.

Exhibit 11. King County Metro Systems Map, Sammamish



Source: King County Metro System Maps

- Sammamish has three buses running north-south on one street through the center of Sammamish.
- Of the four park and ride lots, two are on the main bus line and two are for carpool and vanpool only in Klahanie.
- Residents can be as far as four miles away from a bus line. Walking to 228th Ave SE can take up to an hour.

Continued Advocacy

Sammamish should have continued presence on regional committees related to affordable housing, transportation, and health and human services. This may include elected officials applying for additional committees through the Sound Cities Association or PSRC. Part of the work of the Human Services Commission should include briefings on the work of these groups and developing strategies and policy direction to Council that could be forwarded to regional committees to advocate for improved funding and programming that could benefit health and human services in Sammamish.

When viewing complex issues such as transportation or affordable housing through the lens of health and human service needs, the following considerations may be useful:

- Short-term and mid-term solutions may be needed while the details of longer-term solutions are negotiated. For example, shuttle service may be needed as an interim solution while the region addresses mass transit options or develops mixed-use centers.
- Transportation options that increase the availability of alternate modes can positively address health and human service needs.
- Land use policies that make it more difficult to develop housing could negatively impact housing affordability, since a pipeline of housing is needed to develop affordable housing.
- Land use policies that directly or indirectly limit the production of diverse types of housing (townhomes, apartments, cottages, etc.) could negatively impact housing affordability.
- Coordinated land use and transportation policies that place medium or higher densities in a central location where people can walk, bike, or use transit for their daily needs are likely to help with both

housing affordability and transportation.

Legislative or Congressional Funding

The Washington State Legislature operates a biennial budget process to fund state agencies, programs, and services. In the 2015-2017 budget process, about one-third of the state general fund budget went toward human services. The United States Congress operates an annual budgeting process that distributes federal tax money, including the funding of major programs and federal agencies and the earmarking of funds for special projects. Careful work with local legislative and congressional delegations could result in additional funding to support housing affordability and transportation in Sammamish.

NEXT STEPS – DEVELOPING AN IMPLEMENTATION STRATEGY

The previous sections identified preliminary ideas for actions the City could take to address human services needs in Sammamish. These recommendations were based on early analysis and findings and were not prioritized. Taking action will require the City to make decisions about funding, staffing, and work program priorities. As an immediate next step, the City may consider developing a strategic plan with the following objectives:

- Define a clear strategy identifying the roles the City will play in each priority issue. For example, will the City be a direct service provider? Or will it continue with indirect services through partnerships and grant funding?
- Develop a prioritized work plan for implementing the City's desired model for staffing, funding, governance, phasing, and reporting.
- Establish long-term goals and policies for the human services program.

Given that the bulk of the analysis was already completed through this Needs Assessment, the final product will be a concise and simple document.

Appendix 1: Health and Human Services Community Profile

City of Sammamish Community Needs Assessment

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Health and Human Services Community Profile

City of Sammamish Community Needs Assessment

PURPOSE AND CONTEXT

The City of Sammamish conducted a Community Profile to better understand the health and human service needs of its residents. Currently, Sammamish does not directly provide human services, but acts as a resource for community members looking to find services. In addition, the City grants over \$200,000 every two years to local non-profit organizations that provide health and human service programming to the Sammamish community. The purpose of this profile is to provide the City with a baseline understanding of the current conditions, help the City prioritize needs and where to put limited resources, and assess its role in addressing health and human service needs.

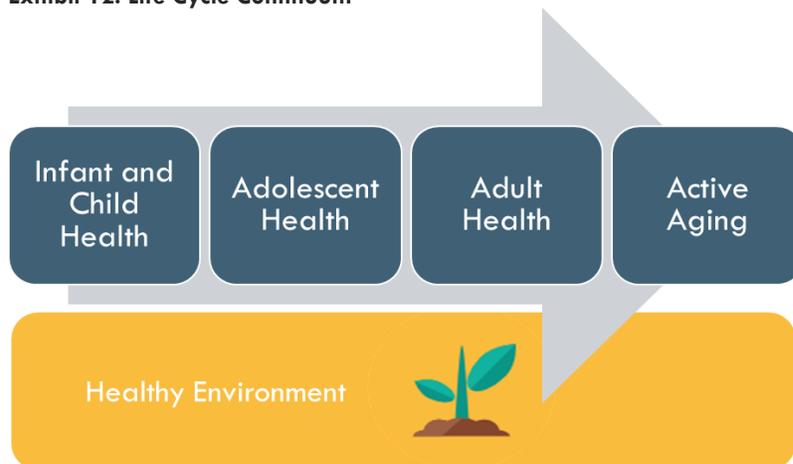
METHODS AND DATA SOURCES

This Community Profile was compiled between June and September of 2017. The approach uses various methods for data collection and analysis to create an understanding of the education, health, nutrition, and social service needs of the residents of the City of Sammamish.

Life Cycle Approach

The Needs Assessment is organized around the life cycle approach to exploring the health and human service needs in Sammamish. This approach follows the premise that health and human services build well-being throughout people’s lives and is illustrated in **Exhibit 12**. The report looks at needs of Sammamish residents through each of these life stages. It also assesses the influence of environmental factors on community health such as housing affordability, transportation, and crime.

Exhibit 12. Life Cycle Continuum



Source: Frameworks Institute *Talking Human Services*, BERK illustration 2017.

- Pre-natal care is critical to ensuring the health of the mother and baby.
- In childhood, access to early education builds a foundation for future success.
- Through the teen years, human services can provide support for healthy physical, social, and emotional development.
- In adulthood, a focus on access to safe, stable housing, reliable transportation, and mental health support keep communities healthy and vibrant.
- As adults age, services focus on inclusion and engagement to maintain well-being.
- Supporting each stage of the lifecycle is the foundation of a healthy environment.

Secondary Data Sources

This report uses data from several data sources, which are summarized below.

- **American Community Survey (ACS).** In general, the analysis uses the 2010-2015 five-year estimates to support analysis at the city level.
- **Bureau of Labor Statistics**
- **Center for Disease Control and Prevention**
- **King County Metro**
- **Office of Refugee Resettlement (ORR)**
- **Office of Superintendent of Public Instruction (OSPI),** including the Washington Kindergarten Inventory of Developing Skills (WaKIDS)
- **Partners for Our Children (PoC) Data Portal**
- **Public Health Seattle & King County (PHSKC) City Health Profiles**
- **Seattle/King County Coalition on Homelessness**
- **U.S. Department of Housing and Urban Development (HUD).** HUD releases housing data annually under the Comprehensive Housing Affordability Strategy program (CHAS). Data is based on ACS 5-year estimates, and provides information on housing affordability, household income, and household composition.
- **Washington Healthy Youth Survey**
- **Washington State Department of Commerce and All Home, Seattle/King County Continuum of Care**
- **Washington State Department of Health (DOH) Data and Statistical Reports**
- **Washington State Department of Social and Health Services**
- **Washington State Office of Financial Management (OFM) April 1 population estimates.** OFM develops inter-census estimates of the populations of all cities and towns in the state for April 1. These estimates are considered the official jurisdictional population and are used in state program administration and to allocate revenues.

Peer Cities

Where possible, data has been included on cities that neighbor Sammamish and/or could be considered peer cities. These cities were vetted with Sammamish city staff and the Human Services Task Force and include:

- Bellevue
- Lake Forest Park
- Redmond
- Issaquah
- Mercer Island
- Shoreline
- Kirkland

These peer cities were chosen due to their proximity to Sammamish, assumed similar socio-economic characteristics, or size. They serve as a point of comparison for Sammamish.

Klahanie

Sammamish annexed Klahanie in 2016 and the following data summaries attempt to treat the area this way as best as possible with the data available. Depending on the data source, we have approached including Klahanie differently. In most cases we’ve included Klahanie as a separate census designated place, because the most recent Census data pre-dates the annexation. There are several data sources, such as detailed Census tables and Public Health Seattle King County, that do not include Klahanie at all due to its small size prior to be annexed. In these cases, Klahanie is omitted from the data summaries and its omission noted appropriately. There are several local data sources, such as OSPI’s Health Youth Survey, where data is reported by different geographic boundaries than city, such as school district or school. In these cases, we have included Klahanie as part of Sammamish.

COMMUNITY INPUT

Community input was collected over three months from June to August 2017. This included 20 stakeholder interviews, three focus groups, and four outreach events with providers and relevant organizations. It also included an online survey through the Sammamish Virtual Town Hall.

Virtual Town Hall Survey

The City of Sammamish Virtual Town Hall website hosted an online survey to learn more about community needs from all members of the Sammamish community. The survey was voluntary and open from June 12 to July 28, 2017. 184 people elected to participate in this survey and the results are shown in more detail in Appendix 1.A – Virtual Town Hall Results. Since third-party data shows that the incidence of health and human services challenges are low in Sammamish, the intent of the survey was to capture more detail about those residents who *may be* facing health and human services challenges. Postcards with survey links were placed in locations throughout the community and distributed by members of the Human Services Task Force at several community events. The City provided electronic links to the survey on its website and through social media. In addition, staff and consultants promoted in the diverse stakeholder outreach events described below.

Community Stakeholders and Service Providers

With the help of the Human Services Task Force and city staff, the project team identified a variety of community stakeholders and service providers active on the Sammamish Plateau. To collect information about community needs, the project team contacted over 30 groups to participate in telephone interviews

or focus groups. Participants included:

- City Clerk of Sammamish – administrator of the city’s Health and Human Services Grant Program.
- Department of Social and Health Services – administers social services to children and adults in East King County.
- Eastside Catholic School – private middle school and high school.
- Eastside Fire & Rescue – local life safety emergency service provider and community support.
- Friends of Youth – youth service agency that helps address mental health and substance abuse.
- Friends of Seniors – service agency that helps seniors connect with resources to improve daily living.
- Imagine Housing – affordable housing developer, manages the Highland Gardens housing in Klahanie.
- India Association of Western Washington – provides social support for Indian immigrants.
- Issaquah Food & Clothing Bank – provider of food services and other short-term emergency needs.
- Issaquah School District – public education provider.
- Kinderling Center – provides services to children and families with special needs.
- King County Library System – library facility that includes programming for social and community support.
- Lake Washington School District – public education provider.
- LifeWire – connects those experiencing domestic violence to services and assistance.
- Sammamish Police Department – law enforcement agency and community support.
- YMCA – provider of community support and health and recreational services for children, adults, and seniors.
- Youth Eastside Services – youth service agency that addresses mental health.

In addition to these community stakeholders, the project team conducted a focus group with staff from several peer cities to better understand the approaches that other cities take in helping to address health and human services needs.

Diverse Stakeholder Outreach

In accordance with the Diverse Stakeholder Strategy, the project team completed several outreach events to targeted groups, including youth, diverse communities (Chinese and Indian communities), low income individuals and families, and seniors. The project team held four outreach events within the local community from June to July 2017 to encourage attendees to complete the Town Hall survey. The following is a summary of outreach events to diverse stakeholders.

Diverse Communities: Chinese Play and Learn at KCLS Sammamish Branch Library

KCLS library staff allowed the project team to set up a table with surveys and flyers before and during their Chinese Play and Learn event at the Sammamish branch library on July 11, 2017. Two volunteer

Chinese language translators from Chinese Information and Service Center (CISC) also came to support the event. The Chinese Play and Learn attracted approximately 30 adults (grandparents, parents) and young children. We talked with many attendees to explain in Chinese what the needs assessment project is and why the City is seeking public input. A couple of attendees completed the survey, and this was a great opportunity to engage the Chinese community in Sammamish about health and human services and public participation in local government.

Diverse Communities: Chair Yoga Class

BERK and two task force members attended a morning chair yoga class at the Sammamish Teen & Recreation Center on June 19, 2017. The event was suggested by a contact at the India Association of Western Washington (IAWW), as a class with many Sammamish residents of South Asian/Indian heritage. Most of the attendees were also seniors. Surveys were distributed in English to attendees before the start of the class. About 25-30 surveys were completed at the event. Some attendees with limited English proficiency were not able to participate.

Youth: Sammamish Teen Center Summer Camp

The project team held a morning outreach event at the Sammamish Teen & Recreation Center on June 30, 2017. The Boys and Girls Club holds a summer day camp at this location with mainly tweens and teens. Campers were invited to fill out the survey, and morning breakfast treats and fruits were provided by the City. Approximately 20-25 youth completed the survey.

Youth: 2017 Action Forum for Youth Breakfast

The Issaquah Schools Foundation hosted a breakfast and invited community stakeholders to a discussion on how to best support youth in Sammamish. Representatives of both the Issaquah School District and the Lake Washington School District attended the event which included a presentation of the 2016 Healthy Youth Survey results. This event also featured a panel of about a dozen middle school and high school youth that answered questions about teen experiences related to substance use, mental health, and community support. City staff and a member of the project team attended to capture the thoughts and insights of the youth panel.

Families with Low Incomes: Pizza Party at Imagine Housing in Klahanie

The project team worked with Imagine Housing, a low income and affordable housing provider, to hold an event at their Sammamish property, the Highland Gardens in the Klahanie neighborhood. The event was held from 11:30 to 1:30 pm on June 27, 2017. Many children and some parents attended and a pizza lunch was provided by the City. Parents and older children filled out the survey online. There were approximately 20-30 attendees.

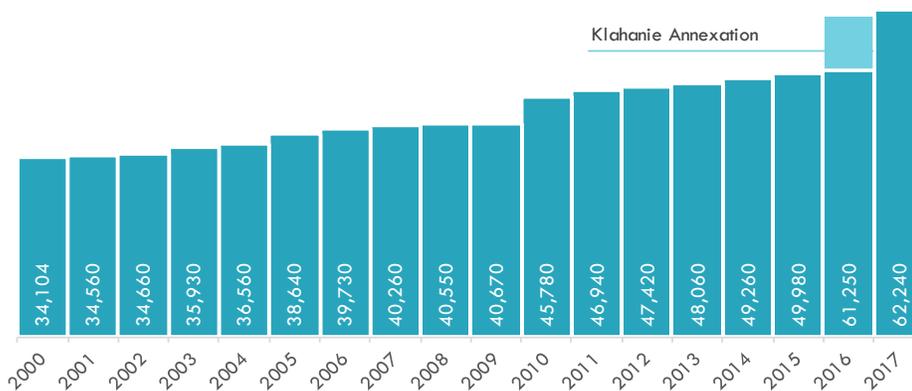
Population and Demographic Characteristics

By most measures, Sammamish is doing much better than average with high incomes and educational attainment, and good health outcomes. However, there are individuals and families who may need various forms of support at different times in their lives, even if that support is needed at lower rates than in surrounding communities.

POPULATION

Sammamish has grown steadily since its incorporation in August of 1999, almost doubling its population in just under 20 years. In 2000, the population was estimated to be just under 34,000 residents, and with the annexation of Klahanie in 2016, has grown to over 60,000, an increase of 83%. Prior to the annexation, from 2010 to 2015, Sammamish was growing at an average annual rate of 1.8%. This is a similar, but slightly higher growth rate to King County overall, which grew at 1.7% during the same period.

Exhibit 13. Sammamish Population, 2000 – 2016

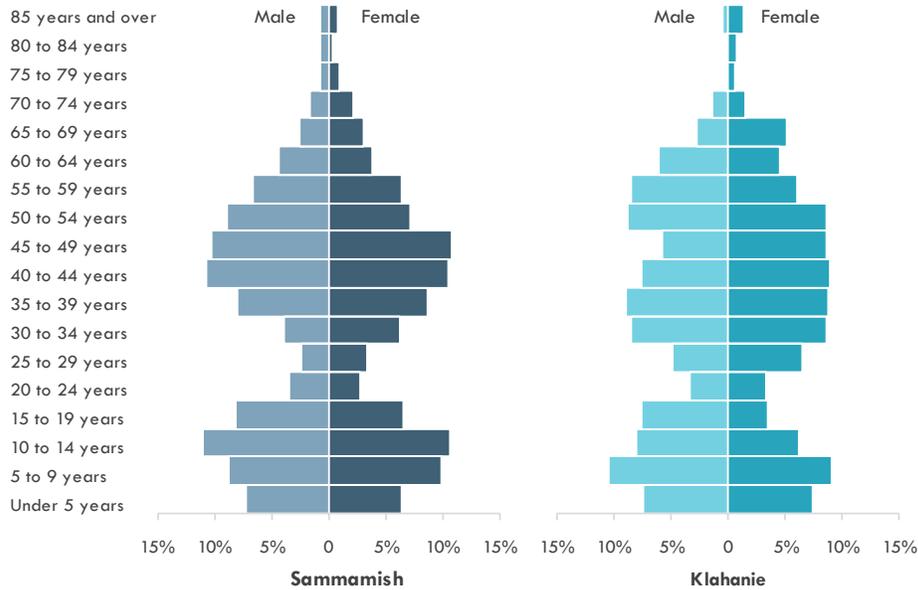


Source: OFM April 1 population estimates, 2016 and BERK Consulting, 2017.

- The 2016 Sammamish population of 61,250 includes the April 2015 annexation of Klahanie.
- Prior to the annexation of Klahanie, from 2010 – 2015, Sammamish had an annual average growth rate of 1.8%.

AGE DISTRIBUTION

Exhibit 14. Percent of Sammamish and Klahanie Population by Year and Sex, 2015



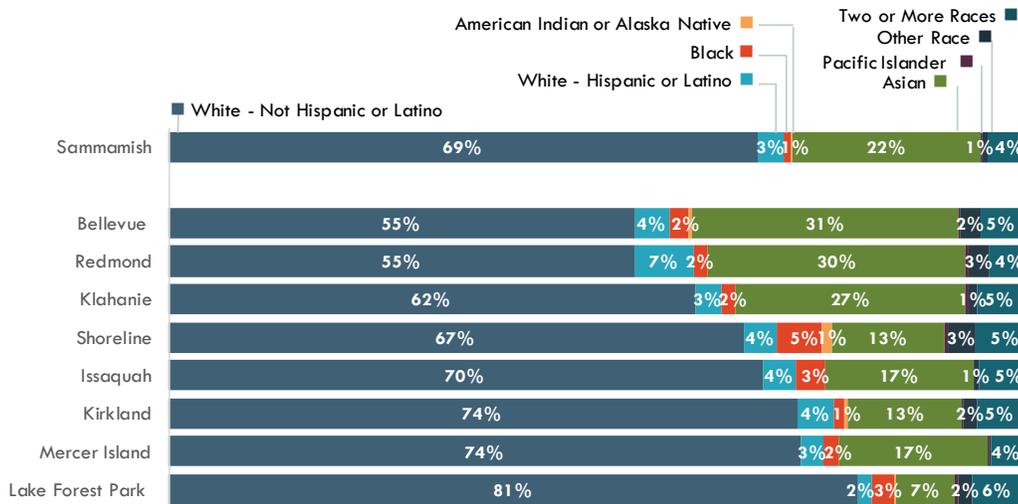
Source: ACS 2015 5-year estimates, Age and Sex, BERK 2017.

- 1/3 of the Sammamish and Klahanie population is under the age of 18 (33%).
- Klahanie has a slightly higher percentage of residents that are older than 55 compared to Sammamish. As of 2015, 19.8% of Klahanie was older than 55 years, while this age group represented only 17.6% of Sammamish residents. 2.1 percentage points of this population difference is driven by those aged 55 to 64.

RACE AND ETHNICITY

Exhibit 15 presents the distribution of people among the federal race categories and Hispanic ethnicity for the City of Sammamish and nearby cities. The white non-Hispanic population in the State of Washington is close to 70%, similar to that of the U.S. overall. King County is more diverse with greater than a third of residents being Hispanic and/or not white alone.

Exhibit 15. Race and Ethnicity



Source: ACS 2015 5-year estimates, Demographic and Housing Estimates, BERK 2017.

Sammamish has a similar racial makeup to neighboring Issaquah, as well as Mercer Island. Most residents are White (69%), with a large proportion of Asian residents (22%). In addition, approximately 3% of residents are White Hispanic and 4% identify as being two or more races.

IMMIGRANT POPULATION

In King County, the immigrant population is highly diverse with significant variations in life history. Sammamish likely attracts immigrants that are part of the high-tech and global trade-focused economy because of its proximity to companies and organizations that have created demand for highly skilled workers that come from all over the world.

In addition, the diverse ethnic population in King County makes the region attractive for economic immigrants. Long-standing, multi-generational immigrant communities can sponsor the immigration of family members from their home country or from the countries their family members fled to at the time of their displacement.

What we heard from Youth Eastside Services

- Diversity is growing, especially Indian and Chinese cultures.
- Youth from different cultures may feel that they are bringing shame upon the family if they reach out for help.

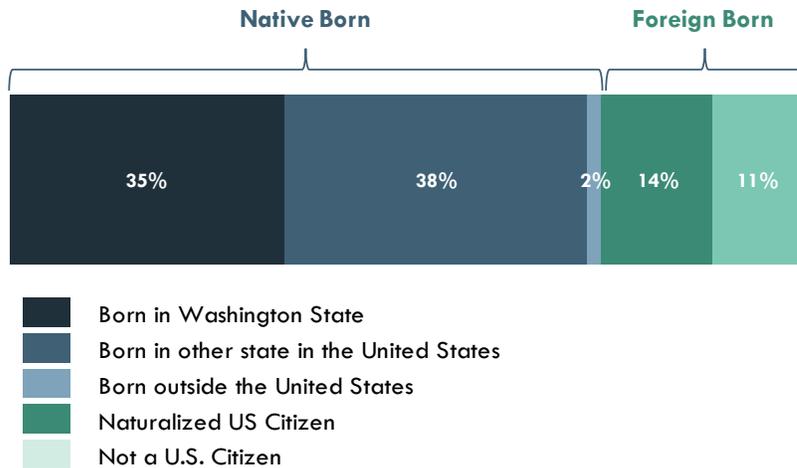
What we heard from Issaquah School District

- Kids with immigrant parents have a foot in two very different worlds.
- American culture is about personal, individual success, and forging one’s own path.
- In Sammamish, most of the immigrant cultures are collectivist and value duty, honoring the family, following the path set for you.

Foreign Born

In 2015, the Census Bureau estimated that a quarter of Sammamish residents were foreign born, as seen in **Exhibit 16**. Of those born elsewhere, the majority originate from Asia (62%), specifically Eastern Asia, as seen in Exhibit 17 and Exhibit 18.

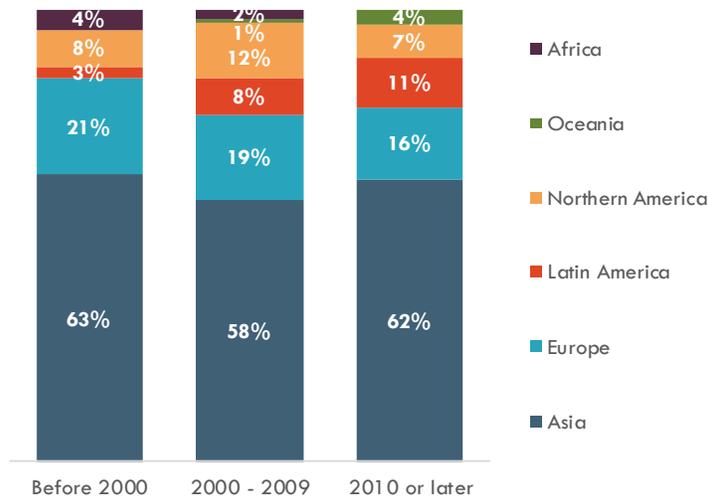
Exhibit 16. Place of Birth by Nativity and Citizenship Status



Source: ACS 2015 5-year estimates, Place of Birth for the Foreign-Born Population in the U.S. (Table B05002); BERK, 2017.

- Many non-citizen foreign born residents in Sammamish may work in the area. In FY2016 (October 1, 2015 – September 30, 2016) King County saw almost 4,000 certified H1B visas for Microsoft (Foreign Labor Certification, 2016).

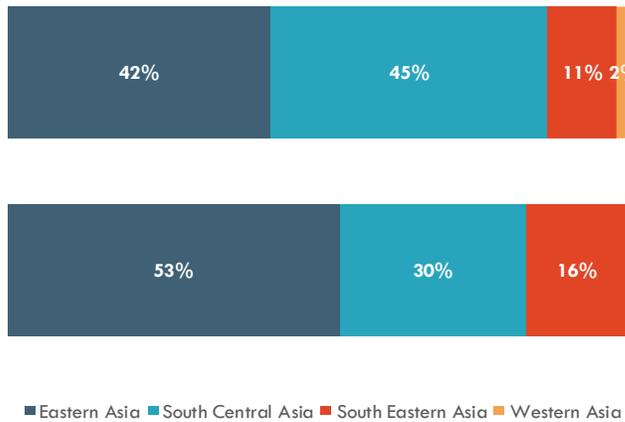
Exhibit 17. Sammamish Place of Birth for the Foreign-Born Population by Year



Notes: Oceania includes Australia and the nations of the Pacific. Similar information for Klahanie was not available in 2015. Source: ACS 2015 5-year estimates, Place of Birth by Year of Entry by Citizenship Status for the Foreign-Born Population; BERK, 2017.

- In recent decades, Sammamish has seen a decline in the number of foreign born residents from Europe and Africa, and an increase in the share of residents born in Latin America and Oceania.

Exhibit 18. Place of Birth for Asian Born Population, Sammamish and Klahanie, 2010 – 2015



Source: ACS 2015 5-year estimates, Place of Birth for the Foreign-Born Population in the U.S. (Table B05006); BERK, 2017.

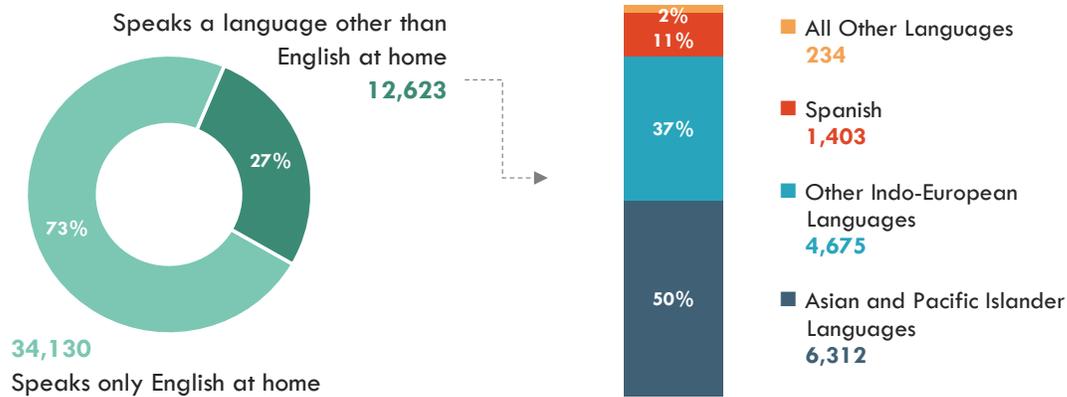
- Sammamish, prior to the annexation of Klahanie saw similar proportions of foreign born Asians from Eastern Asia (42%), which includes China, and South-Central Asia (45%), which includes India.
- Klahanie has a much higher proportion of Asian residents from Eastern Asia (53%), and South-Eastern Asia (16%) compared to Sammamish before the annexation.

Language Spoken at Home

Analysis of language spoken at home provides insight into both the needs of the community (in terms of barriers to information due to English ability) as well as detail on the ethnic and identity diversity of the community.

In Sammamish, most the population speaks only English at home. However, there is a large percentage (27%) that speaks a language other than English at home, the majority of which speak an Asian or Pacific Islander language (50%) as seen in **Exhibit 19**.

Exhibit 19. Languages Spoken at Home in Sammamish, 2010 – 2015

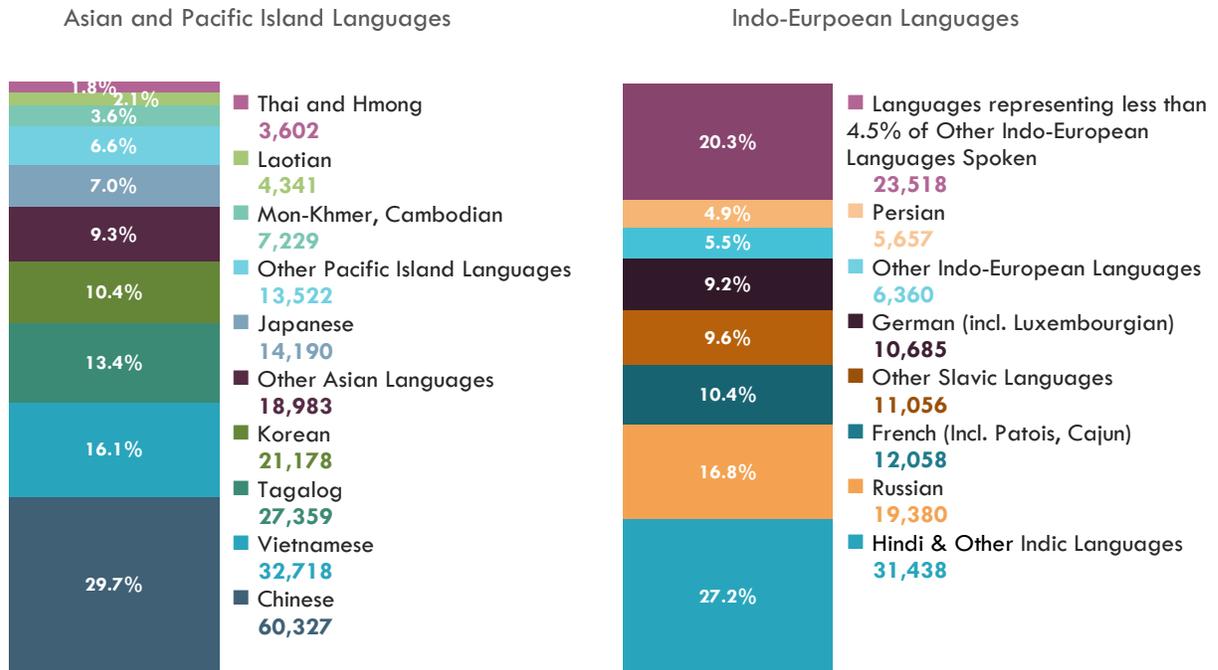


Source: ACS 2015 5-year estimates, Language Spoken at Home (Table S1601), BERK 2017.

Non-English speakers in Sammamish are mostly made of Asian and Pacific Islander Language speakers as well as other Indo-European language speakers. Although detailed language information is not available at the city-level, the U.S. Census published greater language detail based on an earlier American Community Survey sample (2009 – 2013, 5-year estimate) for King County. These data provide more detailed counts on many more languages than are typically published as part of the routine ACS data summary. In that year, there were more than 1.8 million people over the age of 5 in King County, 26% of whom spoke a language other than English at home. It should be noted that these data are self-reported, and people may report they speak English at home if a family member speaks English.

Exhibit 20 displays the detailed language breakout for King County for the two most prevalent language categories in Sammamish.

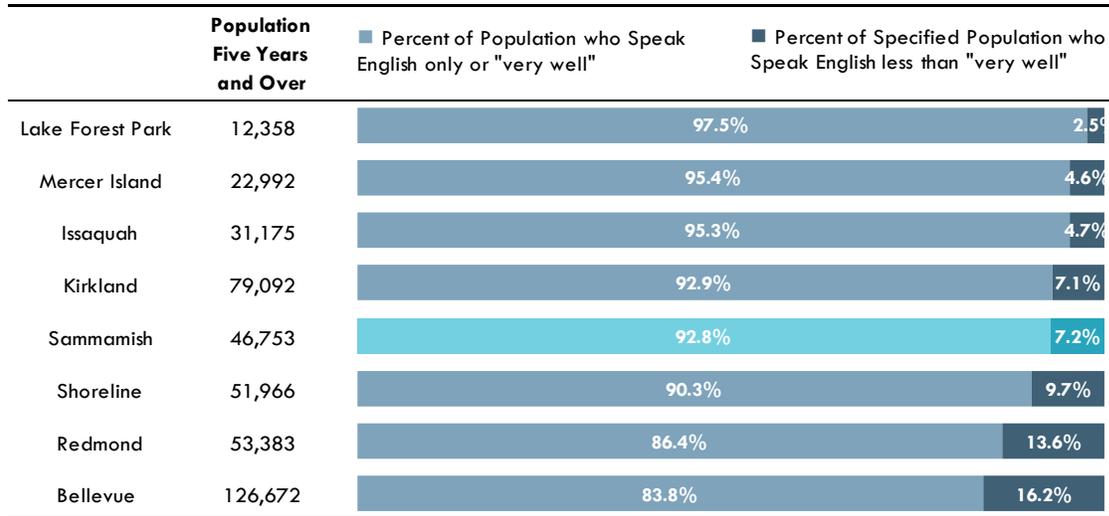
Exhibit 20. Detailed Languages Spoken at Home in King County, 2009 – 2013



Source: Detailed Languages Spoken at Home and Ability to Speak English for the Population 5 Years and Over for King County, WA: 2009-2013. Release Date: October 2015.

Some families in Sammamish may speak another language at home, even if they are proficient at English. To get a sense of individuals that may feel isolated or need outreach in another language, Exhibit 21 shows the level of English proficiency for residents of Sammamish and peer cities.

Exhibit 21. English Proficiency, 2011 – 2015



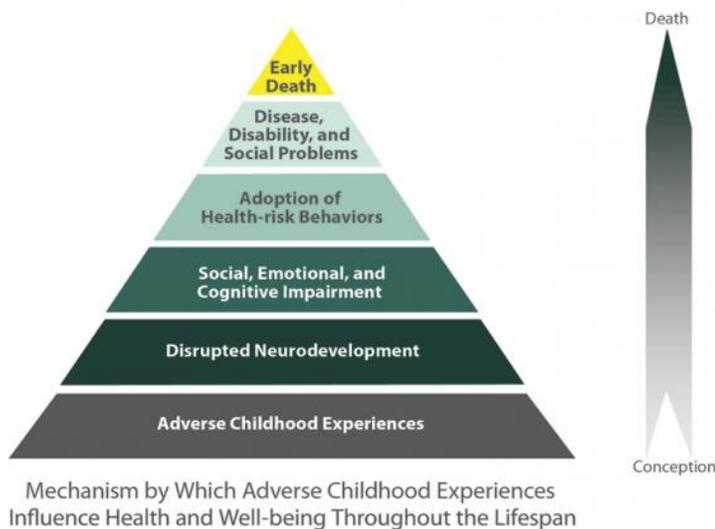
Source: ACS 2015 5-year estimates, Language Spoken at Home (Table S1601), BERK 2017.

- Of the population five and over in Sammamish, over 3,000 are estimated to speak English less than “very well” by the Census (7.2%). This is a similar percentage to the population in Kirkland, and a smaller share of the population than in neighboring Redmond (13.6%) and Bellevue (16.2%)

Infant, Child, and Adolescent Health

Childhood experiences have a life-long impact on future health and wellbeing (Felitti, 1998). Children and youth who live in healthy and secure environments have been shown to enjoy better health and more success as adults. Children who experience three or more adverse childhood experiences (ACEs) show increased risk for substance abuse, chronic disease, poor work performance, violence, poor mental health, unintended pregnancies, and a whole host of other factors that affect the entire lifecycle. ACEs include situations such as: economic hardship, parental death, divorce, living with someone who is depressed or mentally ill, or living in a household with substance abuse or violence. The Felitti study shows that ACEs are very common – about two-thirds of study participants reported at least one ACE. However, children exposed to more ACEs or with longer duration of exposure, are at increased risk of lifetime effects on physical health, mental health, overall well-being, and personal success. The Center for Disease Control and Prevention uses the figure in **Exhibit 22** to show how ACEs influence a child throughout their lifespan.

Exhibit 22. Adverse Childhood Experiences Pyramid



Source: Center for Disease Control and Prevention, 2016.

Reducing exposure to ACEs and addressing other obstacles that prevent children and youth from developing to their full potential helps the whole community thrive. Not only does this have the potential to improve health and life outcomes for individuals, but communities tend to be more stable and prosperous when children grow up to be healthy, capable, and functional adults.

PRENATAL HEALTH AND BIRTH RISK FACTORS

Birth risk factors are important for understanding childhood outcomes. Low and very low birth weights are known to have adverse effects on long term developmental outcomes of children and can have impacts on chronic conditions in adulthood and on educational attainment (Hack, et al., 2002).

Exhibit 23. Birth Risk Factors, 2010 - 2014

	Low birth weight (<2500 g)/100 births	Late or no prenatal care/100 births	Very low birth weight (<1500 g)/100 births	Smoking during pregnancy/100 births
Washington	6.3	6.1	1.0	10.6
King County	6.5	5.5	1.0	4.4
Sammamish	6.0	3.1	0.8	0.9
Bellevue	7.3	6.2	0.9	1.4
Issaquah	4.9	3.4	0.9	1.4
Kirkland	6.0	3.4	0.7	2.4
Lake Forest Park	5.8	2.9	0.9	2.9
Mercer Island	6.5	2.2	0.8	0.8
Redmond	6.6	3.8	1.1	1.3
Shoreline	6.3	3.8	1.1	5.1

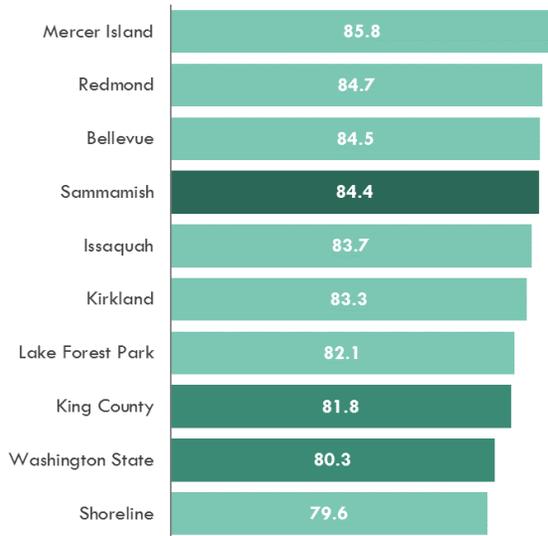
Source: Birth certificate and linked infant birth-death certificate data, Washington State Department of Health via Public Health Seattle & King County City Profile, 2016; BERK, 2017.

- Indicators of birth risk factors are low in Sammamish compared to King County. The City of Sammamish has similar rates of birth risk factors to the cities of Kirkland and Lake Forest Park on many indicators. However, Sammamish has much lower rates of smoking during pregnancy than those jurisdictions (0.9 per 100 births compared to 2.4 and 2.9 respectively).

Life expectancy at birth is often used as an outcome measure for health improvement efforts and population health. The U.S. Office of Disease Prevention and Health Promotion often uses this indicator to measure progress of their ten-year national objectives for improving the health of the U.S. population. The estimate for life expectancy at birth for the United States was 79.8 in 2016. The life expectancy at birth for Washington State, King County, and Sammamish are longer as seen in **Exhibit 24**.

Life expectancy typically depends on multiple factors such as personal and family health, but is also correlated with income. While life expectancy for the wealthy and middle-class have increased, life expectancy for the poor has not (National Academies of Sciences, Engineering, and Medicine, 2015).

Exhibit 24. Life Expectancy at Birth (years of age), 2010 – 2014



Source: Death certificate and the Behavioral Risk Factor Surveillance System (BRFSS), Washington State Department of Health, Center for Health Statistics via Public Health Seattle & King County City Profiles, 2016; BERK 2017.

CHILDHOOD POVERTY & HOMELESSNESS

Childhood poverty presents many risk factors for children that lead to diminished opportunities and success throughout life. Early education and child development services have been demonstrated to improve outcomes for children as they enter elementary school including improved pre-reading, pre-writing, vocabulary, and literacy skills.

The range of children that experience challenges associated with lower incomes can range from children experiencing homelessness, to kids living in subsidized housing, to kids whose families are not in poverty but are severely housing cost burdened to the point that it affects the ability to adequately provide for other basic needs.

Free and Reduced-Price Meals (FARM)

One measure of family economic hardship is Free and Reduced-Price Meal (FARM) eligibility for school-aged children. The U.S. Department of Agriculture’s Food and Nutrition Service determines meal eligibility for school-aged children based on federal poverty levels. Income guidelines are used by schools that participate in the National School Lunch Program, School Breakfast Program, Special Milk Program for Children, Child and Adult Care Food Program, and Summer Food Service Program. Children in foster care and those

What we heard from school districts and other youth service organizations

Kids from less wealthy or lower income families often:

- Struggle in school because they feel less accepted and like they don’t fit in.
- Participate less in sports and extracurricular activities because they can’t afford them, have problems finding transportation, or they have responsibility for their siblings after school.
- Experience increased social isolation and stress that can affect academic performance.

receiving services under the Runaway and Homeless Youth Act are also eligible for FARM. **Exhibit 25** shows the number of students eligible for FARM in Issaquah and Lake Washington School Districts.

Exhibit 25. Enrollment and Eligibility for FARM, 2016-17 School Year

	Total Number of Students Enrolled	■ Non-FARM Eligible Students	■ FARM Eligible Students
Issaquah SD	20,399	93%	7%
Cascade Ridge Elem.	543	99%	1%
Challenger Elementary	573	95%	5%
Creekside Elementary	719	99%	1%
Discovery Elementary	587	99%	1%
Sunny Hills Elementary	638	95%	5%
Lake Washington SD	25,827	88%	12%
Blackwell Elementary	541	98%	2%
Carson Elementary	441	98%	2%
Margaret Mead Elem.	627	98%	2%
McAuliffe Elementary	533	98%	2%
Smith Elementary	639	99%	1%

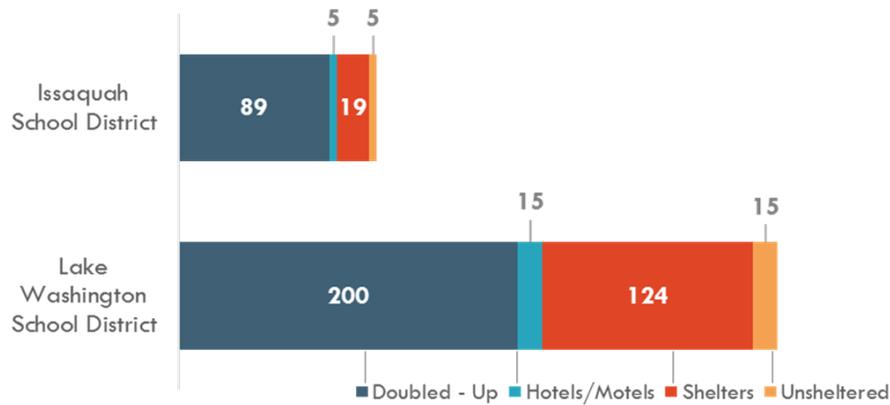
Source: OSPI, <http://www.k12.wa.us/ChildNutrition/Reports.aspx>

- 7% of Issaquah School District students are eligible for free and reduced meals, while 12% of Lake Washington School District students are eligible for free and reduced-price meals. Students at schools in Sammamish are eligible for free and reduced-price meals at lower rates than district averages.
- Schools in Sammamish have a lower percentage of students that are eligible for free or reduced-price lunch compared to the school districts overall.
- Both Sunny Hills and Challenger Elementary Schools in the Issaquah School District have higher shares of FARM eligible students than other Sammamish elementary schools (5%)
- The data not include children not-yet enrolled in school. Additionally, some families who qualify based on income may elect not to participate in the program due to dietary restrictions, not wanting to accept that they need the benefits, or other reasons.

Homeless Students

Homelessness has a particularly adverse effect on young children. Children who lack a nighttime residence that is fixed, regular, and adequate are considered homeless under the McKinney-Vento Act. This includes children from families sharing housing with others due to loss of housing, economic hardship, or other similar reasons, those living in shelters, motels, cars, and other places not designed for sleeping. **Exhibit 26** present the numbers of McKinney-Vento qualified students in the Issaquah and Lake Washington School Districts.

Exhibit 26. McKinney Vento qualified students



Source: OSPI Homeless Students in Washington State by School District

- Percent of children qualifying for McKinney Vento (all grades):
 - 0.6% of Issaquah School District children
 - 1.3% of Lake Washington School District children

KINDERGARTEN READINESS

There is a large body of evidence on the importance of early education for brain development and lifetime success. Long term evaluations show that children who attend high-quality preschools are better prepared to enter kindergarten. This has led cities like Seattle to focus on implementing universal preschool programs. However, there are still many children who would benefit from quality preschool who remain underserved because of cost, availability, or both (City of Seattle, 2015).

Student preparedness for kindergarten is measured by assessing incoming students in kindergarten according to age-appropriate developmental benchmarks across six domains: social-emotional, physical, cognitive, language, literacy, and mathematics. For the purposes of the following analysis, children who do not meet developmentally appropriate expectations for their age (age 5) are considered not kindergarten ready. Exhibit 15 presents a summary of the assessment of readiness for kindergarten for Sammamish elementary schools in both Issaquah and Lake Washington School Districts.¹² Children who did not meet developmental benchmarks for age 5 across all six domains are listed as not kindergarten ready.

¹² Eastside Catholic provides private middle school and high school education in Sammamish to students who live throughout the region. As a private school, it is not included in most sources of school-related data. However, Eastside Catholic is a community stakeholder and a staff member of the school was interviewed as part of the outreach for this report.

Washington Kindergarten Inventory of Developing Skills (WaKIDS) Whole Child Assessment

The WaKIDS Whole Child Assessment is one component of a transition process for students and families entering kindergarten. State-funded, full-day students are assessed when entering kindergarten with the goal of identifying ways to improve the transition for children with varying degrees of skills.

During the Whole Child Assessment, six domains of skills are assessed by teachers across the state. Example measures of each domain is included below.

Social Emotional. Manages feelings, follows limits and expectations, interacts with peers, makes friends, responds to emotional cues.

Physical. Demonstrates traveling and balancing skills, has gross-motor manipulative skills, uses fingers and hands, uses writing and drawing tools.

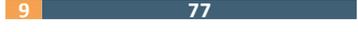
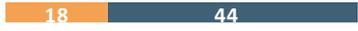
Language. Comprehends language, follows directions, engages in conversations.

Cognitive. Attends and engages, solves problems, recognizes and recalls, uses classification skills.

Literacy. Notices rhymes, notices discrete units of sound, interacts during reading experiences, identifies and names letters.

Math. Counts, quantifies, understands shapes, demonstrates knowledge of patterns.

Exhibit 27. Kindergarten Readiness, School Year 2016 - 2017

	Percentage Not Meeting Kindergarten Readiness Benchmarks	Percentage Meeting Kindergarten Readiness Benchmarks	Students Assessed
Issaquah School District	26% 	74%	1,395
Cascade Ridge Elementary	33% 	67%	61
Challenger Elementary	36% 	64%	140
Creekside Elementary	20% 	80%	100
Discovery Elementary	10% 	90%	86
Sunny Hills Elementary	32% 	68%	88
Lake Washington School District	36% 	64%	2,300
Blackwell Elementary	25% 	75%	79
Carson Elementary	29% 	71%	62
McAuliffe Elementary	21% 	79%	86
Mead Elementary	19% 	81%	120
Smith Elementary	24% 	76%	84

Source: OSPI, <http://reportcard.ospi.k12.wa.us/DataDownload.aspx> Data Files WaKIDS Scores by District and School; BERK 2017

- The Issaquah School District has a lower proportion of children not meeting developmental benchmarks at age five than the Lake Washington School District. Note that these overall statistics

include schools outside of Sammamish.

- Cascade Ridge Elementary in eastern Sammamish has the highest proportion of students not meeting developmental benchmarks at age five (33%), followed by Sunny Hills Elementary near Klahanie, with 32% not meeting developmental benchmarks at age five.
- In the Lake Washington School District, Carson Elementary, in northern Sammamish, has the highest proportion of students not meeting developmental benchmarks at age five (29%).
- In Sammamish Elementary Schools on the whole, 23% of children do not meet Kindergarten Readiness Benchmarks (176 students in each Sammamish Elementary School), compared to:
 - Issaquah School District: 26% do not meet Kindergarten Readiness Benchmarks.
 - Lake Washington School District: 36% do not meet Kindergarten Readiness Benchmarks.

Nationwide there is a widening income achievement gap that has continued to grow over the last three decades. (Reardon, 2013) The income achievement gap is indicated by low-income students as a group performing less well than high-income students on most measures of academic success. In Sammamish, there is an income gap in Kindergarten Readiness, with students from low-income households performing less well on kindergarten readiness benchmarks, as indicated in **Exhibit 28**.

Exhibit 28. District Level Kindergarten Readiness by Income

	Percentage Not Meeting Kindergarten Readiness Benchmarks	Percentage Meeting Kindergarten Readiness Benchmarks	Income Achievement Gap
Issaquah School District			
All Students	26%	74%	32%
Low Income	58%	42%	
Lake Washington School District			
All Students	36%	64%	35%
Low Income	71%	29%	

Source: OSPI, <http://reportcard.ospi.k12.wa.us/DataDownload.aspx> Data Files WaKIDS Scores by District and School; BERK 2017

- Issaquah School District: 74% meet Kindergarten Readiness Benchmarks, while 42% of low income students meet benchmarks, leaving a 32-percentage point income achievement gap.
- Lake Washington School District: 64% meet Kindergarten Readiness Benchmarks, while 29% of low income students meet benchmarks, leaving a 35-percentage point income achievement gap.

Although there are children with limited English that are not meeting Kindergarten readiness benchmarks, the achievement gap is not as great as with income as seen in **Exhibit 29**.

Exhibit 29. District Level Kindergarten Readiness by Limited English

	Percentage Not Meeting Kindergarten Readiness Benchmarks	Percentage Meeting Kindergarten Readiness Benchmarks	Limited English Achievement Gap
Issaquah School District			
All Students	26% 	74%	10%
Limited English	36% 	64%	
Lake Washington School District			
All Students	36% 	64%	10%
Limited English	46% 	54%	

Source: OSPI, <http://reportcard.ospi.k12.wa.us/DataDownload.aspx> Data Files WaKIDS Scores by District and School; BERK 2017

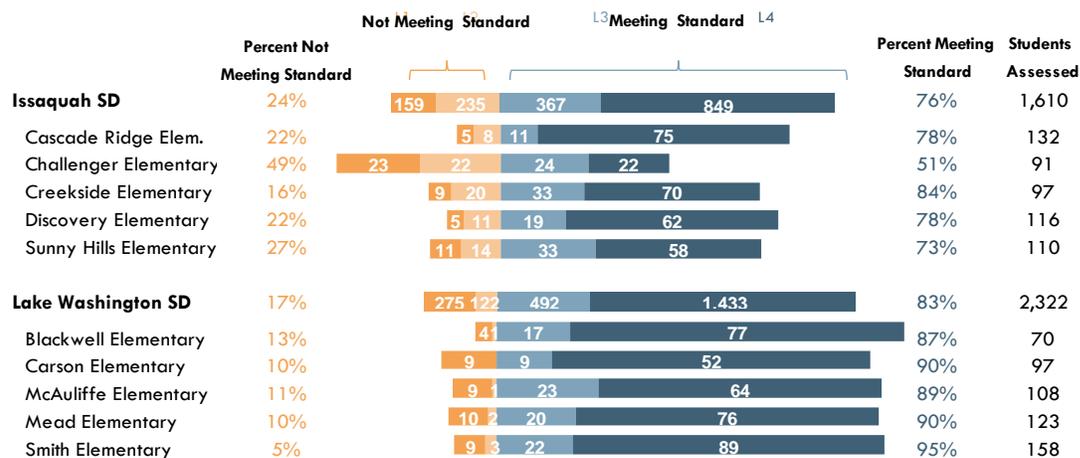
ACADEMIC PROGRESSION

Academic progression is fostered and measured by OSPI through the Smarter Balanced program. Smarter Balanced includes digital resources for teachers and a standardized test (the Smarter Balanced Assessment [SBA]) that assesses proficiency in English language arts and math (common core standards). These learning standards are designed to prepare students for college, careers, and life.

Meeting grade-level learning standards in elementary school is predictive of high school completion. Third grade reading specifically is predictive of later academic persistence. After third grade, students must rely on foundational literacy skills to make timely progress on later grade learning objectives. Those who do not meet grade-level expectations in third grade reading and language arts not only struggle in later grades, but often face a knowledge gap that grows through elementary and middle school.

Exhibit 30 presents the SBA results for third grade reading and language, while **Exhibit 31** presents the SBA results for fourth grade math. Both exhibits show assessment results for the elementary schools in Sammamish as well as for their parent school districts.

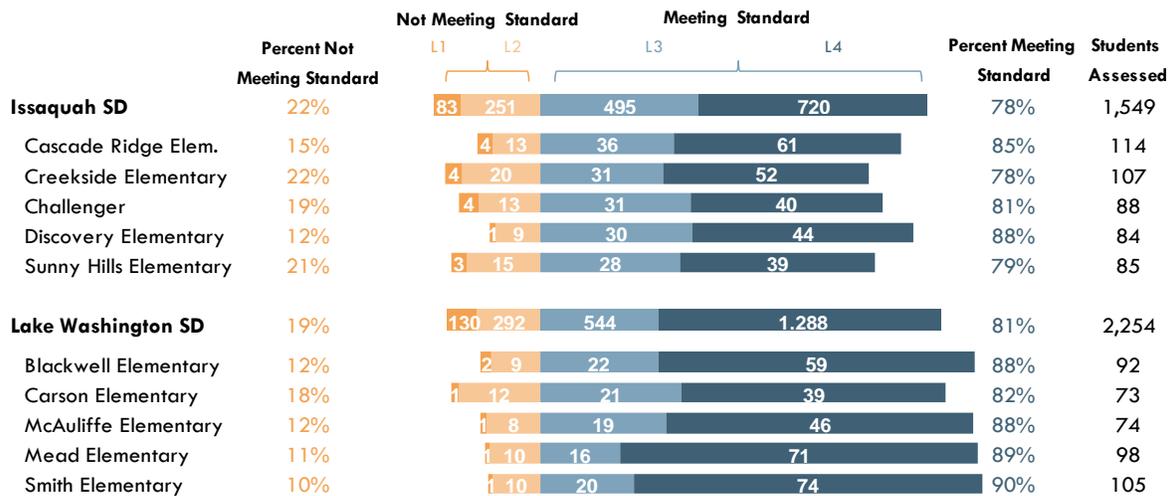
Exhibit 30. Issaquah and Sammamish School Districts, 3rd Grade English Language Arts Assessment Results



Source: OSPI, <http://reportcard.ospi.k12.wa.us/DataDownload.aspx> 2016 Data Files AIM-EOC-MSP-SBA Assessments School

- On average, 15% of students in elementary schools in Sammamish are not meeting third grade reading and language standards.
 - On average, 22% of Sammamish students in Issaquah School District elementary schools are not meeting reading and language standards, compared to 24% of students that are not meeting reading and language standards throughout all the elementary schools in the Issaquah School District.
 - On average, 9% of Sammamish students in Lake Washington School District elementary schools are not meeting reading and language standards, compared to 17% of students that are not meeting reading and language standards throughout all the elementary schools in the Lake Washington School District.

Exhibit 31. Issaquah and Sammamish School Districts, 4th Grade Math Assessment Results



Source: OSPI, <http://reportcard.ospi.k12.wa.us/DataDownload.aspx> 2016 Data Files AIM-EOC-MSP-SBA Assessments School

- On average, 15% of students in elementary schools in Sammamish are not meeting fourth grade math standards.
 - On average, 18% of Sammamish students in Issaquah School District elementary schools are not meeting math standards, compared to 22% of students that are not meeting math standards throughout all the elementary schools in the Issaquah School District.
 - On average, 12% of Sammamish students in Lake Washington School District elementary schools are not meeting math standards, compared to 19% of students that are not meeting math standards throughout all the elementary schools in the Lake Washington School District.

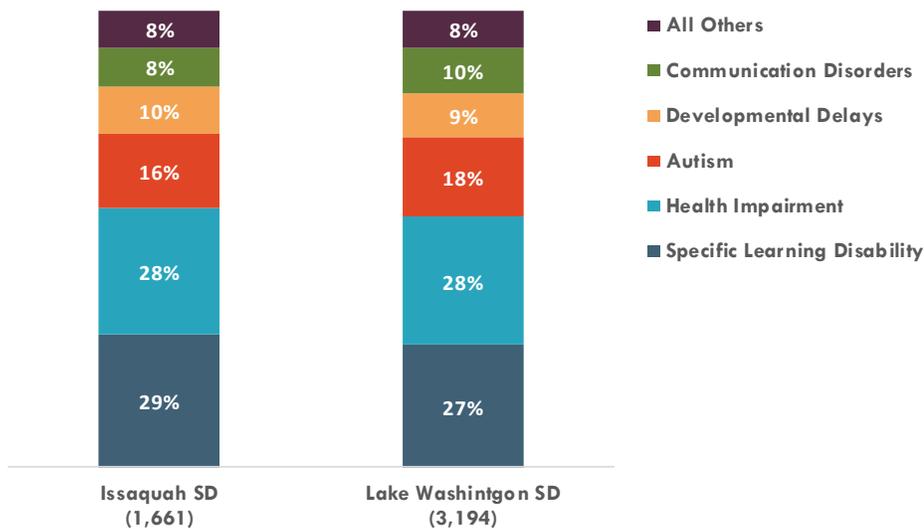
PREVALENCE AND TYPE OF DISABILITIES IN SCHOOL CHILDREN

The Office of Superintendent of Public Instruction (OSPI) collects data on the numbers and types of special education students by disability category. Documented developmental disabilities may include speech delays or other special needs. This data is available at the school district level by special request and may be helpful for understanding the types of disabilities and prevalence of those disabilities in Sammamish. While **Exhibit 32** shows the shares of the most prevalent disabilities in Sammamish schools, **Exhibit 33** shows details on the number of students by age in each school district that are experiencing these developmental disabilities.

What we heard from the Kinderling Center

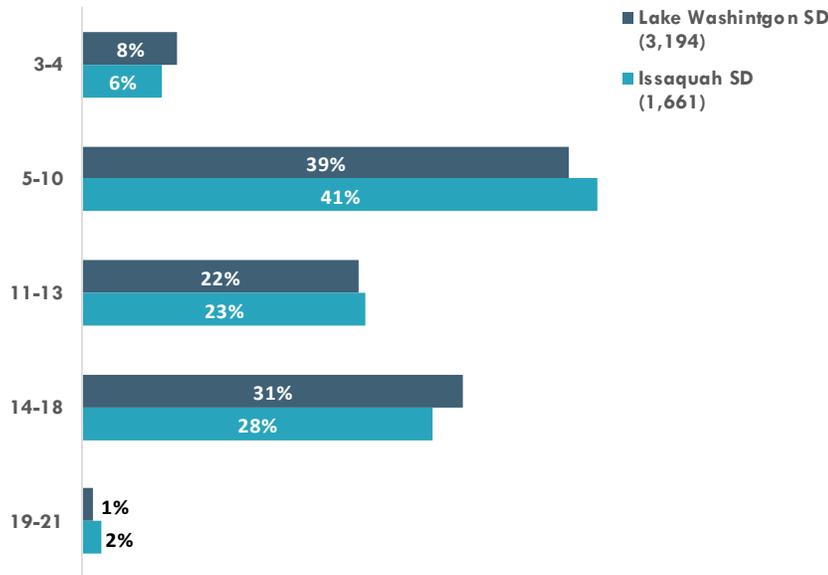
Rates of diagnosis of autism spectrum disorders was higher amongst children whose parents work in tech industries, as a result they see a higher incidence on the plateau.

Exhibit 32. Prevalence and Type of Disabilities in School Children, All Ages



Source: OSPI Special Request, 2015 Federal LRE and Child County Data

Exhibit 33. Age Distribution of All Disabilities, 2016-2017 School Year



Source: OSPI Special Request, 2015 Federal LRE and Child County Data

- Children with developmental disabilities represent 8% of students in the Issaquah school district and 11% in the Lake Washington School District.
- Both specific learning disabilities and health impairments together make up most of documented disabilities in both school districts serving Sammamish.

Exhibit 34. Prevalence and Type of Disabilities in School Children

Age Group	Issaquah SD					Lake Washington SD					3-121	
	3-4	5-10	11-13	14-18	19-21	3-4	5-10	11-13	14-18	19-21		
Developmental Delays	55	119	<10	<10	<10	174	92	211	<10	<10	<10	303
Emotional/Behavioral Disability	<10	<10	14	28	<10	51	<10	46	29	38	<10	113
Orthopedic Impairment	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10
Health Impairment	<10	131	119	193	<10	452	16	239	257	370	10	892
Specific Learning Disability	<10	148	157	180	<10	485	<10	284	271	299	<10	857
Intellectual Disability	<10	<10	<10	13	<10	29	<10	18	10	26	12	66
Multiple Disabilities	<10	<10	<10	10	<10	16	<10	11	14	16	<10	50
Deafness	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10
Hearing Impairment	<10	<10	<10	<10	<10	13	<10	<10	<10	<10	<10	11
Visual Impairment	<10	<10	<10	<10	<10	14	<10	<10	<10	<10	<10	<10
Deaf-Blindness	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10
Communication Disorders	33	101	<10	<10	<10	140	45	252	24	<10	<10	325
Autism	22	113	57	72	<10	264	47	246	117	136	16	562
Traumatic Brain Injury	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10	<10
Total	126	648	367	507	13	1,661	203	1,320	726	897	48	3,146

Note: Age groups with fewer than 10 listed disabilities are subject to suppression for privacy reasons. The totals are the sum of all listed disabilities.

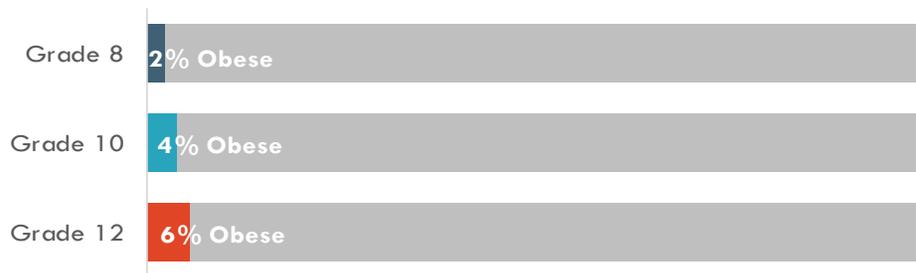
Source: OSPI; BERK, 2017.

HEALTH AND NUTRITION

The Healthy Youth Survey provides information on eating habits and nutrition of Washington State school children.

Exhibit 35 shows the percentage of Sammamish youth in the 8th, 10th, and 12th grades who are obese, according to their body mass index, based on their reported height and weight. The data is self-reported for each of the three grades and shows an average of Sammamish schools. Obese measures are based on age and gender specific charts developed by the Centers for Disease Control and Prevention. For example, a thirteen-year-old boy, with a height of 5 feet weighing 125 pounds is considered overweight, but the same boy weighing 130 pounds would be considered obese.

Exhibit 35. Obesity in Sammamish Schoolchildren, 2016



Source: Healthy Youth Survey Report of Participating Schools, Issaquah School District and Lake Washington School District, 2016.

- Among Sammamish schoolchildren, only 2% of 8th graders, 4% of 10th graders, and 6% of 12th graders are reported as obese, based on their height and weight.
- These numbers are relatively lower than overall obesity rates across Issaquah and Lake Washington School Districts, where on average 4% of 8th graders, 5% of 10th graders, and 7% of 12th graders are obese. Across King County, between 8-10% of 8th through 12th graders are obese.
- **Exhibit 36** shows the share of students who were physically active for at least 60 minutes per day over the past seven days. This is the recommended level of physical activity from the Center for Disease Control and Prevention (CDC) and encouraged by the Washington State Department of Health. The data is self-reported for each of the three grades and shows an average of Sammamish schools.

Exhibit 36. Percent of School Children Physically Active For at Least 60 Minutes per Day over the Past Seven Days, 2016



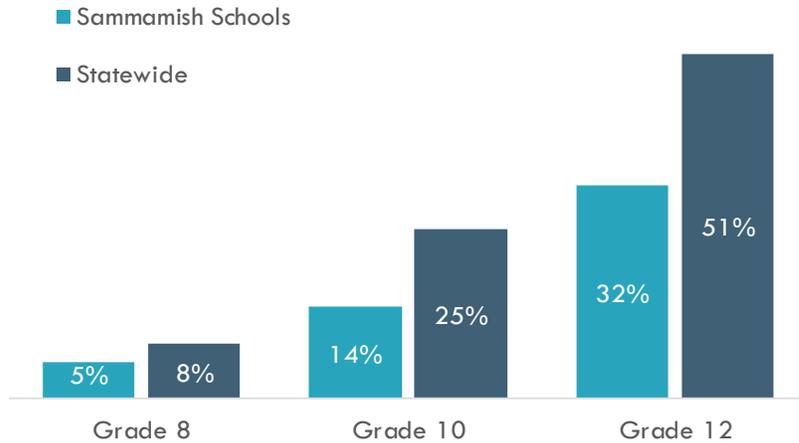
Source: Healthy Youth Survey Report of Participating Schools, Issaquah School District and Lake Washington School District, 2016.

- 36% of Sammamish 6th graders completed the recommended level of physical activity – being physically active for at least 60 minutes per day – over the last seven days.
- This number consistently decreases over time as students get older, and only 21% of Sammamish 10th and 12th graders were physically active for at least 60 minutes per day over the last week.

SCHOOL-AGED SEXUAL ACTIVITY

The Healthy Youth Survey asks children about sexual behavior, including if they have ever had sexual intercourse, how old they were when they first had sexual intercourse, how many people they have had sexual intercourse with, and if a condom was used. At the school district level, answers to each of these questions are reported. At the school level, only answers to lifetime sexual activity is reported, the results for all the middle and high schools in Sammamish are presented in **Exhibit 37**. Adolescent birth rate data is not available for Sammamish because the incidence is less than five.

Exhibit 37. Lifetime Sexual Activity, 2016



- Sammamish students are less sexually active than students of similar age statewide.

SCHOOL-AGED MENTAL HEALTH & SUBSTANCE USE

Mental Health

Many factors can lead to anxiety, depression, and suicidal thoughts, including pressure to perform well in school, fixation on weight and appearance, and bullying. Untreated anxiety and depression can lead to substance abuse and even suicide. Currently, suicide is the leading cause of death for Washington teens aged 15 through 19. Professional care for depression and anxiety, treatable mental health conditions, help most people (Healthy Youth Survey Fact Sheets, 2016).

Many teens at the youth outreach event commented that they were stressed and tired from school. Other qualitative interviews revealed that there concerns about private access to mental health services. It was important so some teens that they could visit providers without peers or parents knowing about it.

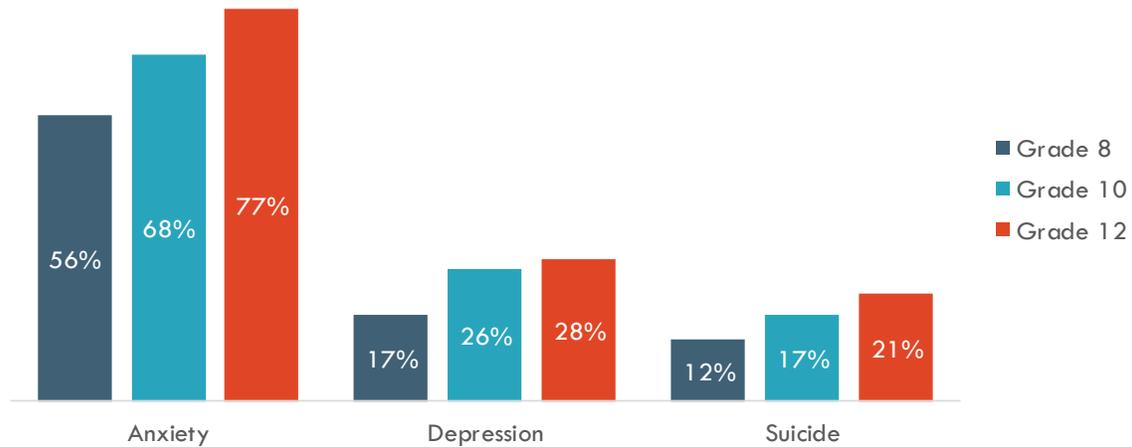
What we heard from Youth

- “I feel more like a resume than a person.”
- Youth feel tremendous pressure to be perfect and live up to parental and family expectations.

What we heard from Schools

- Children of successful parents sometimes feel that they are disappointing their parents if they struggle in school or have other difficulties. This leads to anxiety and depression that school nurses reported in kids of all ages – even as young as elementary school.

Exhibit 38. Mental Health of Sammamish Schoolchildren, 2016



Source: 2016 Healthy Youth Survey Fact Sheets, Issaquah Schools Foundation, and True Bearing Consulting Action Youth Forum Presentation

- Of the students with suicidal ideation:
 - 8th Grade: 41 have attempted suicide
 - 10th Grade: 57 have attempted suicide
 - 12th Grade: 68 have attempted suicide
- By the time students in Sammamish public schools reach the 12th grade:
 - 77% reported feeling bothered by feeling nervous, anxious, or on edge for several days or more over the last two weeks.
 - 28% reported feeling so sad or hopeless almost every day for two weeks or more in a row that they stopped doing some usual activities.
 - 21% have considered suicide over the past 12 months.
- Anxiety, depression, and suicide attempts all appear to increase from grades 8 to 10 to 12.

Substance Use

One administrator at the Lake Washington School District noted that drug and alcohol use is about the same or lower than state averages before grade 10 for schools in both the Issaquah and Lake Washington School Districts. The percentage of kids using drugs or alcohol at school, which is typically an indication of heavy users and addiction, are also like statewide averages. This indicates that the increased use at the 12th grade is due to social use. Panelists at the Action Forum for Youth event indicated that high school senior alcohol use may be higher because seniors have less parental supervision. In addition, panelists indicated that since most high school seniors will be exposed to alcohol at college, it's difficult for them to rationalize the importance behind waiting one year.

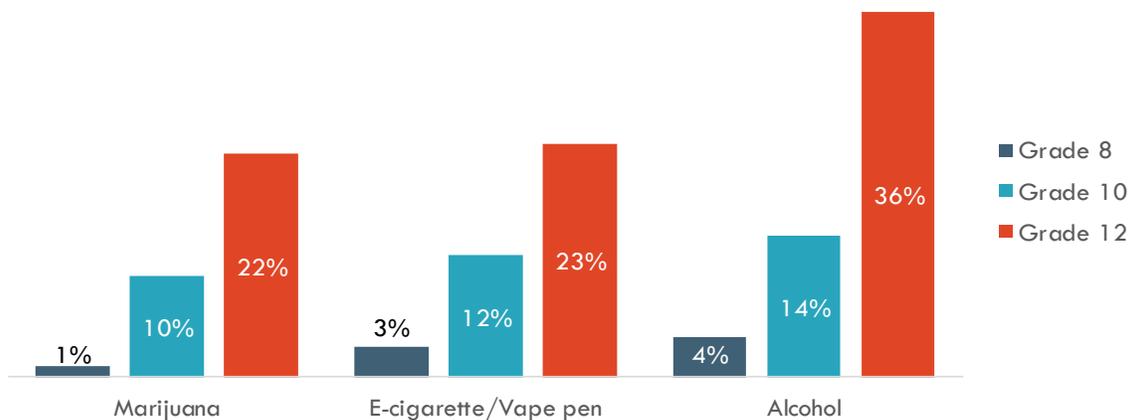
What we heard from Friends of Youth

Young people all face challenges as they transition to adulthood, but they will use drugs and alcohol when things are difficult. We see a lot of behavioral health issues for young people in a community that has high success and expectations.

What we heard from Youth

Attitudes about drinking, smoking, and drug use change. Middle schoolers at both the Healthy Youth Initiative Event and the Teen Center reported that there was a stigma about substance use amongst their peers. By high school, however, these activities are associated with independence and adulthood.

Exhibit 39. Substance Use by Sammamish Schoolchildren, 2016



Source: 2016 Healthy Youth Survey Fact Sheets, Issaquah Schools Foundation, and True Bearing Consulting Action Youth Forum Presentation

- Among Sammamish public school 12th graders:
 - 22% used marijuana at least once over the last 30 days.
 - 23% used an e-cigarette at least once over the last 30 days.
 - 36% drank alcohol at least once over the last 30 days.
- Marijuana, e-cigarette, and alcohol use all appear to increase as students get older.

- 8% of Sammamish 10th graders and 23% of 12th graders have had five or more drinks in a row in the past two weeks.

Family and Community Support

Family and community support can help youth be more resilient to mental health challenges by providing an outlet to talk about important issues and a sense that someone is in their corner. In addition to providing a safe space, these supports can help boost self-esteem, problem solving, and coping skills.

The Healthy Youth Survey shows that many youths feel they can talk to their mom, dad, or an adult in the community about something important. But, panelists at the Action Forum for Youth suggested otherwise, indicating that many youths hesitate to reach out to parents on important topics like substance use or suicidal thoughts for fear of disappointing them.

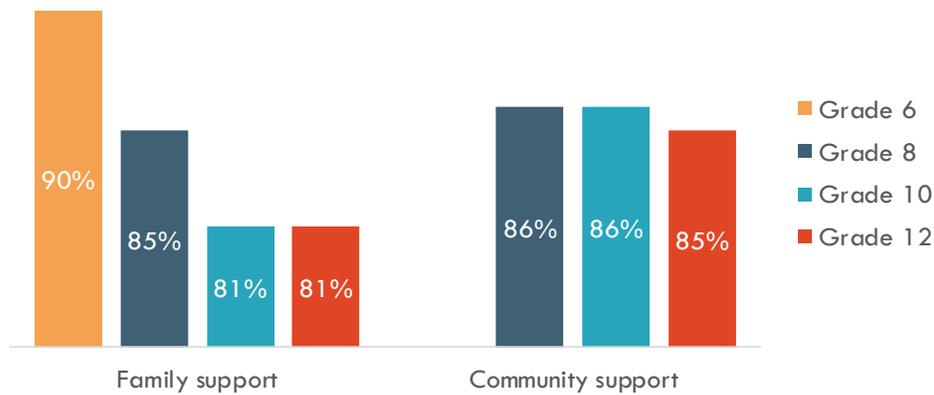
What we heard from youth

Hesitance to reach out to parents on issues like substance use or suicidal thoughts for fear of getting into trouble. Some teens also did not want to trouble parents who may be dealing with their own stressors.

What we heard from local schools

Youth looking for confidential help have very few options in Sammamish and may not have transportation access to places where they could find help outside the community.

Exhibit 40. Family and Community Support in Sammamish, 2016



Source: 2016 Healthy Youth Survey Fact Sheets, Issaquah Schools Foundation, and True Bearing Consulting Action Youth Forum Presentation

- 90% of 6th graders feel they can ask their mom or dad for help if they have a personal problem, but this decreases to 81% in 10th and 12th grade.
- 85-86% of students in 8th through 12th grade feel there are adults in the community they can talk to about something important. This survey question was not asked to 6th graders.

HIGH SCHOOL COMPLETION

Attrition from school has many causes, including non-academic factors such as housing instability or personal safety. Students that leave school early often have difficulty making the transition to other productive adulthood activities such as training and employment. Exhibit 41 presents the count and rate of high school dropouts for Issaquah and Lake Washington school districts overall and for the high schools in Sammamish. The measure is more inclusive as it allows a fifth year for completing high school, before considering a student has not completed school with a regular diploma.

Exhibit 41. Dropout Rates

	Cohort Dropout Count (5 years)	Cohort Dropout Rate (5 years)	
King County	2,565	13%	
Issaquah School District	78	6%	
Lake Washington School District	62	4%	
Sammamish High Schools			
Skyline High School	10	2%	
Eastlake High School	9	3%	

Source: OSPI, <http://www.k12.wa.us/DataAdmin/Dropout-Grad.aspx>

- Only 2-3% of Sammamish high school students dropped out within a five-year period, which is lower than the overall rates for the Issaquah and Lake Washington school districts.
- These rates are all lower than those for King County, where the overall high school dropout rate is 13%.

Bullying

Feeling safe at school is a protective factor associated with high school persistence and academic performance. Students who are bullied or harassed are likely to get lower grades than those who are not bullied.

The Healthy Youth Survey provides self-reported information on bullying and harassment.

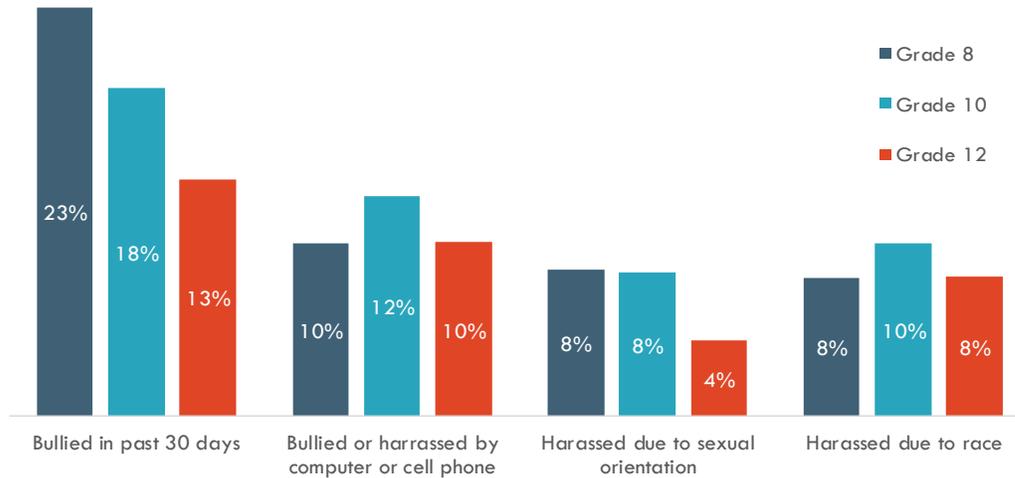
Exhibit 42 shows student responses relating to bullying in Lake Washington and Issaquah school district schools. The data averages survey results from Issaquah and Lake Washington school districts. **Exhibit 43** shows responses for Sammamish schools; detailed responses for each type of bullying were not available at the school-specific level.

What we heard from Youth services organizations

Sammamish is a great, affluent community, but kids face pressures that can lead to serious mental health issues

- There are pressures to succeed academically, fit in, and deal with bullying.
- This can lead to stress, anxiety, eating disorders, family conflicts, and suicidal thoughts.

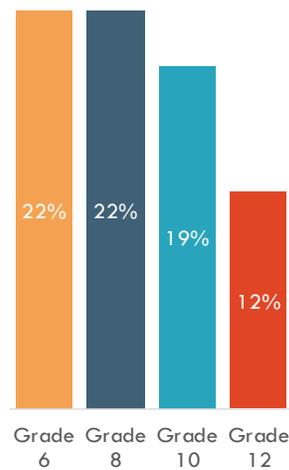
Exhibit 42. Bullying in Children attending Issaquah and Lake Washington School District Schools, 2016



Source: Healthy Youth Survey, Issaquah and Lake Washington School District, 2016.

- When asked if students had been bullied at least once over the last 30 days, 23% of 8th graders responded that they had. This number is lower in higher grades, with 18% of 10th graders and 13% of 12th graders responding that they had been bullied in the last 30 days.
- Over the past 30 days, 10-12% of students reported that they were bullied by computer or cell phone, 4-8% were harassed due to sexual orientation, and 8-10% were harassed due to race.

Exhibit 43. Bullying in Sammamish Schools, 2016



Source: Healthy Youth Survey, Issaquah and Lake Washington School District, 2016.

- When asked if students had been bullied at least once over the last 30 days, 22% of Sammamish 6th and 8th graders responded that they had.
- This number is lower in higher grades, with 19% of 10th graders and 12% of 12th graders responding that they had been bullied in the last 30 days.

Adult Health

Communities thrive when they support the well-being and human potential of the whole population. There are many factors that affect the health and well-being of a community. Some are related to individual factors such as age, sex, and personal habits. Others are highly influenced by the opportunities available to people in the communities, by their living and working conditions, or by general socio-economic, cultural, or environmental conditions. The social, economic, and community influences are called *Social Determinants of Health* and are shown in the orange and blue portions of the graphic in Exhibit 44.

Exhibit 44. Social Determinants of Health



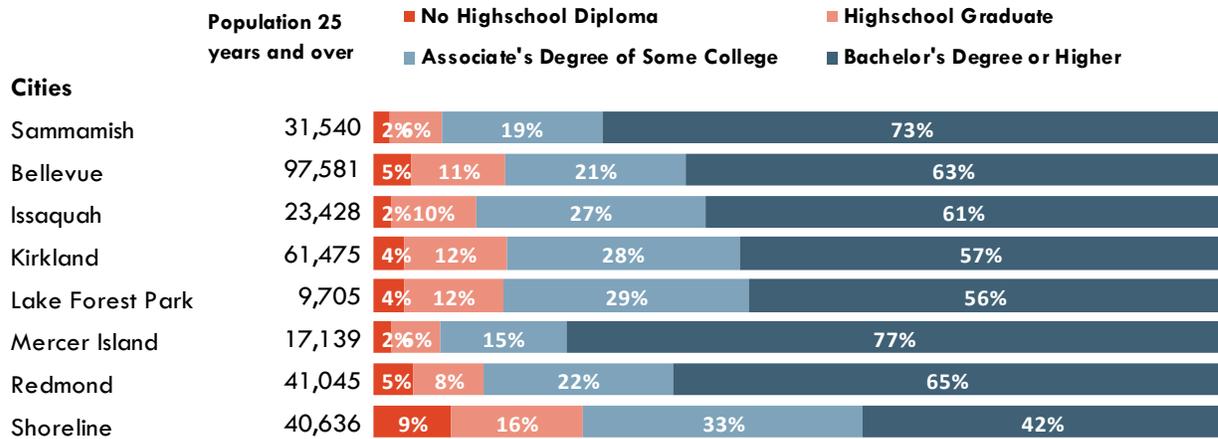
Source: Adapted from Dahlgren and Whitehead, 1991.

Throughout adulthood social determinants have a direct impact on health and well-being. Although people with low incomes are more likely to be affected by social determinants of health, people of all walks of life can be affected at some point in their life. Economic shifts can cause significant stress as people deal with unemployment, loss of insurance, housing affordability, and changes in income. Transportation options in a community may affect opportunities for work, education, housing, and health care as well as directly impact physical health. Connections to social and community networks are a key factor that help people cope in healthy ways with the everyday stress of work and home life, as well as major life events such as death of a loved one, divorce, immigration, or a disability. Community action to address social determinants helps communities thrive by addressing the systemic obstacles to well-being. Health and human service programs can provide support in the meantime by helping adults and families experiencing challenges.

EDUCATIONAL ATTAINMENT

Educational opportunity is significantly shaped by household economic factors. **Exhibit 45** shows adult educational attainment levels for Sammamish and peer cities.

Exhibit 45. Adult Educational Attainment



Source: ACS 2015 5-year estimates, Educational Attainment (Table S1501); BERK, 2017.

- Across Sammamish’s adult population years 25 and older, 73% received a Bachelor’s degree or higher, 19% received an Associate’s degree, and 6% received a high school diploma. Just 2% did not graduate from high school.
- Sammamish has a relatively high rate of bachelor degree recipients, relative to peer cities.

ECONOMIC INDICATORS

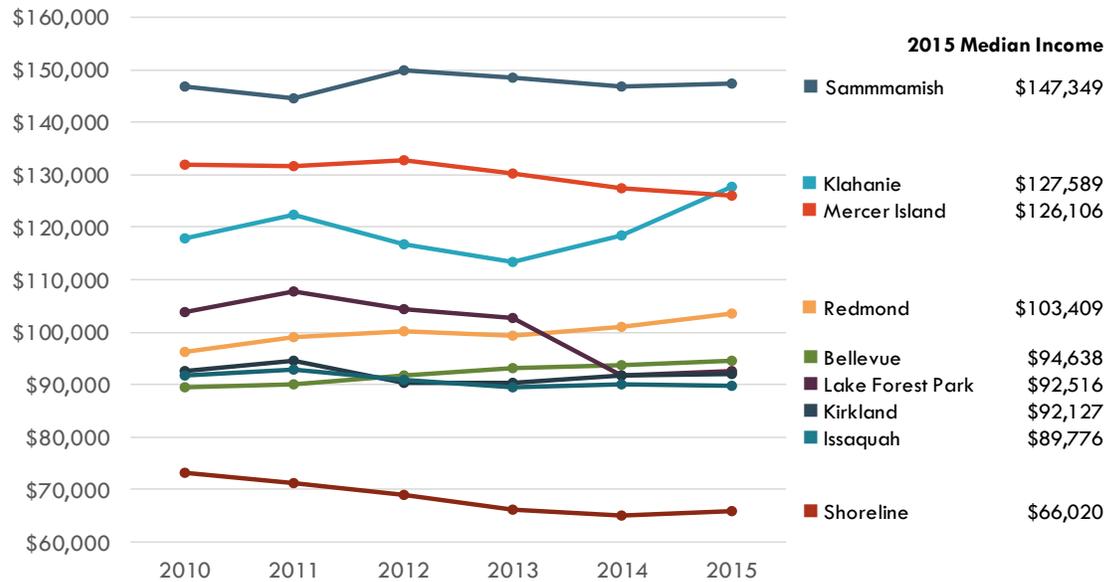
Median incomes are growing in King County; between 2000 and 2015, the King County median household income increased from \$53,157 to \$75,302 (King County Office of Economic and Financial Analysis, 2017). However, economic booms in concentrated industries have raised median incomes without lifting the incomes of middle and low-income groups. Unequal economic growth disproportionately hurts those who are already struggling to meet basic needs.

What we heard from DSHS
 More single-adults with barriers to work (such as disabilities, mental health problems, domestic violence, or substance abuse) are moving to the Eastside, including Sammamish. It is difficult for them to establish self-sufficiency due to lack of affordable housing and transportation options.

Income

Sammamish and Klahanie have high median household incomes compared to their peer cities. Exhibit 46 shows the median income, in 2015 dollars, by city, between 2010 and 2015.

Exhibit 46. Median Household Income by Service Area, Adjusted for Inflation, 2010 – 2015



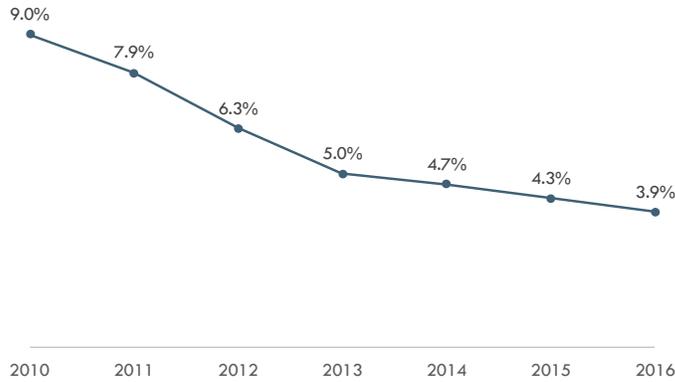
Note: Median Income shown in 2015 inflation-adjusted dollars.
 Source: ACS 2010 - 2015 5-year estimates, Median Income; BERK 2017.

- Sammamish has relatively high median income, compared to its peer cities. In 2015, the median household income was over \$147,000. Over the last five years, the median household income in Sammamish has kept pace with inflation.
- Median household incomes in Klahanie increased faster than inflation from 2013 – 2015, reaching the highest median income over the last five years of \$127,589.

Unemployment

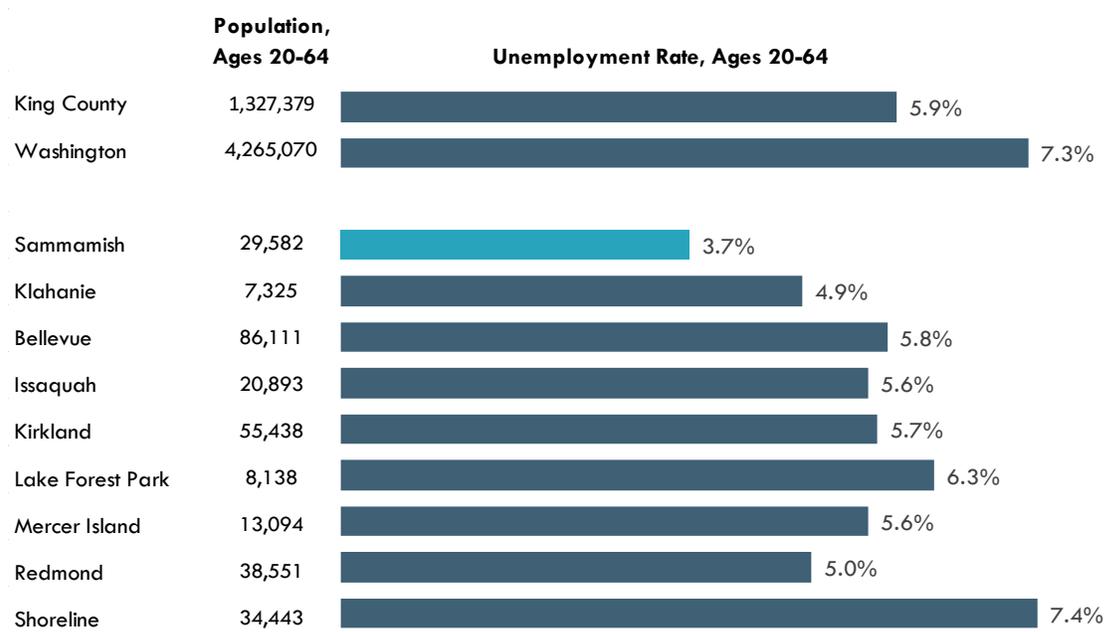
The U.S. economy has largely recovered from the Great Recession, and the unemployment rate has declined in King County over the past five years (**Exhibit 47**). The unemployment rate is relatively low in Sammamish compared to peer cities in King County. The Bureau of Labor Statistics provides unemployment rate information at the county level, but not at the city level. The unemployment rate information at the city level, shown in **Exhibit 48**, is provided by ACS as a five-year estimate of unemployment rates for ages 20-64.

Exhibit 47. King County Unemployment Rate, 2010-2016



Source: Bureau of Labor Statistics, 2010-2016.

Exhibit 48. Unemployment Rates in Sammamish and Peer Cities, Ages 20-64



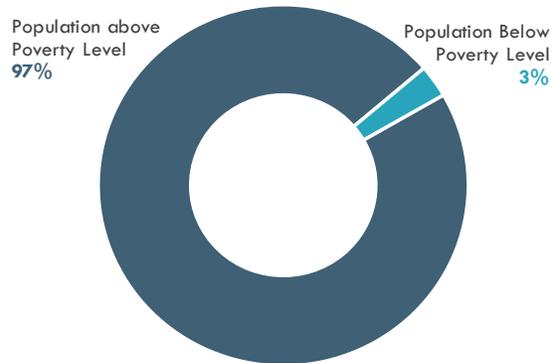
Source: ACS 2011-2015 5-year estimates, Unemployment Status (Table S2301).

- The unemployment rate in Sammamish for ages 20-64 was relatively low at 3.7%, compared to peer cities where the unemployment rate ranged from 5-7%.
- The unemployment rate for ages 20-64 averaged 5.9% in King County and 7.3% in Washington state from 2011-2015.

Poverty

The Census Bureau defines the federal poverty level by size of family. The census defined poverty in 2015, the most recently available year of data, for an individual with an annual income less than \$12,082 and for a family of four as less than \$24,257.

Exhibit 49. Population Above and Below Poverty Level in Sammamish, 2015



What we heard from school stakeholders

Families well above the poverty line are struggling to make ends meet because of the high cost of housing in Sammamish. When families spend a majority of their income on housing they can struggle with affording basic needs such as food, childcare, or healthcare.

Source: ACS 2015 5-year estimates, Estimate of Poverty Status in the Past 12 Months (Table S1701).

- Only 3% of the population in Sammamish is considered to be in poverty as defined by the federal poverty level.
- 300% of the poverty level is an annual income of \$36,180 for an individual and \$73,800 for a family of four. 8.8% of the families in Sammamish fall into this category. Given the cost of housing, it is likely that families under 300% of the poverty level are unable to afford other basics. More information on housing affordability can be found in Exhibit 10.

Supplemental Nutrition Assistance Program (SNAP)

The Supplemental Nutrition Assistance Program (SNAP) is administered by the U.S. Department of Agriculture’s Food and Nutrition Service. The program provides nutrition assistance to low-income individuals and families. **Exhibit 50** shows the number and percentage of total households who receive SNAP assistance in Sammamish, along with comparable measures for neighborhood cities.

Exhibit 50. Households Receiving SNAP benefits

	Households Receiving SNAP Benefits (Food Stamps)						
	Total Households	Households		HHs with Children		HHs with Elderly	
		#	%	#	%	#	%
Sammamish	16,201	270	2%	151	1%	106	1%
Bellevue	54,216	3,047	6%	1,186	2%	1,173	2%
Issaquah	14,018	720	5%	125	1%	346	2%
Kirkland	35,367	1,487	4%	540	2%	598	2%
Lake Forest Park	5,207	272	5%	153	3%	57	1%
Mercer Island	9,583	317	3%	180	2%	65	1%
Redmond	23,389	1,016	4%	437	2%	407	2%
Shoreline	21,668	2,262	10%	703	3%	848	4%
Issaquah SD	38,946	1,434	4%	284	1%	710	2%
Lake Washington SD	74,452	2,600	3%	1,029	1%	1,125	2%

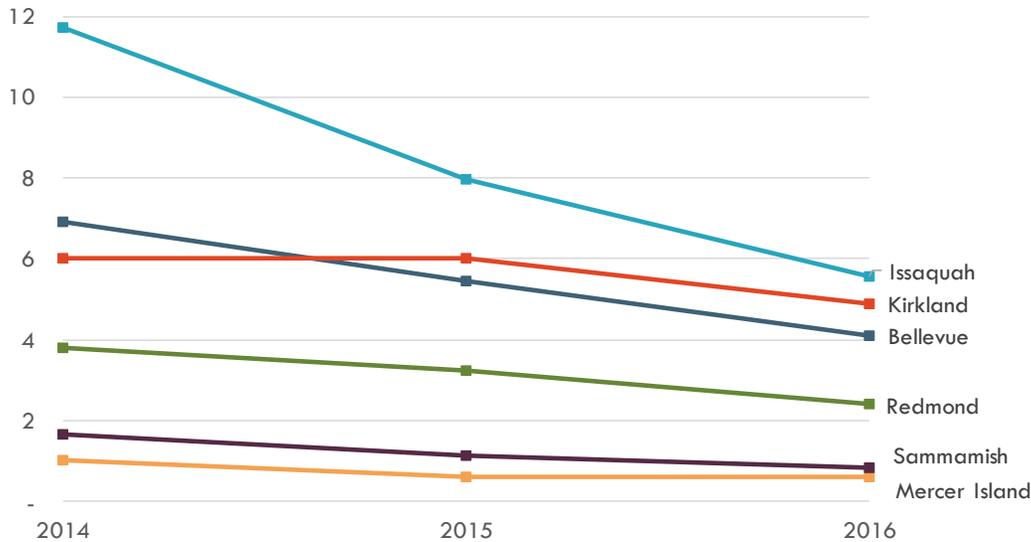
Source: ACS 2015 5-year estimates, Food Stamps/SNAP (Table S2201); BERK, 2017.

- 2% of Sammamish households are receiving SNAP assistance. This is relatively low compared to peer cities, which range from 3% to 10% of households receiving SNAP assistance.
- Just 1% of households with children and 1% of households with elderly are receiving SNAP assistance.

Temporary Assistance for Needy Families (TANF)

The Temporary Assistance for Needy Families (TANF) grant program is administered by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance. The program provides state funding to help needy families achieve self-sufficiency through temporary financial assistance. **Exhibit 51** shows client counts, per 1,000 residents, for TANF and State Family Assistance in Sammamish and peer cities. The data can provide insight on family assistance needs in these communities over the last three years.

Exhibit 51. TANF and Family Assistance Rate, per 1,000 population, by city, 2014-2016



Note: Originally collected at the zip code level, this data has been assigned to cities based on U.S. Postal Service default cities. Shoreline and Lake Forest Park are not included since USPS assigns their zip codes to Seattle.
 Source: Washington State Department of Social and Health Services, 2015-2016; Washington State Office of Financial Management; BERK, 2017.

- Client counts for TANF and state family assistance have decreased slightly in Sammamish as well as many peer cities on the Eastside over the last three years. It is unclear whether this is because of declining need or declining funding. The Center on Budget and Policy Priorities notes that “Over time, TANF has provided basic cash assistance to fewer and fewer needy families, even when need has increased” (2017).
- Relative to its neighboring cities of Issaquah, Kirkland, Bellevue, and Redmond, Sammamish has a low client count of people receiving TANF. Its share of residents receiving TANF is slightly higher than that of Mercer Island.

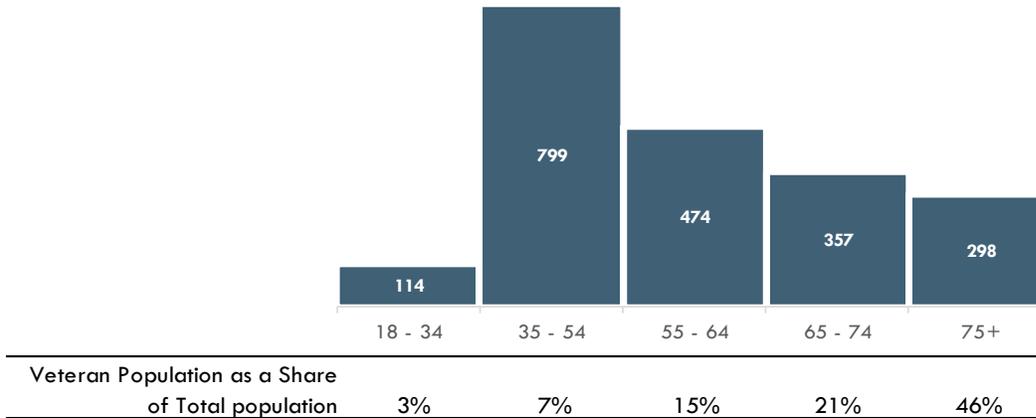
VETERANS

Veterans face unique challenges in transitioning to civilian life. According to the annual Military Family Lifestyle Survey conducted by Blue Star Families, over 40% of transitioning veterans felt stress about the transitioning process, and civilian employment was one of their top concerns (Brookings Institution, 2015). In this same survey, about half of veterans responded that they were not in their desired career field or did not find meaning in their workplace. Veterans also face mental health barriers; based on research from the RAND Center for Military Health Policy Research, 20% of veterans who served in Iraq or Afghanistan suffer from major depression or post-traumatic stress disorder (National Veterans Foundation, 2016). Job retraining and mental health services are essential to help veterans transition to healthy and meaningful civilian lives.

- **Exhibit 52** shows the age distribution of Veteran’s living in Sammamish. Among those 75 and older, almost 46% are veterans (298 individuals).

- **Exhibit 53** shows data on veteran populations, along with the proportion of veterans in poverty and with disabilities, in Sammamish, King County, and Washington.

Exhibit 52. Sammamish and Klahanie Veteran Population, Number and Share of Total Population, 2015



Source: ACS 2015 5-year estimates, Veteran Status and Age and Sex, BERK 2017

- Although the largest number of veterans are found in the 35 – 54-year-old age group, they represent only 7% of the total population in Sammamish and Klahanie combined.
- Among those 75 and older, almost 46% are veterans (298 individuals).

Exhibit 53. Veterans in Poverty and with Disabilities in Sammamish, 2015

	Civilian Population 18+	Veteran Population		Veterans Below Poverty Level		Veterans With Disability	
		Count	% of Civilian Population	Count	% of Veteran Population	Count	% of Veteran Population
King County	1,613,259	115,239	7%	8,226	7%	26,582	23%
Washington	5,340,310	564,864	11%	37,721	7%	153,745	27%
Sammamish	34,013	1,769	5%	17	1%	235	13%
Klahanie	8,348	273	3%	0	0%	16	6%
Bellevue	107,091	6,649	6%	228	3%	1,625	24%
Issaquah	25,171	1,538	6%	79	5%	389	25%
Kirkland	67,269	4,439	7%	141	3%	1,084	24%
Lake Forest Park	10,719	793	7%	33	4%	154	19%
Mercer Island	18,121	1,469	8%	33	2%	348	24%
Redmond	44,751	2,126	5%	39	2%	559	26%
Shoreline	44,566	3,991	9%	371	9%	946	24%

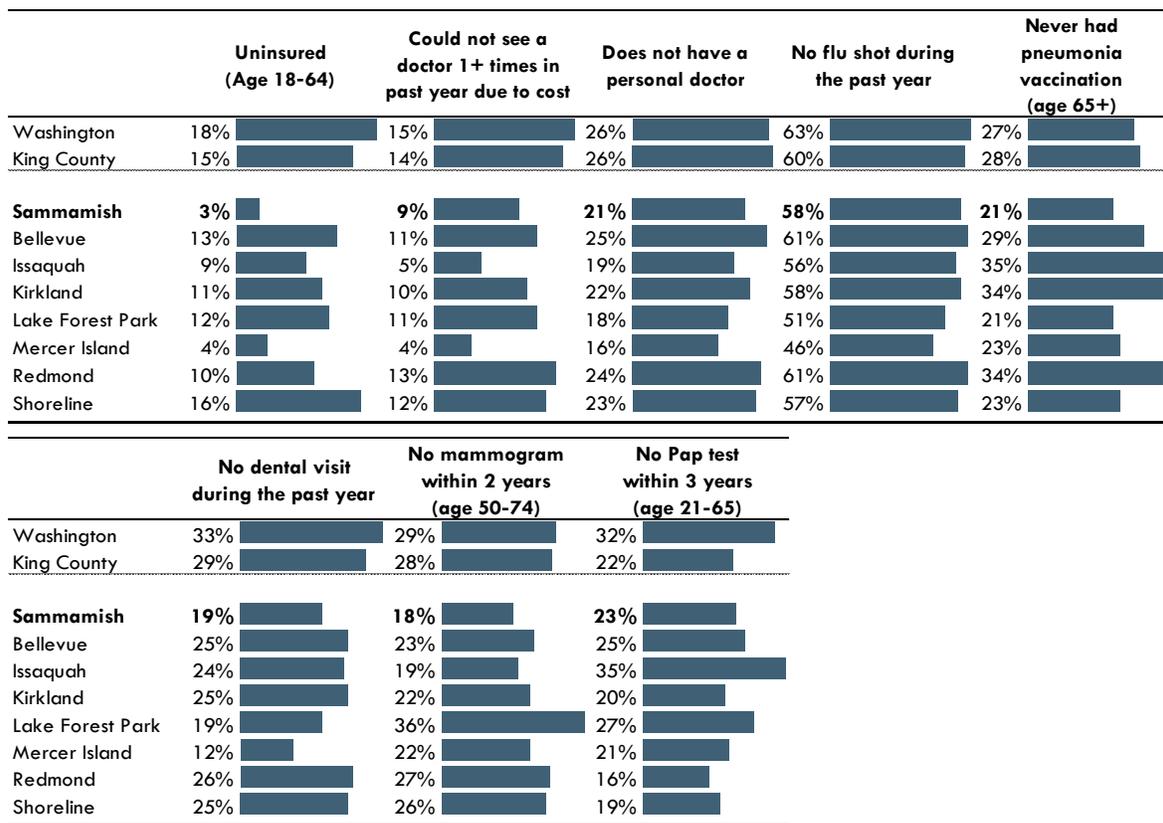
Source: ACS 2015 5-year estimates, Veteran Status, BERK 2017

HEALTH

Access to Care and Preventative Services

Accessing quality health care and preventative services is important not only to physical outcomes but social and mental health outcomes as well. Preventative services can help individuals detect health issues early, avoid illness, and potentially save lives. Health insurance is one aspect of access to health services, but the location and cost of quality care are other important factors. Reducing these barriers to care and matching providers to community needs can improve health and well-being. **Exhibit 54** shows several access to care and preventive services measures for the state, the county, Sammamish and peer cities.

Exhibit 54. Access to Care and Preventive Services



Source: Behavioral Risk Factor Surveillance System (BFRSS), WA State Department of Health, Center for Health Statistics via Public Health Seattle King County City Health Profiles, 2016.

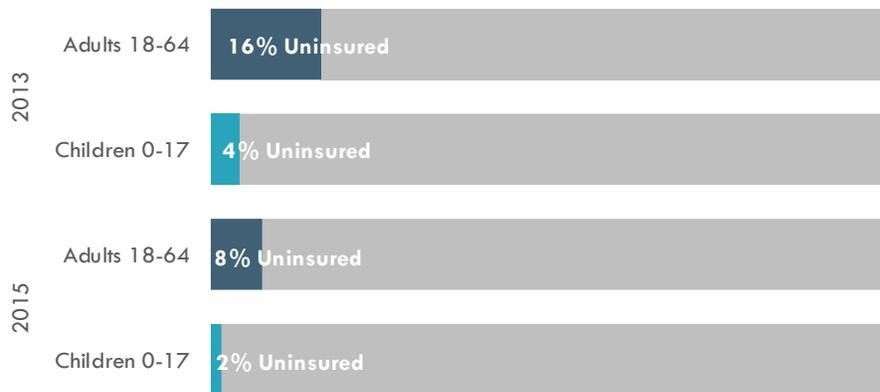
- Over one-fifth of Sammamish residents do not have a personal doctor that they see for routine visits.
- Just under one-fifth (19%) of Sammamish residents did not see a dentist within the last year. Untreated dental diseases can lead to serious health effects.
- Shares for Sammamish were lower than for the county in all measures except no pap test within three years, which is higher by one percentage point.

Insurance

Health insurance is an important aspect of ensuring that people receive the care they need. Uninsured individuals may be less likely to see a primary care provider; they may receive less timely care and have worse health outcomes. Lack of insurance also places a financial burden on families. Health insurance coverage data can help to understand these vulnerabilities.

The Affordable Care Act was followed by large declines in the share of uninsured adults and children in King County. In 2014, insurance coverage options expanded for all adults. **Exhibit 55** compares uninsured rates in 2013 and 2015 in King County. **Exhibit 56** shows the percentage change in various types of health insurance coverage.

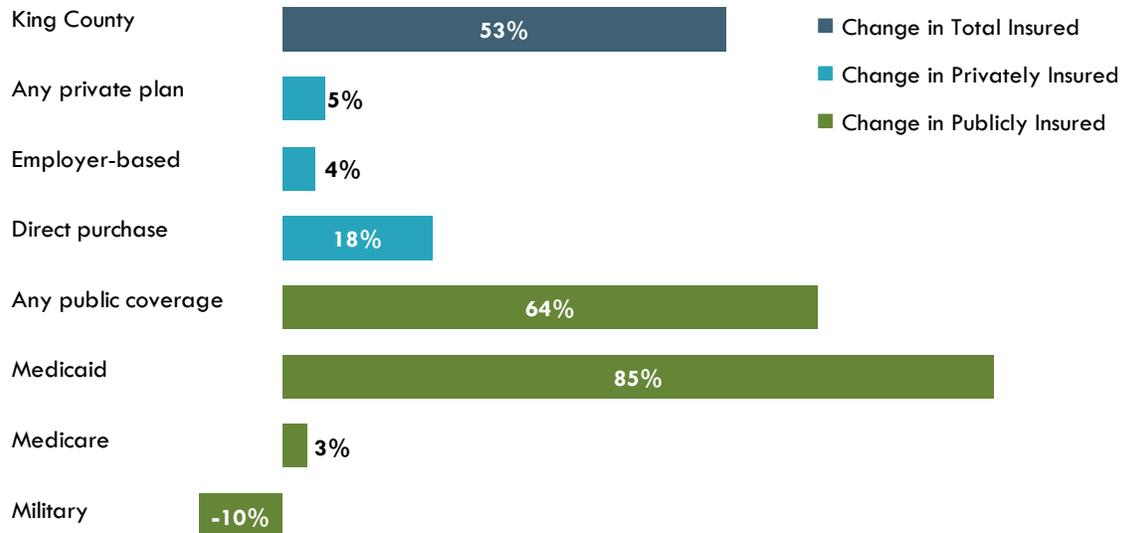
Exhibit 55. Uninsured Rates in King County, Before and After Affordable Care Act



Source: ACS, 2015; Public Health Seattle King County, Policy Development and Evaluation Unit, 2016.

- 16.4% of King County adults ages 18-64 were uninsured in 2013; this number declined to 7.7% by 2015. This is a 53% decline between 2013 and 2015.
- 4.3% of children ages 0-17 were uninsured in 2013; this declined to 1.6% in 2015.
- King County’s decline in uninsured rates is similar to Washington State’s average reduction in uninsured adults, which is also 53%; however, there is wide variation across the state.

Exhibit 56. Change in Coverage between 2013 and 2015, Adults Ages 18-64



Source: ACS, 2015; Public Health Seattle King County, Policy Development and Evaluation Unit, 2016.

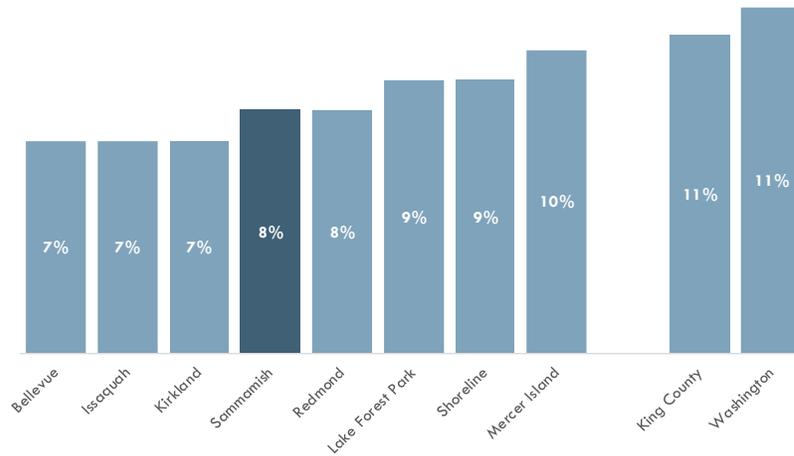
- There was a 5% increase in private plans, including a 4% increase in employer-based and 18% increase in direct-purchase.
- There was a 64% increase in public coverage, including an 85% increase in Medicaid and 3% increase in Medicare coverage. Military coverage decreased by 10% in King County.

Mental Health

Public Health Seattle & King County publishes community health indicators for many cities in the county in an effort to isolate determinants of health. One indicator reports mental distress of adults measured as having fourteen or more *poor mental health days* in the past 30 days. This measure *poor mental health days* is used nationally by the Center for Disease Control (CDC) and emphasizes those that are experiencing chronic and likely severe mental health issues. In this measure, poor mental health includes: stress, depression, and problems with emotions.

Countywide, this measure has remained flat for the last fifteen years with no significant increases or decreases in the share of residents experiencing bad mental health. King County residents experiencing poor mental health at rates higher than average include: younger residents (18 – 24), those residing in South King County, Hispanic residents, and those with household incomes below \$25,000.

Exhibit 57. Frequent Mental Distress, Adults age 18+



Note: Frequent Mental Distress Indicator is for adults age 18+
 Source: Risk Factor Surveillance System (BRFSS), Washington State Department of Health, Center for Health Statistics. via Public Health Seattle King County City Health Profiles, 2016.

- Using this national measure of mental health, 8% of adults in Sammamish reported that they had experienced 14 or more bad mental health days in the past 30 days.
- Poor mental health along with a lack of access to mental health support can have long-term consequences on the emotional, physical, and financial health of households and communities.

Health Risk Factors

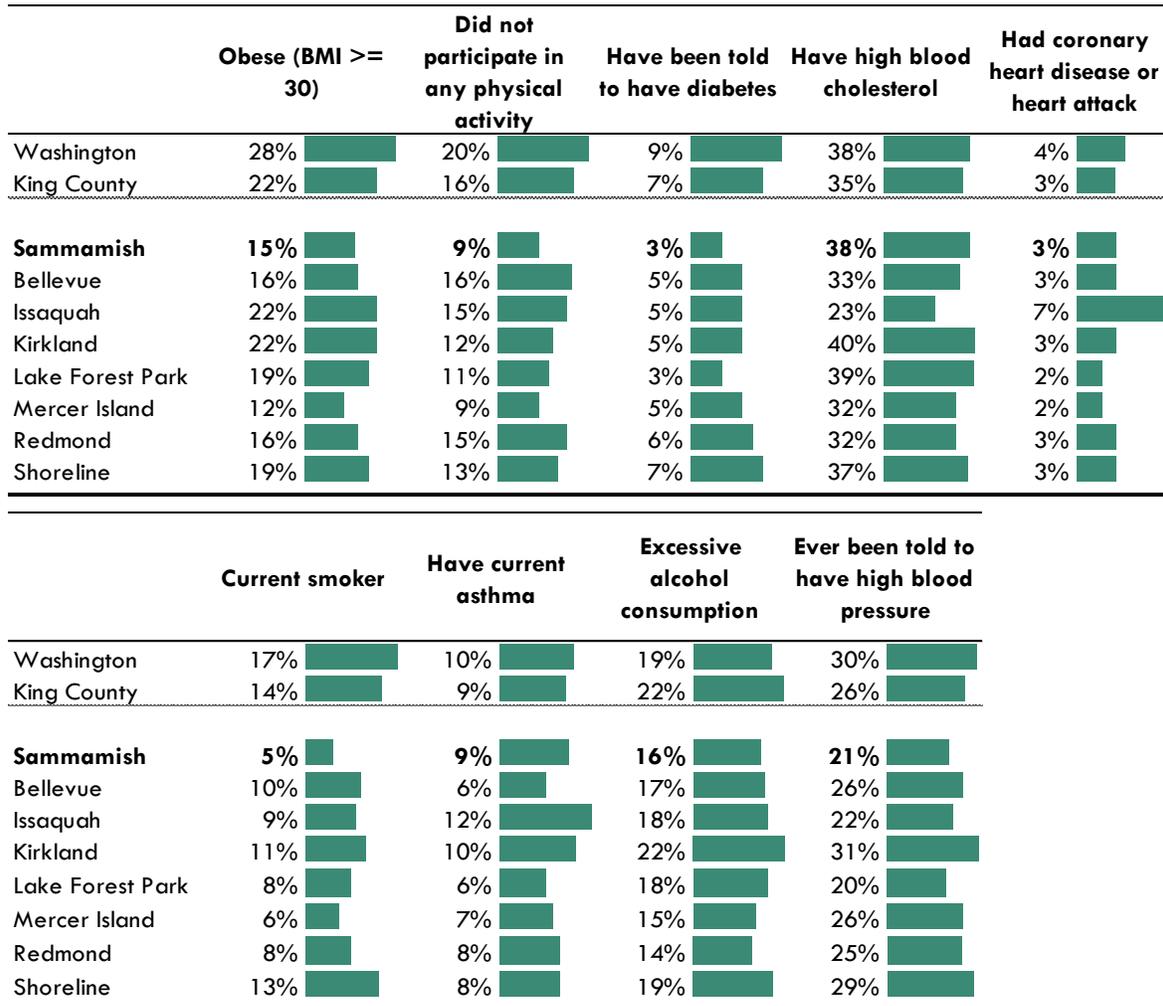
Access to nutritious food and physical activity are important contributors to a community’s good health. A lack of physical activity can contribute to increased risk of health conditions, including heart disease, diabetes, and some cancers (Robert Wood Johnson Foundation; Trust for America’s Health, 2013). Half of adults in the U.S. do not meet the Center for Disease Control and Prevention’s recommended levels of physical activity. Being overweight or obese increases the risk for many health conditions, including type 2 diabetes, heart disease, stroke, hypertension, cancer, Alzheimer’s disease, dementia, liver disease, kidney disease, osteoarthritis, and respiratory problems (Robert Wood Johnson Foundation; Trust for America’s Health, 2013).

Smoking kills 480,000 Americans each year, including 41,000 from exposure to secondhand smoke; over 16 million Americans are living with a disease caused by smoking (Center for Disease Control and Prevention, 2015). Smoking causes cancer, heart disease, stroke, lung diseases, diabetes, and chronic obstructive pulmonary disease (COPD), which includes emphysema and chronic bronchitis. The health consequences of smoking mean that tobacco use has financial implications for communities.

Exhibit 58 shows measures of several health risk factors and chronic diseases in Sammamish and in neighboring cities. The social determinants of health model shown in **Exhibit 44** shows how community factors can contribute to chronic disease. For example, a community’s infrastructure can either support or limit opportunities for physical activity depending on the availability of sidewalks, safe biking routes, and

access to parks and recreation facilities. Understanding the profile of chronic disease can help to identify potential social determinants that need to be addressed through long-term efforts or through health and human services programs.

Exhibit 58. Health Risk Factors and Chronic Diseases



Source: The Behavioral Risk Factor Surveillance System (BRFSS), Washington State Department of Health, Center for Health Statistics via Public Health Seattle King County City Health Profiles, 2016.

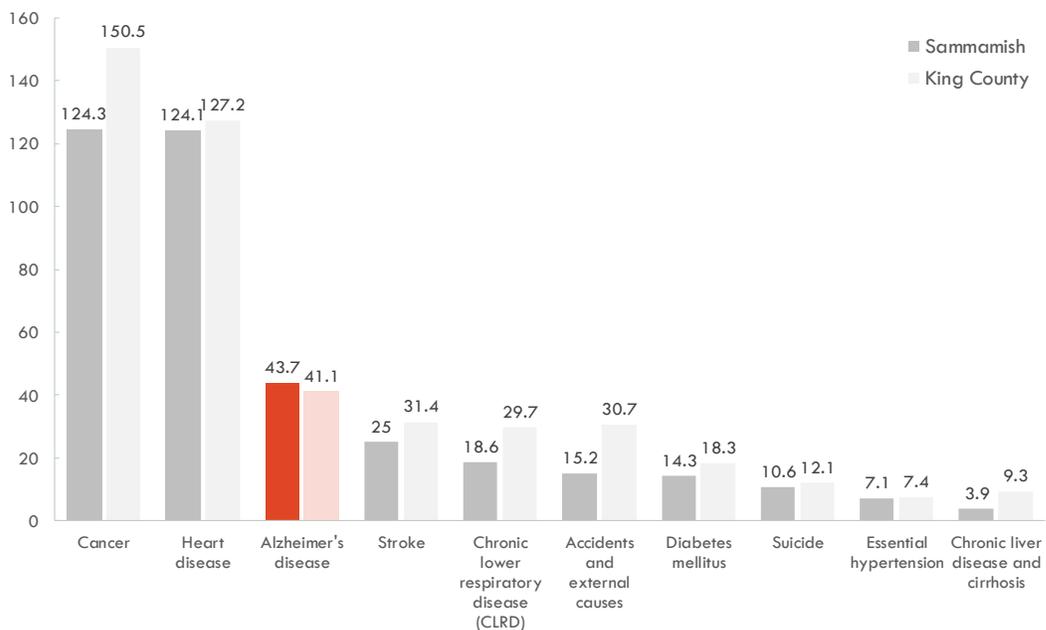
- In 2016, 15% of Sammamish residents were considered to be obese, and 9% did not participate in any physical activity. 3% were told to have diabetes, 28% to have high blood cholesterol, and 3% have had coronary heart disease or a heart attack. Physical activity and diabetes rates are relatively good compared to neighboring cities, while the heart disease and high blood cholesterol rates are about average.
- 5% of Sammamish residents are currently smokers, which is relatively low compared to peer cities or

to King County or Washington State.

Leading Causes of Death

Leading causes of death can help illuminate the effectiveness of an area’s health system and can help local health officials determine how to focus their resources. Many leading causes of death are related to healthy lifestyles and diets, such as heart disease, stroke, diabetes and hypertension. Others are less preventable, such as certain types of cancer, or Alzheimer’s disease which has a higher prevalence in Sammamish than in King County overall. Recognizing symptoms, accessing care, and determining treatment plans, can help lessen the burden of these diseases.

Exhibit 59. Top 10 Leading Causes of Death in Sammamish, compared to King County, 2016



Source: Death certificate data, Washington State Department of Health, Center for Health Statistics via Public Health Seattle King County City Health Profile, Sammamish, 2016.

- Sammamish has a higher rate of Alzheimer’s disease, with 43.7 people per 100,000 residents, than King County overall (41.1 people per 100,000 residents).

Excessive Drinking

Excessive or binge drinking is defined different for women and men. For women, it is defined as consuming more than four drinks on a single occasion and for men it is more than five drinks. In 2014, the most recent year of data available, Public Health Seattle & King County reported that 20% of adults binge drink (or had done so in the last 30 days).

In the East Region of King County, the percent of adults that excessively drink is slightly lower at 16%, compared to 26% in Seattle.

Drug Induced Deaths

Drug induced deaths are deaths due to drug poisoning. These deaths include accidental, intentional, and undetermined poisoning by exposure to any drug, medication, or biological substance. In King County in 2014, the most recent year of data available, there were 313 drug-induced deaths, or 14.1 deaths per 100,000 residents. For the East Region of King County, the rate was lower with 8.2 deaths per 100,000 residents.

The country is in the midst of an opioid epidemic with an estimated 59,000 to 65,000 people dying from drug overdoses in 2016. Drug-induced deaths are now the leading cause of death among Americans under 50. (Katz, 2017) Several recent studies suggest the opioid epidemic is partially caused by job loss, with areas experiencing economic hardship being more affected by the crisis. One study found that an unemployment rate increase of 1 percentage point results in an opioid death rate increase of 3.6 percent. (Hollingsworth, Ruhm, & Simon, 2017) Although Sammamish its surrounding Eastside peers are partially insulated from this epidemic by strong economics, high incomes, and low unemployment, they have not been completely untouched. In 2016 a 26-year-old man was arrested for heroin possession in Sammamish and in 2013 an Issaquah man was arrested and charged with homicide for allegedly selling heroin to a man that died from an overdose.

Active Aging

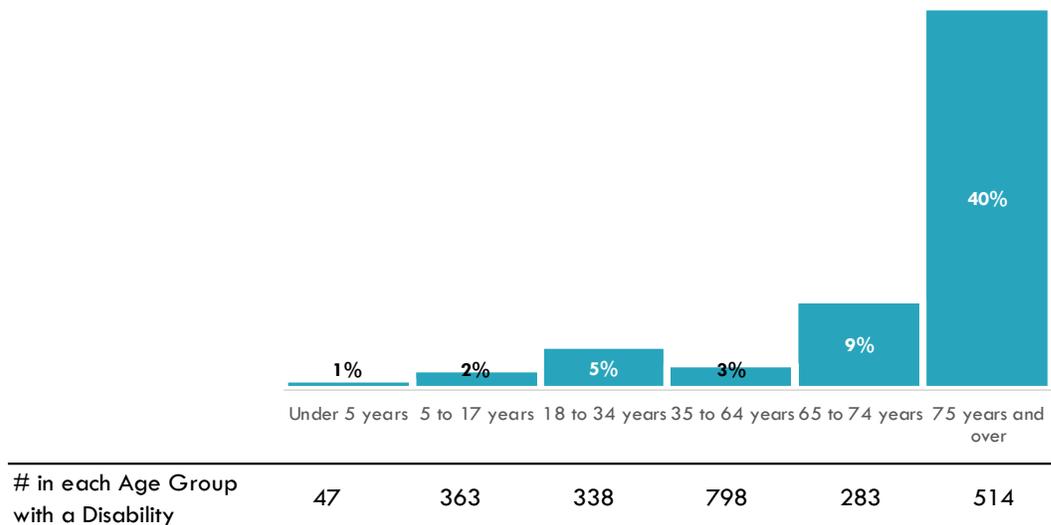
Active aging is the process of optimizing opportunities for health, participation, and security to improve the quality of life as people age (World Health Organization). This process allows people to continue to participate in society as they age, and it involves many aspects of wellness including physical, social, spiritual, vocational, emotional, environmental, and intellectual. As Sammamish seniors age in their community, it is important that they have opportunities to engage with their neighborhood and to access resources that can help them maintain autonomy and independence.

Physically, active aging means maintaining health and physical activity. Seniors with disabilities (see **Exhibit 60**) need special services both in terms of transportation and facilities. Seniors' elevated risk of falling brings implications for fire and medical emergency services as shown in **Exhibit 61**, which shows the percent of older adults who have ever been injured by a fall in various King County regions.

Emotionally and socially, seniors need to continue interacting meaningfully with members of their community. Mobility is an important component of independence and socialization, and seniors frequently depend on public transportation to access community spaces.

Understanding the senior community can provide insight on how the City of Sammamish can best serve its senior population.

Exhibit 60. Percent of Population in Age Group with a Disability in Sammamish, 2015

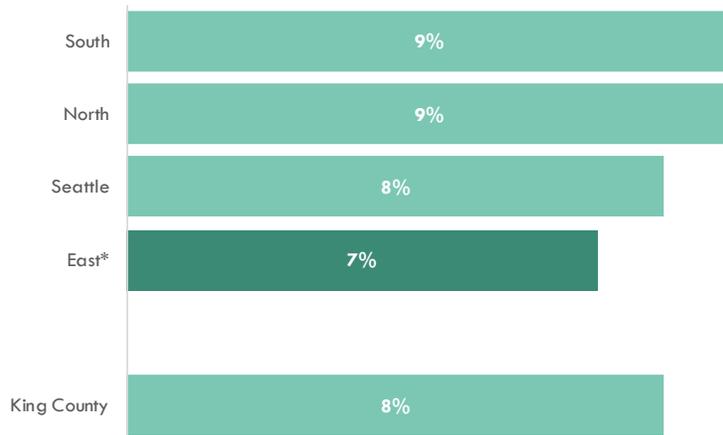


Source: ACS 2015 5-year estimates, Sex by Age and Disability Status, BERK 2017.

- The population with disabilities in the age group 75 and older is large, and represents 40% of the total population in that age group (514 individuals).
- 9% of the population aged 65 to 74 has a disability.
- While only 3% of the total population aged 35 to 64 has a disability, that figure means that 798 adults in that age group have a disability. Improvements to make the community more accessible to

seniors will also improve quality of life for people with disabilities in every life stage.

Exhibit 61. Percent of Older Adults (45+) Ever Injured in Fall by King County Region, 2014



*East Region includes Sammamish
 Source: Public Health Seattle King County.

- 7% of older adults in the East Region of King County, which includes Sammamish, have been injured in a fall.

Healthy Environment

The National Research Council and Institute of Medicine jointly wrote in 2013 that “health determinants cannot be fully understood in isolation from the environmental contexts that shape and sustain them” (National Research Council and Institute of Medicine, 2013). They found that environmental factors related to the physical form of regions or neighborhoods exist even when controlling for socioeconomic and demographic differences, suggesting that environmental factors play an important role in health outcomes.

Some factors in the physical environment can affect health including air pollution, the way neighborhoods are designed and built, housing affordability, and access to recreational facilities and transportation systems. Factors in the social environment that can affect health are those related to safety, violence, and social connection (National Research Council and Institute of Medicine, 2013).

HOUSING

Housing Affordability

In 2016, Money magazine ranked Sammamish as the number 14 best place to live in the country. Credit for the ranking was given for schools, proximity to employers, and green space.

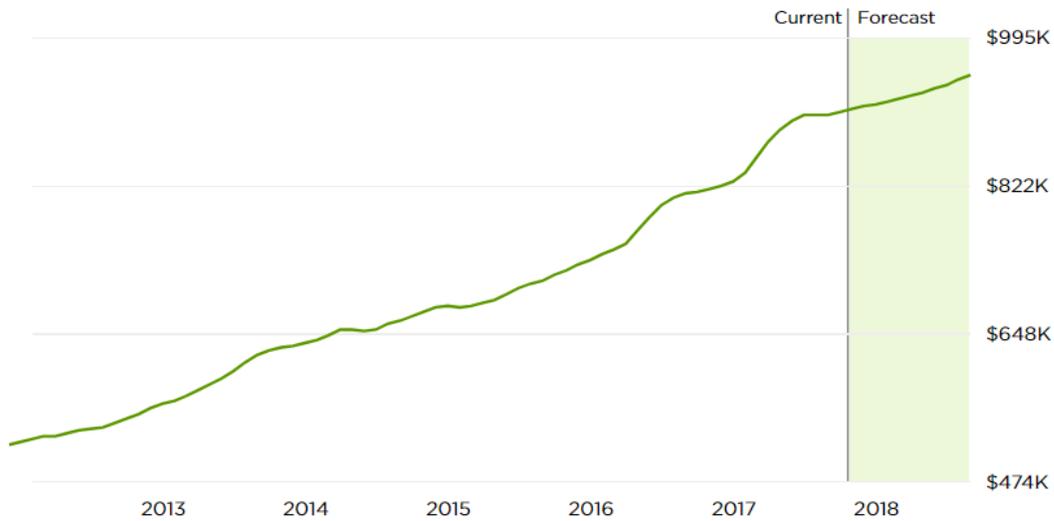
Along with being a great place to live, Sammamish has high home values. Zillow’s home price index for Sammamish, a median current market valuation for the city, shows strong

growth in home prices over the last five years and forecasts continued growth in 2018, as seen in **Exhibit 67**.

What we heard from a majority of sources:

- Housing affordability is an unmet need in the community.
- Adults and families with good employment and wages are making trade-offs (in areas such as healthcare, childcare, adequate food) to pay for housing.
- Housing costs are a significant source of stress for people in this community.

Exhibit 62. Sammamish Home Value Index, 2017



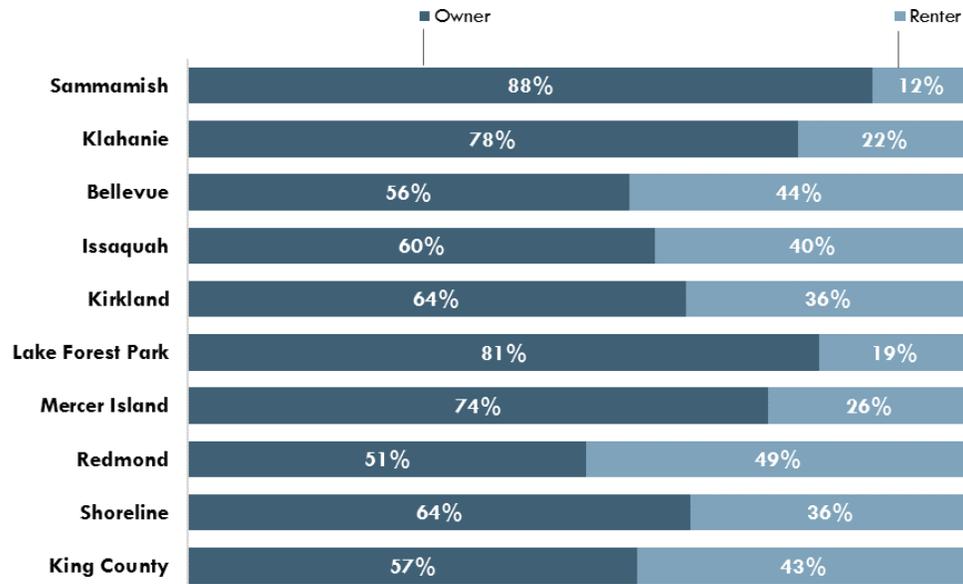
Source: Zillow’s Sammamish Home Value Index, retrieved October 24, 2017.

- Zillow estimates that the median home value in Sammamish as of August 2017 was \$905,800, up from \$543,000 in August of 2012.
- Zillow estimates that home values have gone up 11.4% over the last year and will continue to increase, at a rate of 5.1% over the next year.

Housing Tenure

Exhibit 63 shows housing tenure for Sammamish, peer cities, and all of King County. As shown below, Sammamish has a significantly higher share of owner households than neighboring cities at 88%. It also has nearly 30% more owner households than for King County overall.

Exhibit 63. Housing Tenure – Sammamish and Peer Cities



City / Place	Owner	Renter	All Households
Sammamish	13,855	1,965	15,820
Klahanie	3,165	890	4,055
Bellevue	30,035	23,200	53,235
Issaquah	8,275	5,595	13,870
Kirkland	22,110	12,650	34,760
Lake Forest Park	4,180	1,000	5,180
Mercer Island	6,990	2,440	9,430
Redmond	11,975	11,545	23,520
Shoreline	13,710	7,650	21,360
King County	464,584	344,099	808,683

Source: U.S. Department of Housing and Urban Development, Consolidated Housing Affordability Strategy (based on U.S. Census American Community Survey 5-year Estimates, 2010-2014)

- 88% of all households in Sammamish are owners (13,855 households), and just 12% are renters (1,965 households). Klahanie also has a high percentage of owner households (78%).
- Sammamish and Klahanie have a higher percentage of owner households compared to neighboring cities and King County overall (57% owner households). Lake Forest Park is the only other city that has a similar proportion of owner households (81%).

Tenure by Income Level

The U.S. Department of Housing and Urban Development (HUD) calculates area median income (AMI) for King County. In 2017, AMI was \$96,000 for a four-person household. The data in this section is presented relative to HUD AMI. It is prepared by HUD’s Consolidated Housing Affordability Strategy (CHAS) program, based on ACS data, and gives a more accurate depiction of various household

attributes than is available using just the ACS data.

This section groups households based on income categories relative to the county AMI, rather than the Federal Poverty Level. Note that HUD accounts for household size when grouping households into income categories.

- Very Low Income – Under 30% of AMI
- Low Income – 30-50% of AMI
- Moderate Income – 50-80% of AMI
- Lower Middle Income- 80-100% of AMI
- Above Median Income – Over 100% of AMI

Conversations with HUD indicate users of this data often use the Very Low-Income category – Under 30% of AMI – interchangeably with the Federal Poverty Level.

Exhibit 64 and Exhibit 65 summarize households in the City of Sammamish and King County within each income category, by housing tenure. Consistent with the data above in Exhibit 63 which shows the high number of owner households in Sammamish, nearly 85% of all households in Sammamish have income above AMI (\$96,000). Compare this to all of King County, where just 53% of all households have income above AMI.

In renter households, the gap is even wider. In Sammamish, 70% of renter households have income above AMI, whereas across King County, only 33% of renter households have income above AMI. Only 5% of all households in Sammamish are living in the Very Low-Income category, or living in poverty.

Exhibit 64. Tenure by Income Level – City of Sammamish

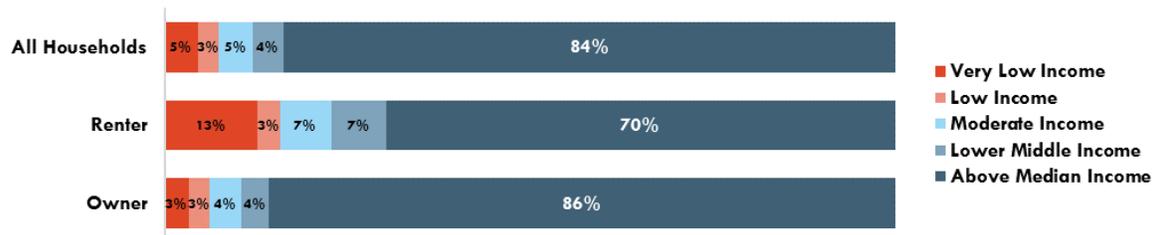
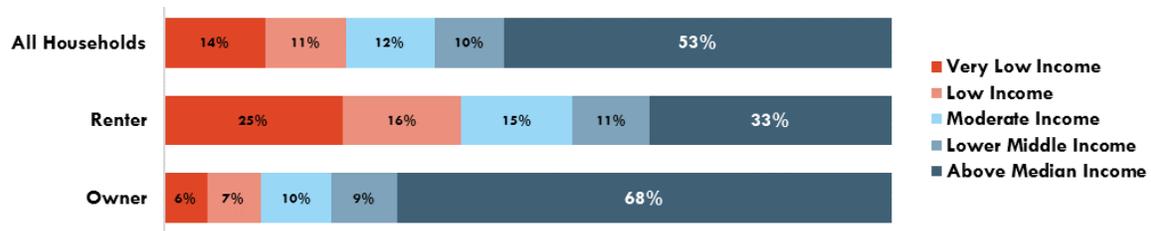


Exhibit 65. Tenure by Income Level – King County



Source: U.S. Department of Housing and Urban Development, Consolidated Housing Affordability Strategy (based on U.S. Census American Community Survey 5-year Estimates, 2010-2014)

Household Composition by Income Level

Exhibit 66 shows the household income breakdown by household type, as well as descriptions for the HUD designated household types (household types are mutually exclusive). This data shows very low numbers of elderly non-family households living in Sammamish. Many people in this group are retired, living on a fixed income, and may or may not have additional retirement savings to help cover housing costs. These would also be households likely in need of public/private assistance of some variety. Conversely, many Sammamish households are small families with income above AMI, and are likely not in need.

Exhibit 66. Household Type by Income Level – City of Sammamish

	Very Low (<30%)	Low (30-50%)	Moderate (50-80%)	Lower Middle (80-100%)	Above AMI	All Households
Elderly Family	110	94	230	165	1,090	1,689
Elderly Non-Family	120	100	29	15	240	504
Large Family	35	50	65	60	1,610	1,820
Small Family	305	145	320	325	9,275	10,370
Other	140	65	95	100	1,025	1,425
Total	710	454	739	665	13,240	15,808

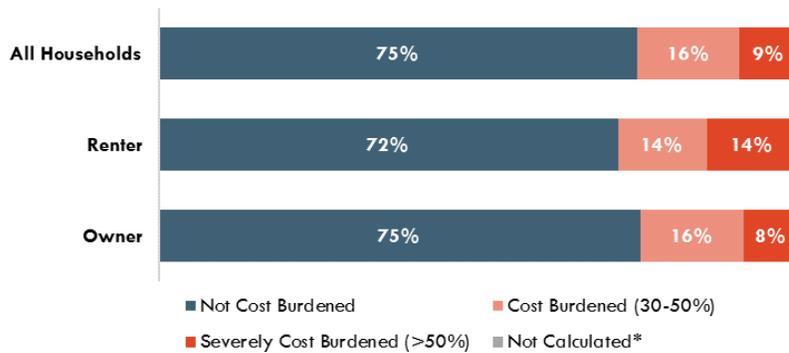
Household Type Description	
Elderly Family	2 persons, either or both age 62 or over
Elderly Non-Family	Age 62+, living alone
Large Family	Families with 5 or more members
Small Family	Families with 2-4 members (excluding elderly families)
Other	Non-family, non-elderly households

Source: U.S. Department of Housing and Urban Development, Consolidated Housing Affordability Strategy (based on U.S. Census American Community Survey 5-year Estimates, 2010-2014)

Housing Cost Burden

HUD deems housing to be affordable if a household spends no more than 30% of their gross income on housing costs (rent plus basic utilities or gross monthly owner costs). Households are cost burdened if they pay more than 30% of their income towards housing costs. Households paying more than 50% of their income towards housing costs are considered severely cost burdened, leaving that much less income for other daily living expenses.¹³

Exhibit 67. Housing Cost Burden by Tenure – City of Sammamish

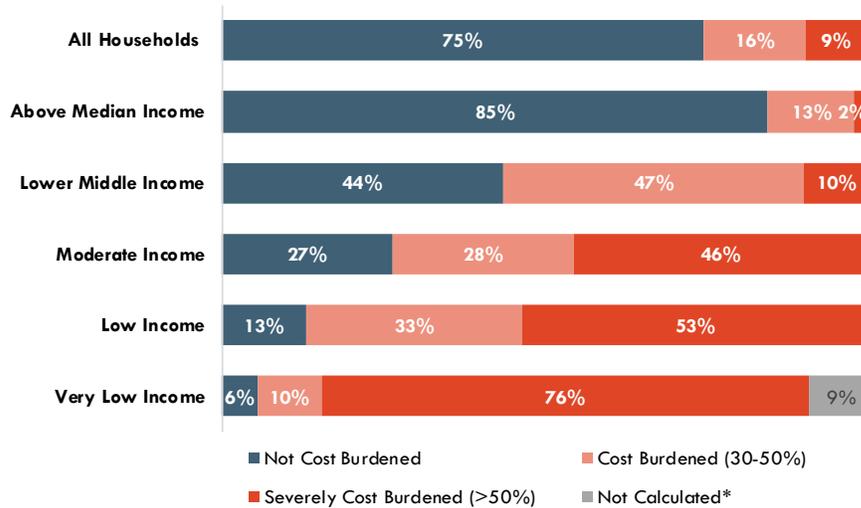


Source: U.S. Department of Housing and Urban Development, Consolidated Housing Affordability Strategy (based on U.S. Census American Community Survey 5-year Estimates, 2010-2014)

- One quarter of all households in Sammamish are cost burdened, spending 30% or more of their monthly income on housing costs.
- Renter households are slightly more likely to be cost burdened than owner households, and about twice as likely to be severely cost burdened, spending 50% or more of their monthly income on housing costs.

¹³ HUD publishes cost burden estimates based on data from the ACS 5-year Estimates. The latest survey period for which cost burden data is available is 2010 to 2014. This means that cost burden estimates reflect income and housing costs as reported by a sample of residents in Sammamish during a rolling monthly survey between January 2010 and December 2014. This period includes the downturn in the housing market and rise in unemployment during and following the last economic recession. Housing costs have increased during the past few years, a fact that should be considered when interpreting cost burden data from HUD.

Exhibit 68. Housing Cost Burden by Income Level – City of Sammamish



- 25% of households in Sammamish are housing cost burdened, paying more than 30% of their incomes on housing, and 9% are severely housing cost burdened, spending more than 50% of their incomes on housing.
- Some of the 13,240 households above AMI have issues with housing affordability. 15% of these households are cost burdened, paying more than 30% of their income on housing (almost 2,000 households), and 2% of these households are severely cost burdened, paying more than 50% of their incomes on housing (approximately 264 households).

Homelessness

All Home, the Seattle/King County Continuum of Care, conducts an annual point-in-time (PIT) homeless count. The PIT offers a snapshot of the number of people experiencing homelessness in emergency shelters, transitional housing, those sleeping outside and in other places not meant for human habitation. Even with the assistance of homeless providers and advocates, as a non-intrusive, visual enumeration of homeless individuals that occurs on one night, the PIT likely undercounts homeless individuals.

Exhibit 69 shows the total number of individuals experiencing homelessness, and whether they are sheltered or unsheltered. Exhibit 70 provides a more detailed breakout of where unsheltered individuals were found, whether it was outside, in a car, tent, or abandoned building.

Exhibit 69. Homeless Point in Time Count by King County Region, 2017

Region	Total Homeless Count	Unsheltered		Sheltered	
		Number	% of Region	Number	% of Region
East County	631	284	45%	347	55%
North County	201	53	26%	148	74%
Northeast County	166	119	72%	47	28%
Seattle	8,522	3,857	45%	4,665	55%
Southwest County	2,017	1,102	55%	915	45%
Southeast County	106	70	66%	36	34%
King County	11,643	5,485	47%	6,158	53%

Note: Contains data collected during the General Street Count, the Youth and Young Adult Count, and Count Us In Survey.

- In “East County”, which includes Sammamish, there were over 600 individuals counted as homeless with about 45% of them counted outside.

Exhibit 70. Unsheltered Persons by Region, 2017

REGION	PERSONS ON STREETS/OUTSIDE		PERSONS IN CAR/RV/VAN		PERSONS IN TENTS		PERSONS IN ABANDONED BUILDINGS		TOTAL UNSHELTERED PERSONS
	Number	% of Region	Number	% of Region	Number	% of Region	Number	% of Region	
East County	33	12%	201	71%	46	16%	4	1%	284
North County	16	30%	35	66%	-	0%	2	4%	53
Northeast County	22	18%	29	24%	66	55%	2	2%	119
Seattle	1,076	28%	1,550	40%	1,153	30%	78	2%	3,857
Southeast County	22	31%	39	56%	9	13%	-	0%	70
Southwest County	313	28%	460	42%	277	25%	52	5%	1,102
TOTAL	1,482	27%	2,314	42%	1,551	28%	138	3%	5,485



EAST COUNTY	NORTHEAST COUNTY	SOUTHWEST COUNTY	NORTH COUNTY	SOUTHEAST COUNTY
Beaux Arts Village	Carnation	Algona	Bothell	Black Diamond
Bellevue	Duvall	Auburn	Kenmore	Covington
Clyde Hill	Issaquah	Burien	Lake Forest Park	Enumclaw
Hunts Point	North Bend	Des Moines	Shoreline	Maple Valley
Kirkland	Skykomish	Federal Way	Woodinville	
Medina	Snoqualmie	Kent		
Mercer Island		Milton		
Newcastle		Normandy Park		
Redmond		Pacific		
Sammamish		Renton		
Yarrow Point		SeaTac		
		Tukwila		
		Vashon Island		

Source: One Night Count 2017

- The majority of unsheltered individuals in East County are found living in a vehicle (71%), while most others are found sleeping on streets or in tents (28% total).

TRANSPORTATION

Sammamish is served by limited transit options, as seen in Exhibit 71, necessitating the need to drive most places, whether for work, school, or to grocery shopping or other errands.

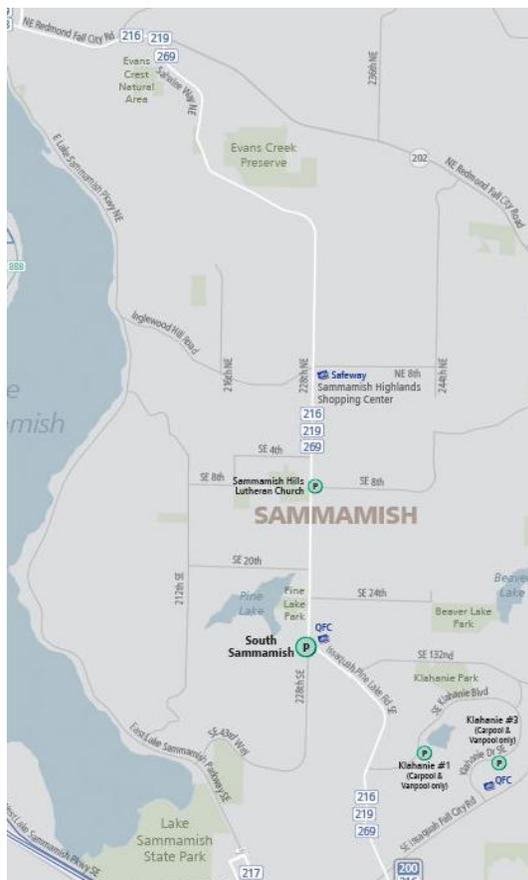
During outreach with seniors in the Indian community and with the YMCA, Sammamish residents and service providers highlighted a need for better public transportation options.

Many seniors rely on public transportation to access community spaces and resource centers. Without a car and/or the ability to drive a car, seniors can struggle to access basic health and other resources. A lack of reliable and affordable transportation can also present barriers to socialization. Meaningful interaction with other members of the community is important for overall well-being, yet accessing senior activities such as trips, social gatherings, games, and events requires a means of transportation. The lack of mobility as a challenge for seniors was echoed through outreach events.

What we heard from the community

- After affordable housing, transportation is the second most mentioned “unmet need.”
- Lack of reliable and affordable transportation affects the ability to access services for seniors, youth, and low-income adults in the community.

Exhibit 71. King County Metro Systems Map, Sammamish



Community Connections and Transportation

- Three buses run North/South on one street through the center of Sammamish.
- There are four park and ride lots
 - Two on the main bus line
 - Two for carpool and vanpool only, in Klahanie
- Residences can be as many as four miles away from the bus line and walking to 228th Ave SE can take up to an hour.
- Mid-day service recently started on Route 269 serving Issaquah, Redmond, and Sammamish. This route now provides 30-minute weekday service between 6 am and 8:30 pm where previously there were infrequent transit options outside of commuting hours.

Source: King County Metro System Maps

PERCEPTION OF SAFETY

Crime

The City of Sammamish contracts with King County to provide police services. Sammamish has relatively low crime rates that have remained steady over the last three years. The part 1 crime rate (including burglary, larceny, and other violent crimes) is 8 crimes per every 1,000 residents over the last three years (2014 – 2016).

The most prevalent incident types in Sammamish are car prowls and vandalism, with almost 200 car prowls and 150 vandalism reports in 2016. Aside from a high-profile drug case this year, the largest number of drug and alcohol crimes in most recent years has been Driving Under the Influence (DUI) (30+ crimes in 2016), and DUI accidents (almost 20 crimes in 2016). The third and fourth most prevalent drug and alcohol crimes are controlled substance violations (over 17 in 2016) and narcotic activity reports (16 in 2016). Over 90% of drug and alcohol crimes are committed by adults in Sammamish (Bennet, 2017).

Domestic Violence

Domestic violence is abusive behavior used by one in a relationship to gain or maintain power and control over another partner. It can include physical assault, sexual abuse, and stalking. The Bureau of Justice estimates that every year over one million women and almost 835,000 men are physically assaulted by an intimate partner. 27% of women and 12% of men have experienced domestic violence during their lifetime and then suffered significant impacts such as PTSD and injury as a result (Breiding, et al., 2011).

Domestic violence is intimately linked to housing and homelessness, and the fear of becoming homeless is a primary reason why domestic violence survivors stay with their abusers. Research shows that the need for, and the financial means to maintain, safe housing are two of the most pressing needs among women who are leaving or who have left abusive partners (Clough, Draughon, Njie-Carr, Rollins, & Glass, 2013).

In addition, economic abuse is a common tactic used by abusers to gain power and control in a relationship; it may include tactics to limit the partner’s access to assets or to hide information and accessibility to family finances. Financial abuse is a powerful method of keeping a survivor trapped in an abusive relationship, and research shows that financial abuse occurs in 98% of abusive relationships (National Network to End Domestic Violence).

Women experiencing domestic violence that are from immigrant communities may feel additional isolation and may not feel comfortable going outside of the family or cultural community for help with a private matter. (Senturia, Sullivan, & Ciske, 2000)

What we heard from LifeWire

- Domestic violence affects people of all incomes and backgrounds in Sammamish. Economic abuse and lack of affordable housing options make it difficult for those experiencing domestic violence to leave relationships.
- For those who leave a domestic violence situation there is emergency shelter on the Eastside, but longer-term shelters are only in Seattle and housing resources are mostly available in South King County.
- Housing and employment options and low-cost access to physical and mental health care in Sammamish would help families experiencing domestic violence.
- Barriers to accessing resources in Sammamish include a lack of case management and programs that require income eligibility.

October 5, 2017

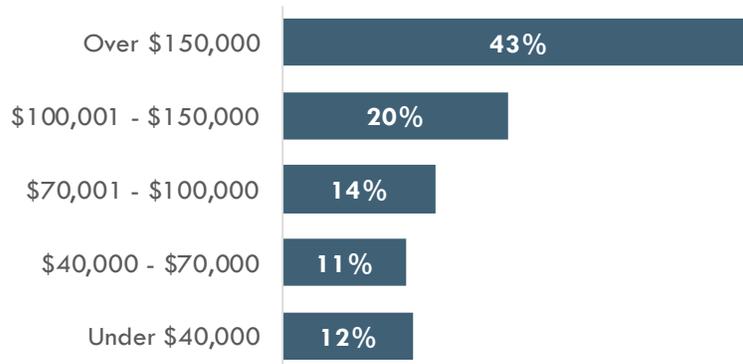
Appendix 1.A - Virtual Town Hall Results

A Virtual Town Hall online survey was hosted on the City of Sammamish Town Hall website to learn more about community needs from all members of the Sammamish community. The survey was open from June 12 to July 28, 2017. 184 people participated in this survey. Not all respondents answered every question.

Where did you hear about this Health and Human Services Needs Assessment?

177 respondents provided information on where they heard about the survey. 27% of respondents heard about this survey from their city email, followed by 16% from a friend or neighbor, 12% from a community event, and 8% from the city website. Other common sources were Facebook, Twitter, the Farmer’s Market, Boys and Girls Club Teen Center Outreach Event, postcard in the mail, and a yoga class at Teen Center.

What is your annual household income?



Number of respondents: 152

- Respondents that provided household income information reflect the spectrum of incomes in Sammamish. Data USA reports that the median household income in Sammamish is \$147,349. The median income of those who responded to the survey falls within that range. 43% of respondents have an annual household income over \$150,000, and 20% are between \$100,000-\$150,000. Only 12% of respondents have an annual household income under \$40,000.

What kinds of services or programs would best support you or your family? These could be services or programs that you currently use or would like to have available to you.

182 respondents answered this question.

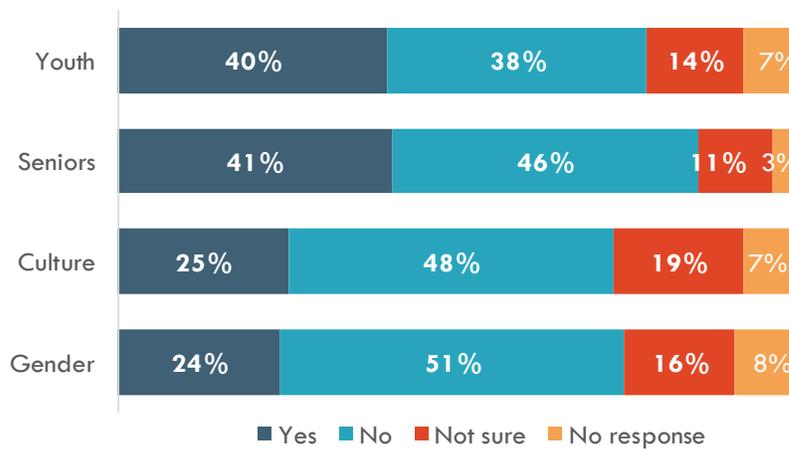
- Physical health: 77% of respondents showed interest in staying physically active. There is also interest in good nutrition and accessing healthy food, affordable access to healthcare, and getting

adequate rest.

- **Mental and emotional health:** 44% of respondents indicated interest in services to help manage stress, access to counseling or mental health services, and managing depression or anxiety.
- **Emergency support:** 77% answered that they and their family do not need these support services. A small share of respondents indicated interest in temporary financial assistance, domestic violence help, food assistance, and short-term housing.
- **Youth support:** 40% of respondents did not need these services; 39% indicated interest in teen activities, followed by 36% for academic support for kids and 33% for academic support for teens.
- **Senior support:** 49% did not need these services; 40% were interested in senior activities and 36% in transportation assistance.
- **Community support:** 51% did not need these services; there was moderate interest in job training, finding affordable housing, legal aid, and support for people with disabilities.

This question only addresses whether respondents currently use or desire services or programs. It gives an indication of which types of programs would be used by the respondents, it does not indicate if there are current gaps in services and program. Information on the locations of services and programs can be found in Appendix 1.B – Inventory of Services and Programs.

Would you or your family benefit from services or programs that offered support based on age, gender or sexuality, culture, or other factors?

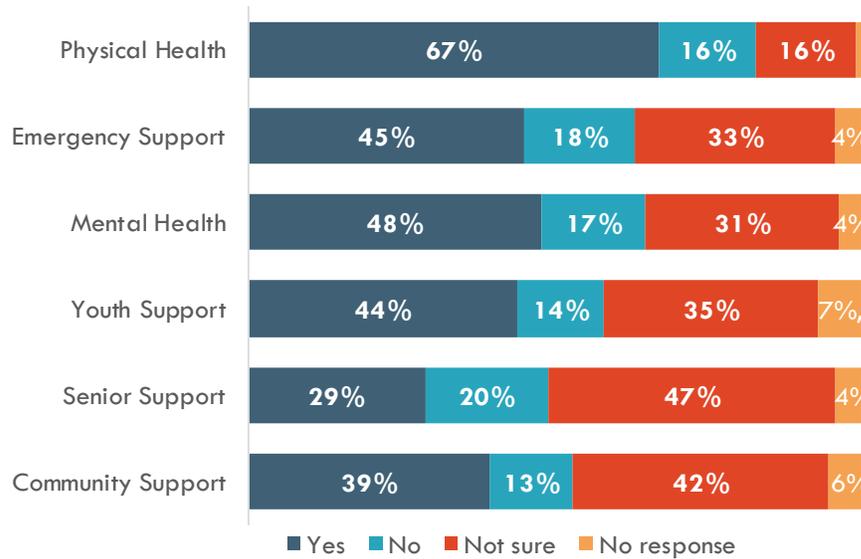


Number of respondents: 182

- Among these areas, respondents showed the greatest interest in programs for seniors and youth.
- Specific suggestions for youth programs included drug prevention programs, suicide prevention, and self-defense for women. Suggestions for senior programs included luncheons, trips, and transportation assistance.
- Beyond these four areas, respondents indicated interest in community support and counseling for

children with attention-deficit hyperactivity disorder (ADHD), single parents, and those with disabilities.

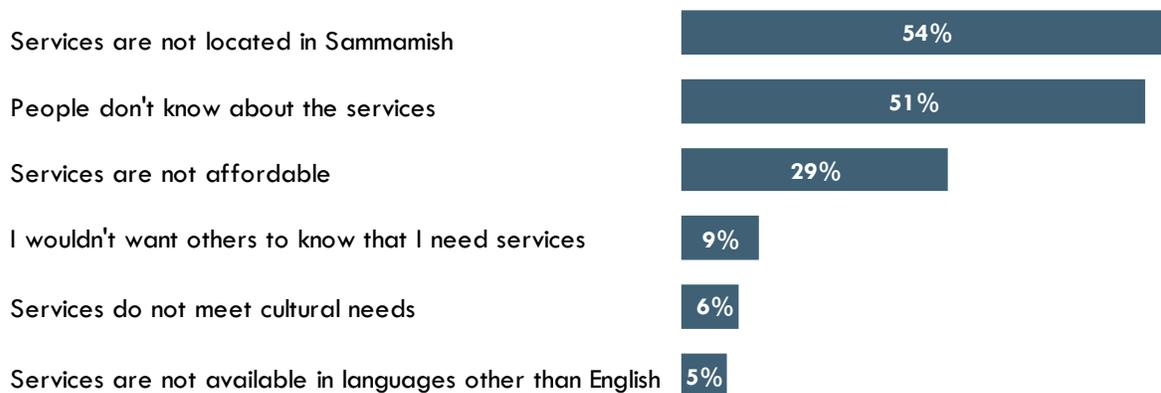
Is support available to meet you or your family's health and human services needs?



Number of respondents: 178

- 67% of respondents felt that physical health services met their needs; 48% felt the same for mental health, 45% for emergency support, 44% for youth support, 39% for community support, and 29% for senior support.
- Specific areas of concern were affordable housing, affordable healthcare as well as healthcare that accepts people's insurance, mental health services, and support for families with disabilities.

What prevents you or your family from getting the health and human services you need? (please select all that apply)



Number of respondents: 139

- By far, the two main factors that respondents felt prevented them from getting the health and human services they need was location and information. Affordability of services was also an important concern. More information about the location of services and programs can be found in Appendix 1.B.

In your opinion, what are the three most pressing health and human service needs in Sammamish?

93 people responded to this open-ended question, and several key themes emerged as the strongest community needs:

- **Access to transportation.** Transportation services are a pressing need for Sammamish community members. Residents need to be able to get around if they do not own a car. There is minimal bus service in certain areas, and buses do not provide direct access to regional services and medical centers.
 - “Need at a minimum a small business service to get residents who don't drive transportation to Issaquah Highlands or Redmond Bear Creek mid-day so they can get necessary medical services for health.”
 - “A circulator bus providing access to the retail centers, parks, community center and better transit connections would be helpful for my family. Including access to the schools on a circulator bus might also help our students with classes and sports.”
- **Affordable housing.** As housing costs rise across the region, residents are increasingly concerned about affordable housing. There is a sense that Sammamish considers itself to be an affluent community but that lower income families who live in the area are struggling. Low income housing and transitional housing were mentioned as specific concerns.
 - “I can't even find an apartment that is affordable; they are just as much as renting a home. The low-income apartments have a four-year waiting list.”
 - “Poor people are being pushed out of the city by excessive taxation and young professionals pushing us out.”
- **Mental health services.** There is a felt need for mental health services, particularly for youth and teens who are struggling with stress, depression, and suicide. Respondents suggested coaching and counseling for children with ADHD, stress management services for teens, and suicide prevention services for youth and teens.
 - “We are very stressed and tired throughout the school year.”
- **Teen activities.** Community members are interested in more teen activities that would keep teens safe in the community. Respondents expressed concerns facing teens related to drugs, alcohol, and cyber bullying. It seems there are activities available for middle schoolers, but not as many activities for high schoolers. One respondent suggested developing another teen center in South Sammamish.
 - “What do teenagers do on the plateau for good social fun?”
 - “We greatly lack older teen activities and young adult activities. Everything is geared around

young families.”

- **Support for people with disabilities.** Many respondents expressed a need for community support for people living with disabilities, as well as those on the autistic spectrum. Residents would benefit from community programs that support families with disabilities. There is a desire for more acceptance of diversity in all forms, as well as a suggestion for more inclusive schools that educate students with disabilities alongside non-disabled peers.
 - “Very important to our family to have support for our adult disabled family member. The lack of bus service midday has been a huge inconvenience for us, since he is unable to work eight-hour shifts, but Access won't cover him since he is able to ride a bus independently.”
 - “Community programs that help support families raising children/young adults with disabilities.”

There is some tension between needs expressed by community members with different income levels. Lower-income families are looking to meet basic needs, such as financial support, food, transportation, and health care. Higher-income families tended to express interest in more activities and programs. Affordable housing and mental health were shared concerns across income groups.

A small number of respondents (less than 5%) expressed resistance toward the City taking any role in health and human services. These respondents do not see health and human services as a priority for the city and expressed a desire for the City to focus on other priorities.

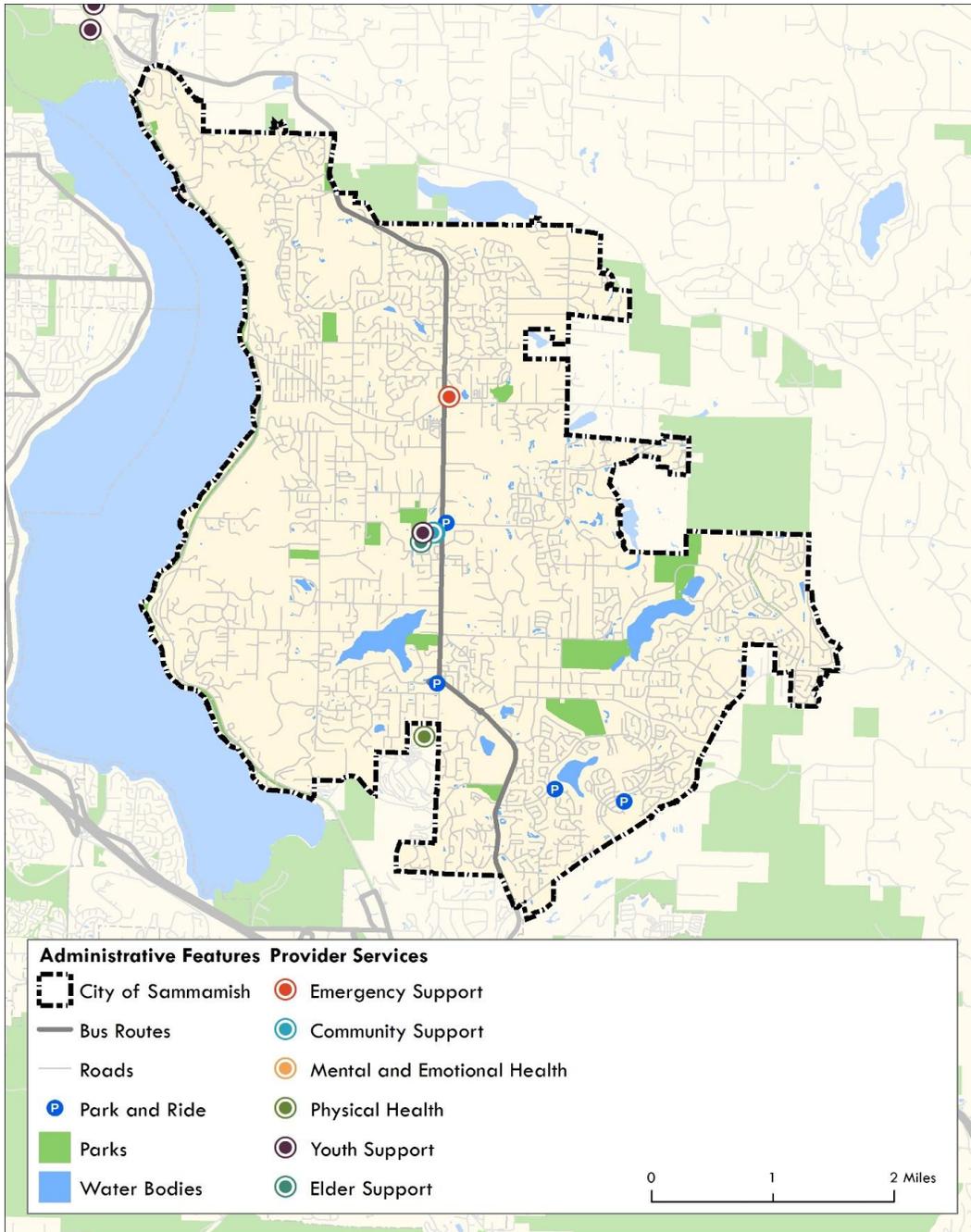
Appendix 1.B - Inventory of Services and Programs

Questions for the Virtual Town Hall survey asked respondents about the usefulness of programs and services in six areas:

- **Physical Health** included services and programs to support physical health such as: staying physically active, accessing healthy food, getting adequate rest, accessing birth control, treatment for drug or alcohol use, or access to affordable healthcare.
- **Mental and Emotional Health** included services and programs in areas such as: managing stress, coping with depression or anxiety, supporting gender or sexual identity, access to mental health services, and parenting support.
- **Emergency Support** included help with urgent issues such as: short term housing, domestic violence, food assistance, or temporary financial assistance.
- **Youth Support** included programs and services for children under age 18 such as: academic support, affordable childcare, or teen activities.
- **Senior Support** included programs and services for the elderly including: transportation assistance, household help, memory care, or senior activities.
- **Community Support** included a variety of programs and services to help with issues such as: job training, legal aid, support for people with disability, English language learning, finding culturally appropriate health care, or affordable housing.

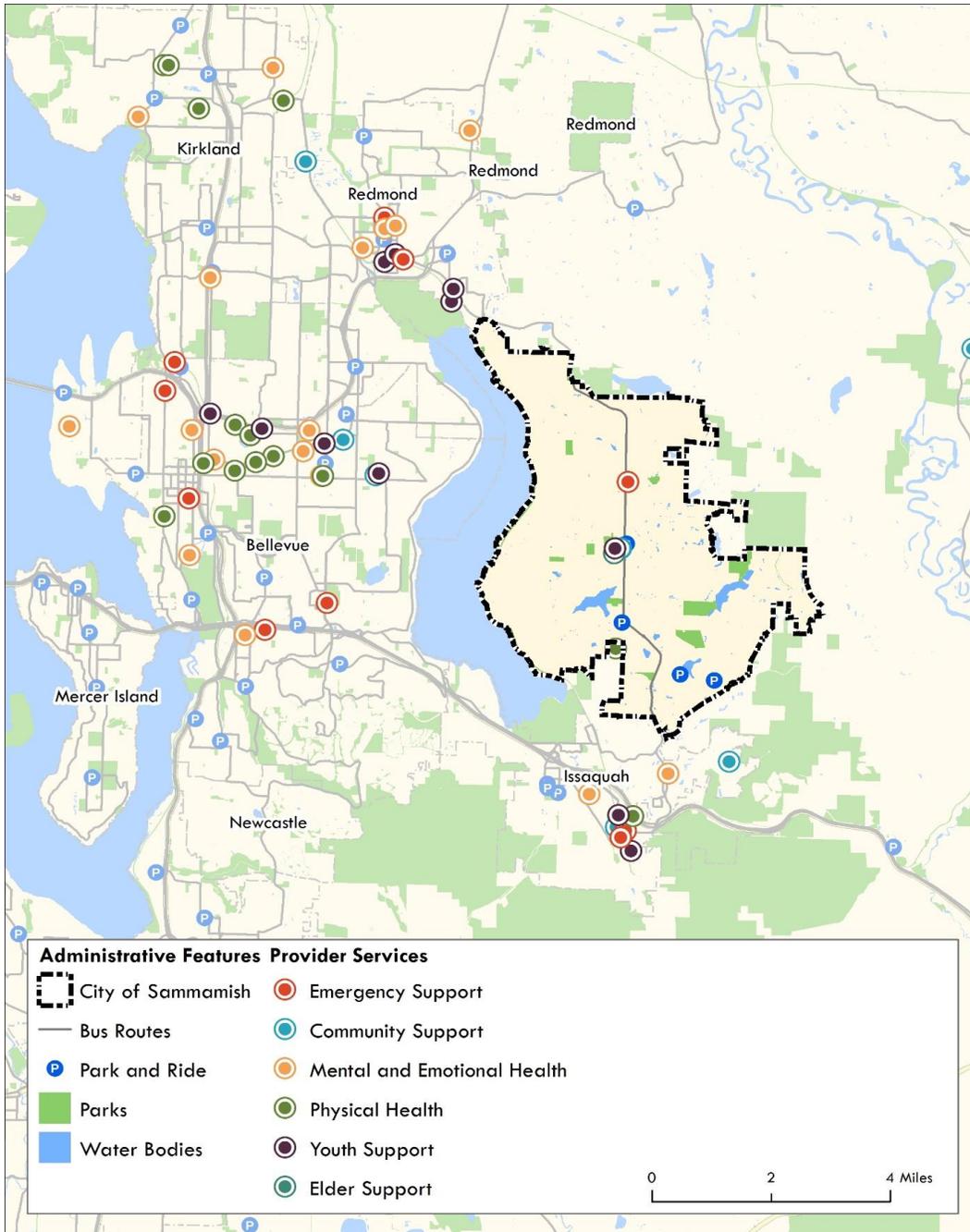
Services and programs in these six areas are shown on the maps that follow. **Exhibit 72** shows locations within Sammamish and **Exhibit 73** shows locations throughout the Eastside. There are few services and programs located in Sammamish proper. There are more service and program offerings elsewhere on the Eastside, but options for Senior Support or Community Support are the most limited. During our outreach process stakeholders, survey respondents, and interviewees mentioned repeatedly that access is a barrier to obtaining services that are needed or desired in Sammamish. This is particularly true for people who may not have access to automotive transportation, such as youth, seniors, or people with low incomes.

Exhibit 72. Sammamish Inventory Map



Source: City of Sammamish; Policy Map; BERK, 2017.

Exhibit 73. Eastside Inventory Map



Source: City of Sammamish; Policy Map; BERK, 2017.

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COUNCIL  *RETREAT*

**The Plateau Club, Alder Room, Sammamish WA
January 18-20, 2017**

Councilmembers present:

Mayor Christie Malchow
Deputy Mayor Tom Hornish
Councilmember Pamela Stuart
Councilmember Chris Ross
Councilmember Karen Moran
Councilmember Jason Ritchie
Councilmember Ramiro Valderrama

Staff present:

Lyman Howard, City Manager
Jessi Bon, Deputy City Manager
Jeff Thomas, Director of Community Development
Aaron Antin, Assistant City Manager/Director of Finance
Angie Feser, Director of Parks & Recreation
Glenn Akramoff, Director of Organizational Development
Steve Leniszewski, Director of Public Works
Mike Kenyon, City Attorney
David Linehan, City Attorney
Kim Adams Pratt, City Attorney
Jeff Clark, Fire Chief ES&R
Michelle Bennett, Chief of Police
Kellie Stickney, Communications Manager
Mike Sugg, Management Analyst
David Goodman, Management Analyst
Maia Knox, Management Analyst
Debbie Beadle – Senior Executive Assistant, City Manager’s Office

Jim Reid, Retreat Facilitator

Friday, January 19th

Public Comment

1. **Paul Stickney, email submission 01/18/2018 as follows: -**

Dear Councilmembers,

To serve the best interests of the most residents of Sammamish in Sustainable, Temporal and Holistic ways:

- **Pause all major planning efforts that have their foundations in land use.**
- **Resolve to attain *Internal Housing Balance* for Sammamish, make it a top priority and put it on a fast track for completion.**

2. **Shaun Smith, 1605 218CT SE, Sammamish, WA – Sammamish Friends** – gave the first half of a joint presentation with Ms. Steinbis on the work of the Sammamish Friends group (the full presentation is available upon request to the City Clerk, manderson@sammish.us)
3. **Sharon Steinbis, 24933 SE 14th St, Sammamish, WA – Stormwater Stewards** – gave the second half of a joint presentation with Mr. Smith on the work of the Stormwater Stewards group (the full presentation is available upon request to the City Clerk, manderson@sammish.us)
4. **Mary Wictor, 408 208th Ave NE, Sammamish, WA** - commented on giving Public Comment & the procedures (the recording is available upon request to the City Clerk, manderson@sammish.us)
5. **Jan Bird, 3310 271st Ave SE, Sammamish, WA** – commented on the East Lake Sammamish Parkway (the recording is available upon request to the City Clerk, manderson@sammish.us)

Saturday, January 20th

Public Comment

1. **Mary Wictor, 408 208th Ave NE, Sammamish, WA** - commented on giving Public Comment & the procedures (the recording is available upon request to the City Clerk, manderson@sammish.us)

2018 Sammamish City Council Strategic Planning Retreat

DRAFT SUMMARY

OF THE KEY DISCUSSIONS, DECISIONS, AND AGREEMENTS

THE COUNCIL'S MOST IMPORTANT CONSENSUS AGREEMENTS

The 2018 Sammamish City Council strategic planning retreat began on Thursday evening, January 18th and concluded at noon on Saturday, the 20th. During their discussions on Friday, City Councilmembers reached *tentative* agreements on their annual priorities and work plan. On Saturday, the Council refined and agreed on its 2018 priorities, and reiterated the commitment to this year's work plan.

In reaching agreement on a set of priorities, the Council set the stage for the next five years because the priorities include projects that are both immediate and long-term. The Council's five priorities should guide the City until at least 2023, when the process of updating the City's Comprehensive Plan begins.

Councilmembers also agreed that their five priorities are bound by an interest in ensuring that Sammamish is a High Performing Government. On both Friday and Saturday, as they discussed their vision for the future and priorities, Councilmembers and the City's leadership team emphasized the need for innovation. They reiterated a theme that the City cannot employ the approaches of yesterday or today to resolve the challenges and problems of tomorrow. Some legacy practices and programs, even if highly successful in the past, will need to be replaced with more innovative solutions that anticipate and reflect the future.

The Council's priorities are:

- Transportation/Concurrency
- Environmental Health and Protection
- Financial Sustainability
- Community Livability
- Communication and Engagement

The Council clearly stated that transportation is the City's #1 priority; the others were not ranked. Some Councilmembers expressed an interest in taking prioritization to a new level next year. They would like to see the Council "stack order" the priorities or focus areas and the set of priority projects. They also urged the group to come up with measures by which to evaluate progress.

Working with Communications Manager Kellie Stickney and Management Analysts Maia Knox, Mike Sugg, and David Goodman, Councilmembers devised the following graphic illustration of the priorities. They requested that this be turned into a one-page, colorful communication tool to help them explain and market their priorities to the public.

TRANSPORTATION

Includes: complete the Transportation Master Plan, improve the Issaquah-Fall City Road, and coordinate with King County Metro on transit planning.

ENVIRONMENTAL HEALTH AND PROTECTION

Includes: build the Ebright Fish Passage and produce the Urban Forestry Management Plan.

HIGH PERFORMANCE GOVERNMENT

FINANCIAL SUSTAINABILITY

Includes: develop the 2019-'20 budget and long-term financial planning.

COMMUNITY LIVABILITY

Includes Town Center planning and implementation.

COMMUNICATION AND ENGAGEMENT

Includes: accurate, timely, and accessible information, focusing on public process, and listening to the community.

HOW THE COUNCIL REACHED THESE AGREEMENTS

The Council’s priorities began to emerge on Friday morning when each Councilmember articulated a vision for Sammamish in 2040-'50 (see pages 13-15). Transportation, the environment, financial sustainability, Town Center, and an active, engaged citizenry were most frequently mentioned. Parks and recreation, public safety, and local and regional partnerships were also raised. The Council’s agreement on five priorities was aided by Community Development Director Jeff Thomas’ presentation of a framework for strategic planning.

Jeff stated that the Sammamish Comprehensive Plan, required by the State’s Growth Management Act (GMA), provides the framework for planning for the future with its vision, eight elements, and dozens of goals and policies. Furthermore, specific capital plans, such as the Capital Facilities Program (CIP), Transportation Master Plan (TMP), and Parks and Recreation Plan, advance and implement the Comprehensive Plan. To avoid planning in departmental “silos,” City Manager Lyman Howard and his management team established eight focus areas as a collection of themes to organize projects, initiatives, and services. The focus areas are: transportation, financial sustainability, environmental health and protection, culture and recreation, community safety, community livability, communication and engagement, and high performing government.

Both the City’s biennial budget and annual work plan reflect the Council’s priorities and contribute to advancing the focus areas. The work plan includes projects, initiatives, and services that implement the focus areas, while the budget provides funding for the priority projects and daily operations of the City. And capital facility plans are vital to achieving the Council’s vision and advancing the focus areas. Even the Council’s committee structure generally reflects the focus areas.

Jeff reminded everyone that the last update of the Comprehensive Plan was in 2015. By law it must be updated every eight years; thus, the next update will be in 2023. He estimated that the City has approximately three years left to implement the Comprehensive Plan because by 2021 the City will begin to focus on the 2023 update, at which time the priorities for the next cycle (2023-'31) will be established.

When Jeff finished his presentation, Councilmembers reiterated some of what they said earlier in the morning when they defined their visions and interests. Transportation and concurrency; financial sustainability; a healthy and strong environment; growth management, including Town Center; and a close partnership with informed and active constituents were the tentative priorities that the Council settled on as the discussion ended right before lunchtime on Friday.

To open the Friday afternoon review of the workplan, Deputy City Manager Jessi Bon led an initial high-level discussion. She mentioned that in 2018 the staff will present to the Council some major studies for review, discussion, and adoption. Starting in 2019, once these studies are in place, there will be more emphasis on undertaking, managing, and completing projects. By the time the Comprehensive Plan is being updated, there will be more tangible evidence of the fruitions of the City's planning.

Deputy Mayor Tom Hornish suggested that the staff develop a three-year list of projects to reflect Council priorities and focus areas. He also suggested color-coding projects to highlight which priority (or priorities) they are helping advance. This tool would help communicate Council priorities to the public and allow both the Council and leadership team to track progress toward completion.

The Council, City Manager Lyman Howard, and his management team then reviewed the work plan by examining the projects listed under each of the eight focus groups. This review helped to crystallize Council priorities but did not result in any changes to the work plan. When discussing the Communication and Engagement, Mayor Malchow suggested that Citizen Action Requests (CARs) be tracked in a document, such as a matrix, so that both Council and staff could be assured that the City was responding to and bringing closure to the requests. At the end of the review, Council members indicated that the docket which was approved by the Council in December 2017 is still valid and a priority of the Council.

COUNCIL'S OTHER AGREEMENTS ON FRIDAY AND SATURDAY

From the middle of the afternoon of the second day of the retreat, Friday, January 19th, until the adjournment of the Council's 2018 strategic planning retreat at noon on Saturday, the 20th, the conversations were related to operational issues that will influence the Council's and directors' leadership in advancing and achieving the priorities and work plan. Here is a summary of the consensus agreements listed under each operational or procedural issue.

Council Meetings:

Councilmembers are united in their interest in being effective and efficient leaders. One concern they all share is the length of Council meetings. Many extend beyond 10 p.m. They do not believe it is wise to make decisions late at night when they, the staff, and the audience are tired. They are concerned that long, drawn out meetings send the wrong signal to the public. Rather than communicating that Council

meetings are welcoming and accessible, they inadvertently convey that decision-making is inefficient and meetings are neither endurable nor accessible.

To ensure that meetings are more efficient and end on time, the Council agreed to these ground rules:

1. If an issue is not ready for Council deliberation, the staff has the Council's authorization to delay bringing it forward.
2. The cover sheet of an agenda bill should highlight what is expected of Council. Will there be a vote? Or, will there be a discussion, but no decision?
3. Do not pontificate and limit story telling.
4. If you agree with a colleague, say that, rather than repeating the colleague's arguments.
5. Call for a vote rather than taking time to announce how each member is going to vote.
6. Eliminate the requirement for a second reading of an ordinance if it is not controversial. If a second is required, such as for a public hearing, then the second reading would be conducted.
7. If the public comment period has closed, staff does not need to repeat presentations that already provided context or background information. That information is more for the public and does not need to be repeated once the comment period has closed, but the background slides may still be included as part of the council packet materials.
8. Staff presentations at Council meetings should complement, not repeat, the written materials in the packets. PowerPoint slides could be included in the packets. At meetings, they should communicate big picture messages and key areas of focus for the council.
9. To respect the time of citizens, the Council asked that when a group of citizens, such as students, are scheduled to make a report to the Council, allow them to be on the agenda early in the meeting, rather than keeping them waiting in the audience late into the night.

NOTE: On the first evening of the retreat, the Council also agreed to some additional protocols to make Council meetings and study sessions more efficient. See pages 9-11.

The Council's Relationship with City Boards and Commissions:

The Council is interested in building and maintaining stronger partnerships with the City's boards and commissions for two primary reasons: 1) utilizing the skills, talents, and experience of board and commission members respects their role and time; and 2) taking advantage of the boards' and commissions' expertise by allowing them to fulfill their duty to vet policy issues and make recommendations should enable the Council to more efficiently deliberate. To achieve these interests, the Council agreed that:

1. The Council should first examine a policy issue by acting as if it won't delegate it to a board or commission. This would spur the Council to identify the interests, needs, and concerns that must be addressed, scope the issues, and define the outcomes that the Council desires.

Going through this exercise may help the Council decide that it should not delegate the issue. But if it decides to do so, the Council would be able to give the board/commission members a blueprint for and a head start in addressing the issue. It is important for the boards and commissions to have better framework and direction on matters they are asked to consider.

2. The Council’s leadership and City Manager should meet quarterly with the leadership of each board and commission. One purpose of these meetings is for the Council leadership to provide clarification on issues under consideration by the board/commission. At the start of each year, for example, the Council leadership could work with the boards and commissions and staff to define and agree on annual work plans. Council might provide a “statement of success” to each board/commission; these statements would define outcomes the Council expects during the year. In other words, “What will success look like?”

Another purpose for the meetings is to discuss the board/commission’s progress. If they are getting off track, the Council would have the opportunity to help them get back on it.

3. Council should receive periodic reports from the boards and commissions. While some Councilmembers expressed the sentiment that written reports would be most helpful, the Council decided to not make this too burdensome a task for the volunteers who comprise the boards and commissions. Thus, the reports could be in the form that is easiest and most efficient for the members of the boards/commissions, and they need not always be provided by the board/commission chair.
4. The Council would benefit from receiving the majority and minority reports when a board or commission submits a recommendation that is not supported by all the members. Councilmembers said they would be aided in their deliberations by receiving the best arguments in favor of and against each option.
5. Meetings with the members of the boards and commissions might attract more attendees if they are periodically on Skype or some other electronic medium. Perhaps the Council and board/commission members could share a portal by which to communicate, too.
6. The Council should more frequently hear from or utilize the Youth Advisory Board as a way to connect and communicate with the City’s younger residents. The City could stop using student liaisons to each middle and high school, and instead rely on the Youth Advisory Board to bring issues of interest to young people to the Council’s attention. The Council would prefer that the Youth Advisory Board make a presentation to the Council once per month.

Council and Regional Committees:

For 2018 the Council agreed to have two standing Council committees and three ad hoc committees. The standing committees are Finance and Public Safety; the ad hoc committees, which will meet on an “as needed basis,” are Communications, Legislative Relations, and Utilities.

Council agreed to nominate at a regular Council meeting the following membership for each committee:

- ***Finance:*** Deputy Mayor Tom Hornish and Councilmembers Pam Stuart and Chris Ross
- ***Public Safety:*** Councilmembers Ramiro Valderrama, Karen Moran, and Chris Ross
- ***Communications:*** Mayor Christie Malchow and Councilmembers Chris Ross and Pam Stuart
- ***Legislative Relations:*** Mayor Christie Malchow and Councilmembers Jason Ritchie and Ramiro Valderrama
- ***Utilities:*** Councilmembers Karen Moran and Ramiro Valderrama

Besides these five committees, the Council agreed to temporarily create an ad hoc committee on governance. It was established with the understanding it could go out of business in the not-too-distant future. Its purpose will be to address matters of governance, such as policies related to the council. The membership was not finalized. But Councilmembers Ramiro Valderrama, Karen Moran, and Chris Ross expressed interest in the committee.

As Mayor and Deputy Mayor, respectively, Christie Malchow and Tom Hornish take responsibility for working with Lyman to ensure internal communications among the Councilmembers and between them and the City Manager's Office and leadership team are clear, accurate, and efficient. The Council also delegates to the Mayor and Deputy Mayor authority to make some process decisions on behalf of the full Council. Christie and Tom plan to review some internal processes and procedures early in 2018. Councilmember Pam Stuart volunteered to assist in this endeavor.

In addition, the City of Sammamish participates in a number of regional committees. The Council decided upon this membership:

- **Sound Cities Association Public Issues Committee:** Mayor Christie Malchow; Alternate: Pam Stuart
- **Eastside Fire and Rescue Board of Directors:** Members: Deputy Mayor Tom Hornish and Councilmember Ramiro Valderrama; Alternate: Councilmember Karen Moran
- **Eastside Fire and Rescue Finance Committee:** Deputy Mayor Tom Hornish
- **WRIA 8 Salmon Recovery Council:** Member: Councilmember Jason Ritchie; Alternate: Councilmember Pam Stuart
- **Lake Sammamish Kokanee Work Group (KWG):** Member: Councilmember Chris Ross; Alternate: Councilmember Karen Moran
- **A Regional Coalition for Housing (ARCH):** Council liaisons to ARCH: Deputy Mayor Tom Hornish and Councilmember Jason Ritchie

Finally, the Council agreed on the membership of a committee to work with Lyman on his performance assessment. An immediate task would be to work with Lyman to establish his performance goals for the year. Later this year the committee would approve the process by which the Council will evaluate his performance according to those goals and a set of criteria. The Councilmembers who will serve are Mayor Christie Malchow and Councilmembers Karen Moran and Chris Ross. Councilmembers indicated their support for Lyman's suggestion that a neutral, independent facilitator be hired to help design and manage this process.

2019-'20 Biennial Budget Process:

Finance and Risk Management Department Director Aaron Antin provided an overview of the City's budget process and issues that could affect City finances in the next few years. He reminded everyone that the City's budget is not just a plan, it is the law. He also led a brief discussion of current revenue sources; in addition to property and retail sales taxes, they include the Real Estate Excise Tax (REET), stormwater fees, impact fees, mitigation fees, and grants. He also included an overview of currently budgeted expenses and presented comparisons of Sammamish to other Eastside cities.

Much of the Council’s discussion about development of the City’s 2019-’20 budget centered on public outreach and engagement in the process. Some of the key principles that emerged from the conversation were:

- Continue to educate the public about the difficult choices facing the City.
- Demonstrating to the public that the City has been efficient in its use of resources.
- Help the public understand what is required (core functions or “necessities”) versus what is additional or desired (“niceties”).

To involve the public, the Council and staff generated these ideas: 1) staff a booth at the Farmers’ Market to raise awareness and solicit ideas; 2) conduct Council-sponsored Town Hall meetings; 3) gauge the public’s priorities by giving residents an amount of money and asking them how they would spend it; and 4) use the City’s website and other social media tools.

Finally, the Council agreed on two strategies as the budget is being developed:

- Lyman and the directors should conduct a “stress test” to identify the potential impacts if the City’s 2019-’20 budget were reduced by, for example, one percent. What dollar amount does this represent? If it were available to be spent, where might it be spent to reflect Council priorities? What would be the impact on existing programs and services, and on the City’s standards for levels of service? What might be the impact on productivity? On contracts?
- Include as an option a possible tax increase. What might be the potential or acceptable sources? How much might be raised? What would the additional funding pay for?

As this discussion concluded, Councilmember Pam Stuart observed that the challenge is not with the City’s operating budget, but with its capital budget. The City has more capital needs than funds in the capital budget. The City already uses some General Fund monies for capital projects, but capital needs continue to grow.

THE COUNCIL’S AGREEMENTS ON THURSDAY EVENING, JANUARY 18TH

The 2018 Sammamish City Council strategic planning retreat began on Thursday evening, January 18th with a dinner meeting attended by the seven City Councilmembers, City Manager Lyman Howard, City Attorney Mike Kenyon, and facilitator Jim Reid.

Here are the Council’s consensus agreements from the meeting:

- Retain the first Monday-of-the-month two-hour study session that Council experimented with last year. However, consistent with the starting time of Council meetings and the other study session, convene this study session at 6:30 p.m.
 - To ensure that Councilmembers get the Council meetings and study sessions on their calendars, Lyman will ask Debbie Beadle to send an Outlook invitation to Councilmembers at their City of Sammamish email addresses and to their personal email addresses.

- The Council agreed with Mike’s assessment that existing state law and the Council’s Rules of Procedure provide sufficient guidance to Councilmembers for carrying out their duties. Therefore, the Council and staff do not need to develop and discuss a Council Code of Ethics or Code of Conduct.
- In 2017, the Council’s did not hear public comments at the special study session on the first Monday of the month. Councilmembers agreed to continue this practice in 2018.
- In the interests of ensuring that Councilmembers and staff are well prepared for Council meetings and that meetings are efficient, the staff will move toward sending meeting packets to Councilmembers six or seven days prior to a Council meeting. Because the two Council meetings are on the first and third Tuesdays of each month, this would mean that the packet for a Tuesday meeting would reach Councilmembers the previous Wednesday or, eventually, one week prior to the Council meeting (the previous Tuesday). This would allow Councilmembers to review the packets and submit any questions they may have to staff before the Council meeting. The staff would be able to come to the Council meeting prepared to answer those questions.
- As the staff moves toward sending packets earlier, an interim step could be to stagger the distribution of materials. If the materials for an issue are ready to be distributed, but other materials related to other issues on the agenda are not ready, the materials that are ready for release and distribution could be sent. This includes PowerPoint presentations. Therefore, materials for a given meeting could reach the Councilmembers in shifts.
- If an item scheduled for a Council meeting is not fully prepared, the Council agreed that staff should delay presenting it to Council until the materials needed to support the Council’s discussion are fully prepared.
- The Council also requested that the staff not place too many big, complex agendas on one meeting agenda. Instead, the staff should balance the topics to ensure that these more challenging and difficult issues are spread out across the Council’s calendar.
- Councilmembers also agreed that if additional data and information are needed in order for the Council to make a decision, the matter could be referred to a Council committee for further vetting and a recommendation to the full Council.
- Council also requested that staff presentations be as focused and efficient as possible. Presentations, for example, should not include one hundred PowerPoint slides. The Council appreciates and benefits from the staff’s color commentary as background and context, but would like the staff to more judiciously use PowerPoint slides and to use their verbal briefings to complement the written materials that are included in the meeting packets.
- Retain the practice of not engaging in conversations with the public during the public comment time at meetings.
- While the Council decided to continue to allow members to have their cellphones while they are seated at the dais, they reiterated their interest in ensuring that every Councilmember pays close attention to discussions, demonstrates respect for colleagues as they speak, and does not

give the impression to members of the public in the audience that they are not paying attention or are conducting other business. Members should not email or text citizens or each other during meetings; this is a violation of the Open Public Meetings Act. Cellphones are not allowed in the Council’s Executive Sessions.

The members also reviewed the Council’s Rules of Procedure. Below are the two changes they agreed to; Mike will revise the Rules and Council will formally adopt the changes later this year.

- Page two, Section 2.B.8: Meetings/Meetings/Adjournment: The use of the term “Point of Order” is inaccurate. The accurate phrase is “Motion to Extend.”
- Page four, Section 3.A.2: Order of Business/Agenda and Council Packet Preparation: An item for a Regular Business 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, by the City Manager, or by any three Councilmembers who so advise the Mayor and City Manager.

In addition, the Council reviewed pages 5-6, Section 3.C.6: Order of Business/Public Comment and Testimony. They agreed to retain the five potential follow-up steps that are listed in this section of the Rules. While this would not be stated in the Rules, Councilmembers suggested that staff develop a matrix by which to track progress in following up on the public’s comments and suggestions.

Finally, there is a possibility that the three Councilmembers will not be able to attend the regularly scheduled meeting on February 20th. The Council and Lyman agreed that the meeting, which will include a public hearing, will be moved to February 27th.

COUNCILMEMBERS IDENTIFY RECENT ACCOMPLISHMENTS AND WHAT THEY MOST VALUE ABOUT THE COMMUNITY

On Thursday evening the Councilmembers sharing what recent accomplishments of the City they are proudest of and what they most value about Sammamish. Here are their responses listed in the order in which the Councilmembers spoke:

Pam Stuart: Proudest of Sammamish’s amazing schools and teachers. Values most the community’s diversity, which is great for kids.

Tom Hornish: Proudest of how the City has increased and improved communication with its citizens. Most values trees, schools, and that this community feels like home.

Chris Ross: Proudest of the high level of community engagement. Values unique neighborhoods and the healthy green plateau.

Christie Malchow: Proud of the City’s stronger outreach to the community. Values the sense of community, the beautiful natural surroundings, and that Sammamish is a great place for kids.

Karen Moran: Proudest of communication between the Council and City Manager. Values that Sammamish is home—the people and families; everyone is welcome and accepting. Also values the scenery and schools.

Ramiro Valderrama: Proud that with all the growth and change the community has experienced, Sammamish still is a bedroom community with familiar faces (“I still see the same faces.”). Values the active participation of so many volunteers.

Jason Ritchie: Proudest of the community’s commitment to the environment, as evidenced by the trees and the open green spaces. Values most quiet areas that one can reach by walking, and that the community feels remote but attractions and destinations are within reach by walking or driving.

City Manager Lyman Howard: Proud of the community because it has come a long way. Also proud of the City’s partnerships with such agencies as the School Districts, Sewer and Water District, and Eastside Fire and Rescue. Values that people really care about the community and are engaged, and the unique and special character of Sammamish.

City Attorney Mike Kenyon: Proudest of the improvements to the parks and streets. Values being home (“Sammamish is comfortable.”).

DEFINING THE CITY’S LEADERSHIP CULTURE

Friday’s meeting opened with everyone sharing what they find most compelling about public service and how that influences their leadership style.

Ramiro Valderrama: “I am committed to providing opportunities for citizens’ opinions to be heard, particularly those people who are often not heard. I try to hear the silent majority.”

Tom Hornish: “We make a difference in peoples’ lives.” Unlike in business, public service is about listening to others and hearing about their needs and concerns, and their lives.

Christie Malchow: “We—Council, staff, and the public—can do something. We can have a tangible impact on peoples’ lives.”

Jason Ritchie: “Citizenship is important. As elected officials, we can set an example. We should help where we can. We can lead the way to a community consensus.”

Chris Ross: The public is actively engaged in Sammamish. “We have been elected to represent the will of the people.”

Pam Stuart: “These opportunities to be engaged and to speak up are not available everywhere in the world. Because we represent everyone, we should not overemphasize our own perspectives. We need to be the change we want to see in the world. We should give a hand up, not a hand out.”

Karen Moran: “So many people in this community care. We can all make a difference.”

Lyman Howard: “Our challenge is to sustain programs. It is a matter of social responsibility.” “I am a cheerleader for Sammamish. It’s a special place, and I believe in listening to a wide variety of voices. In addition, we have opportunities to do things that no other city can do. We are influencing the next

generations.”

Jessi Bon: “When I look at the cross-section of people in Sammamish, I get chills. Our services reach many people and have an impact. I am a facilitator in helping people be more successful. A personal challenge is to always strive to do better.”

Aaron Antin: “I am interested in public service to generate value to the community. I think people make the difference. And I gain by learning from them.”

Michelle Bennett: Community connections and collaboration. “We are more about true service. The police are community, and the community is the police. We can’t be successful without being part of the community and working with the public.”

Kellie Stickney: The opportunity to create a healthy community. To be engaged and informed, to work with neighbors, and to help them work with government. “Through patience and dialogue we can come together.”

Glenn Akramoff: “We have an impact on the quality of life. We affect 100,000 daily. Public service is for me a family business. Public service and leadership are my internal drive. The reward is immeasurable.”

Steve Leniszewski: “I have a zest to build things for the community. I find this rewarding. And I have found that passion and pride are contagious.”

Jeff Clark: Service is helping people who need it most. “The recession was a wakeup call. We need to work together and be efficient and willing to compromise. We have to build a product that the public needs. We also need to educate our workforce about public service. Keep an eye on actual services and get employees to support the mission.”

Angie Feser: “It is an honor to create community. People choose to use the services my department provides, so I am compelled to make it a great experience. For me servitude is this: When we make a park, it is like asking 64,000 to come for dinner. We want them all to be satisfied.”

Jeff Thomas: “I have the ability to help people make a difference. I strive to be open, transparent, and accessible to everyone, including my staff.”

Mike Kenyon: “I like giving back. It is awesome to see the results. I see myself as a key cog in a functioning team.”

ENVISIONING SAMMAMISH IN 2040-’50

Each Councilmember then articulated a vision for Sammamish in 2040-’50.

Chris Ross: Chris’ vision addressed transportation, recreation and parks, volunteerism, the environment, finances, and public safety.

- Transportation: Transit services are efficient, areas without sidewalks have them, trails help connect people to places they need or want to go.

- Recreation and parks: The “emerald necklace” of trails around Lake Sammamish is completed, playfields are enhanced, there is a Boys and Girls Club facility and synthetic turf on ballfields, and the City has made a strong case for funding maintenance.
- Volunteerism: Volunteers continue to provide the energy that fuels programs, services, and civic engagement.
- Environment: The City has successfully enhanced the community’s canopy and preserved at-risk species.
- Finances: The City has defined and made clear its obligations for a period of six to ten years, set aside funds for special projects, and reduced or minimized debt.
- Public safety: Sammamish is a safe place in which to live.

Pam Stuart: Sammamish is a model for environmental innovation. We are also known for our cutting edge use of technologies, and with so many of our citizens working in high tech industries, we utilize their knowledge and talents to lead the way. Sustainability is a value that is instilled in everything we do, and guides society for generations to come. We are “building green” and have less stormwater runoff.

Sammamish continues to be a great place for families. We look out for the needs of all members or generations of the family, including children and seniors. Important partners are the schools. In addition, we collaborate with other agencies, such as those who provide services for seniors.

Jason Ritchie: The issues facing this community don’t stop at the City’s borders. Transportation, garbage disposal and landfills, and stormwater are all examples of regional issues. It is imperative that we build stronger relationships with the other cities in our region, and with county, state, and federal agencies.

Karen Moran: Transportation: People move easily throughout the City. Finances: The City is able to pay for crucial projects. Environment: Sammamish is still a “tree city” and by protecting trees and forests, it has also preserved wildlife.

Tom Hornish: “In 2015 I stated my vision and it was a lot like what the four new members to this year’s Council just said. And it still stands today.” Sammamish in the future: family-friendly, welcoming to business, diverse, and financially healthy. A national sporting event will be held that attracts tourists, which leads to the development of hotels and restaurants.

Christie Malchow: Transportation, youth recreation, communications, and finances. Regarding communications, the City uses virtual town halls and social media to effectively connect with and inform the public. In addition, we emphasize and provide the necessities before the niceties.

Ramiro Valderrama: The City’s character is preserved; Town Center is developed and thriving; we have been certified as a “Green City;” Central Washington University offers classes here; the community is culturally diverse; we have made progress in ensuring affordable housing and protecting the environment through such things such as sewers and surface water management; and the City is helping to address mental health issues, with one outcome the reduction in suicides. In other words, Sammamish has effectively addressed change and is a vibrant “bedroom or family room” community.

After the Councilmembers spoke, these additional ideas were suggested: 1) The City has a proactive agenda and is even more effective in helping citizens understand its big initiatives, such as Town Center.

2) We have achieved balance between remaining a bedroom community and strengthening the economy, including providing jobs. 3) The community is taking care of both its kids and seniors. 4) Sammamish is nationally recognized as a desirable city in which to live, work, and play.

In addition, the exercise concluded with both Council members and directors listing some of the key trends that they predict will shape the City's future. The trends that were cited include:

- Local government will take the lead in resolving problems and developing creative solutions.
- The approaches used today won't work in the future. A "big leap forward" is needed.
- The world will be even more of a "24/7 place."
- Today's generation of "Millennials" will revolutionize the world and make those giant leaps that are needed in how things get done.
- Time, space, and more risk-taking will be needed to allow innovation in government, business, society, and politics. This may be harder to do because it appears our society is becoming more risk adverse.
- Government will have to be willing to let go of "legacy programs" that were right for an earlier era but now are outdated. In addition, how will society decide which programs to let go of? How will a consensus emerge that it is ok to let go of them and replace them with something new?
- Greater community engagement is needed. However, with the pressures of daily life and technologies that occasionally turn people more inward, this may be a greater challenge.
- Communities will have to be even more resolved to directly address the real issues that are influencing society and raising problems.

BUILDING A NEW TEAM: WHAT WE NEED FROM EACH OTHER

In preparing for the 2018 strategic planning retreat, and throughout it, the Council and directors expressed enthusiasm about this new team. As the retreat drew near its end late Saturday morning, Councilmembers identified what they need from each other and from the leadership team to succeed, and leadership team members cited things they need from the Council to be able to serve the Council effectively.

Councilmembers need from each other:

- Open minds: Accept all ideas and suggestions.
- Common courtesy and respect: Don't interrupt; let people complete their comments.
- Tolerance and acceptance: Disagree agreeably and engage in civil discourse.
- Don't be afraid to voice your opinion even if you are the only one taking the position.
- Examine the unintended consequences of decisions and behaviors.
- Adopt an attitude that you're entitled to your opinion and others are entitled to theirs.
- Humility.

Councilmembers said they need from Lyman and his leadership team:

- Flexibility (and they committed to being flexible, too).

- Be frank and direct.
- We all want to be trusted and respected.
- We all want to succeed, so let's work together.

The directors need from the Council:

- Clear direction and expectations.
- Continue to dream and innovate, and allow us to do the same.
- Let us be part of your team. We all want to be on a winning team. We have talents and skills that should be used to the fullest.
- Enthusiasm.
- We all are willing to be held accountable, and we all will be by the people we serve.
- There are great people on this team; protect the team, not yourself (goes for everybody).
- Assume the best of each other.
- Let' jointly create and maintain a high performance government.
- Always be willing to hear the other side of the story...because there is one.
- Let's work together to avoid burning out ourselves and the staff.
- We want Council to succeed. To help you, we need room to breathe and to develop staff.
- Let's give each other license to make new mistakes, not repeat them.
- Let's all have fun, too.

At the end of this discussion, Chris Ross suggested that the citizens should be asked to nominate outstanding experiences they have had with employees as a means for employees to be thanked. In addition, a few people—both Councilmembers and staff—commented on the importance of celebrating successes and each other.

FINAL THOUGHTS ABOUT THE RETREAT

The retreat ended with everyone expressing what had been most important or meaningful to them during this time together. Here are the themes of the comments:

- Clear goals and a unified direction. This is a new chapter and it will be exciting to see it unfold.
- A unified commitment to excellence.
- Passion, innovation, and a willingness to take risks.
- Magic is happening with this team. Creativity, respect, compromise, and inspiration.
- The new blood represented by four new Councilmembers is exciting.
- Rejuvenated and reenergized. The City is transforming and maturing.
- We have identified efficiencies that will make our jobs more satisfying.
- Communication lines are open. We have had respectful conversations and light-hearted banter.
- We are serious about serving the community but we aren't taking ourselves too seriously.
- This is a dedicated group of individuals working together for the good of the community.
- Reenergized; let's not lose that feeling. Let's continue to be ultra-responsive to each other. And remember to take time to thank each other.
- This retreat represents a quantum leap. Let's take it to next year's retreat.

Draft



MINUTES

City Council Special Meeting

6:30 PM - February 27, 2018

City Hall Council Chambers, Sammamish, WA

Mayor Christie Malchow called the special meeting of the Sammamish City Council to order at 6:30 p.m.

Councilmembers Present:

Mayor Christie Malchow
Deputy Mayor Tom Hornish
Councilmember Ramiro Valderrama
Councilmember Chris Ross
Councilmember Karen Moran
Councilmember Pam Stuart
Councilmember Jason Ritchie

Staff Present

City Manager Lyman Howard
Deputy City Manager Jessi Bon
Director of Community Development Jeff Thomas
Planning Manager Kellye Hilde
Director of Parks & Recreation Angie Feser
Deputy Director of Parks & Recreation Anjali Myer
Director of Public Works Steve Leniszewski
Deputy Director of Public Works Cheryl Paston
Senior Stormwater Program Manager Tawni Dalziel
City Attorney Kim Pratt
Deputy Clerk Lita Hachey

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Karen Moran led the pledge.

APPROVAL OF AGENDA

MOTION: Deputy Mayor Tom Hornish moved to approve the Agenda as amended. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Draft

Deputy Mayor Hornish requested that Item # 13 - Resolution: Calling for Action To Prevent Future Gun Violence move in front of Item # 12 - Adoption of the 2018 Parks, Recreation and Open Space (PRO) Plan Update. Councilmember Moran requested Item #5 - Contract: Stormwater Feature and Attribute Mapping in GIS, be removed from the Consent Calendar and placed after PRO Plan on the Agenda.

PUBLIC COMMENT

Paula Harper Christensen, 23416 SE 17 Pl, spoke regarding our children and gun violence.
Brenda Severns, 4625 247 Pl SE, spoke regarding our children and gun violence.
Steve Christensen, 23416 SE 17 St, spoke regarding safety of children and gun violence.
Beata Baker, 169 221st Ave NE, spoke regarding our children and gun violence.
Dale Fonk, 16210 165 Pl NE, spoke regarding our children and gun violence.
John Galvin, 421 228 Ave SE, spoke regarding the Town Center. Showed a presentation available upon request to the City Clerk, manderson@sammamish.us
Sharon Steinbis, 24933 SE 14 St, spoke regarding the PRO Plan and the plant restoration program.
Deb Sogge, Sammamish Chamber of Commerce, spoke regarding the Town Center.
Piper Strand, 22238 NE 7 St, spoke regarding gun violence in Sammamish.
Jaime Menold, 4535 229 Pl SE, spoke about the Resolution Calling for Action to Prevent Future Gun Violence.
Nancy LaSeuer, 21720 SE 8 St, spoke about SE 8th @ 214th Ave SE, proposal for the Carrier development.

Council approved to extend the Public Comment period an additional 30 minutes.

Will Stockman, 21315 SE 8th St, spoke about the proposed Carrier development.

Councilmember Valderrama requested to the City Manager that the Council be kept up-to-date on the Sammamish Plateau Water meeting with residence on the Carrier proposal.

Jason Williams, 218 Ave SE, spoke about the proposed Carrier development.
Toni Sloan, 21725 SE 8 St, spoke about the proposed Carrier development.
Karen Herring, 23684 SE 32 St, spoke about the PRO Plan and believes it is a job well done. She also spoke about stormwater in Sammamish.
Adam Kurtenback, 4261 244 Place SE, spoke regarding our children and gun safety in Sammamish.
Kim Suver, 20445 NE 31 St, spoke on behalf of Moms Demand Action, she spoke regarding our children and gun safety.
John Mueller, 905 259 Ct NE, spoke regarding the gun issues in our County.
Mary Wictor, 408 208 Ave NE, spoke regarding Rain Gardens. Written comments available upon request to the City Clerk, manderson@sammamish.us
Lori Sotelo, 2214 209 Pl SE, spoke regarding the resolution calling for action to prevent future gun violence.
Quenne Nguyen, 1144 268 Way SE, spoke regarding the HOSA Week - Club Med on March 5-9, 2018 at Skyline High School.
Yen Flanaya, 2508 200 Ave SE, spoke in favor of the resolution calling for action to prevent future gun violence.
Jan Bird, 3310 271 Ave NE, spoke regarding the Parks and Recreation PRO Plan and gun violence.

Council approved to extend the Public Comment period an additional 20 minutes.

Shavi Sikaria, 1575 236 Ct NE, student at Eastlake High School, spoke about gun violence and the fear across the community.
Shari Newton, 22929 NE 54 St, Redmond, spoke regarding a book called "the Missing Link" and gun violence.

Draft

Liza Vaezi, 4073 172 Pl SE, spoke regarding gun violence.

Gestin Skaggs, 2439 235 Ave NE, requested that the resolution be passed relating to gun violence.

Suzanne Byron, spoke regarding the Parkland shooting and is in favor of passing the resolution.

Michael Applebee, Bellevue, WA, spoke regarding safety, gun violence and the resolution.

CONSENT CALENDAR

Payroll for the period ending January 31, 2018 for the pay date of February 5, 2018 in the amount of \$384,423.18

Payroll for the period ending February 15, 2018 for the pay date of February 20, 2018 in the amount of \$384,968.64

Approval: Claims For Period Ending February 20, 2018 In The Amount Of \$1,701,363.88 For Check No. 49721 Through 49864

Resolution: WRIA 8 Chinook Salmon Conservation Plan 10-Year Update (R2018-778)

~~**Contract:** Stormwater Feature and Attribute Mapping in GIS~~

Supplemental Agreement: Classification and Compensation Study/Springsted

Approval: Purchase of King County Surplus Property at Sahalee Way NE, Tax Parcel #172506-9084

Proclamation: Skyline High School HOSA/Club Med Week

Approval: Notes for the February 5, 2018 Study Session

Approval: Notes for the February 13, 2018 Study Session

MOTION: Deputy Mayor Tom Hornish moved to approve the Consent Calendar as Amended. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

PRESENTATIONS / PROCLAMATIONS - NONE

PUBLIC HEARINGS - NONE

UNFINISHED BUSINESS

Resolution: Calling for Action To Prevent Future Gun Violence

MOTION: Councilmember Pam Stuart moved to approve the resolution calling for Action to Prevent Future Gun Violence. Councilmember Jason Ritchie seconded.

MOTION: Councilmember Ramiro Valderrama moved to amend the Main Motion to change the resolution to strike the phrase "keeping the guns out dangerous hands" and change it to "to keep guns out of the hands of people who have a history or propensity for violence per State Law and also change to "working with our" neighboring municipalities in the later part of the resolution. Councilmember Karen Moran seconded. Motion carried unanimously 7-0.

Draft

Councilmember Stuart would like the "dangerous hands" phrase to remain in the resolution. She suggested changing it to "to keep guns out of the hands of people who have a history or propensity for violence per State Law"

MOTION: Councilmember Pam Stuart moved to add to the Main Motion an additional amendment to support more funding for more detectives for the King County Sheriff's Office Program and support more funding for Community policing as well.

MOTION: Councilmember Jason Ritchie moved to amend the amendments to add advocate for the availability and funding for Mental Health and Substance Abuse Treatment Programs, including comprehensive mental health services for children, as well as increased Law Enforcement resources so that those in need of help have sufficient access to adequate services. Councilmember Karen Moran seconded. Motion carried 6-1 with Deputy Mayor Tom Hornish dissenting.

MAIN MOTION: Councilmember Pam Stuart moved to approve the resolution calling for Action to Prevent Future Gun Violence as amended. (R2018-780) Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

City Council recessed from 8:20 pm until 8:30 pm.

City Manager Howard asked Council that Item # 5 be addressed before the PRO Plan.

Item # 5 - Contract: Stormwater Feature and Attribute Mapping in GIS

Councilmember Moran commented on the format that information is brought to the City. In the future, she would like to eliminate these contracts and the GIS information be in the correct form when the City receives it.

MOTION: Councilmember Karen Moran moved to approve the contract for Stormwater Feature and Attribute Mapping in GIS Deputy Mayor Tom Hornish seconded. Motion carried unanimously 7-0.

Resolution: Adoption of the 2018 Parks, Recreation and Open Space (PRO) Plan Update.

Angie Feser, Director of Parks and Recreation and Anjali Meyer, Deputy Director of Parks and Recreation gave a staff update and showed a presentation. Presentation is available in the Document Center here.

MOTION: Deputy Mayor Tom Hornish moved to adopt the 2018 Parks, Recreation and Open Space (PRO) Plan Update. (R2018-779) Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

Mayor Malchow requested that Council respond to the Sound Cities Association, Public Issues Committee (PIC), on what their position or opinions are relating to the following items.

Item # 1 King County Land Conservation Initiative - In favor - Ritchie, Stuart, Against - Valderrama, Ross, Hornish, Moran

Item # 2 Local Hazardous Waste Management Program - In favor

Draft

Item # 3 King County Comprehensive Solid Waste Management Plan - In favor - Ritchie, Hornish (more information needed), Valderrama.

Item # 4 Tobacco-Free Parks and Stadiums - In favor - Stuart, Ross, Ritchie Against - Hornish, Valderrama.

Councilmember Valderrama reported on the Eastside Fire & Rescue Board meeting and attended the Arts Commission "LEGO" event.

Report: Mayor Malchow - Submitted a written report.

Report: Councilmember Stuart - Submitted a written report.

Report: Councilmember Ritchie - Submitted a written report.

CITY MANAGER REPORT

Lyman Howard, City Manager reported on the following:

- The 2018 Chinese New Year Cultural Celebration held on February 2018. Thanks to the City of Sammamish Parks and Recreation Department and especially Chris Jordan, Recreation Manager who assistance made for a very successful event. Shared several photos of the event.
- National Council for Home Safety and Security, ranks Sammamish as the No. 1 safest city in Washington State.
- Sammamish named # 1 as the Best Place to raise a Family in Washington State.

EXECUTIVE SESSION

Potential Land Acquisition Pursuant to RCW42.30.110 (1)(b)

Council retired to an Executive session at 9:23 pm and returned at 9:43 pm with no action.

ADJOURNMENT

Council adjourn the meeting at 9:43 pm

MOTION: Councilmember Ramiro Valderrama moved to adjourn Councilmember Karen Moran seconded. Motion carried unanimously 7-0.

Lita Hachey, Deputy City Clerk

Christie Malchow, Mayor

Agenda Bill
 City Council Regular Meeting
 March 06, 2018



SUBJECT:	A Public Hearing to consider an Ordinance to extend the development moratorium for an additional 6 months beyond the current expiration date.	
DATE SUBMITTED:	February 23, 2018	
DEPARTMENT:	Community Development	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Complete the Public Hearing.	
EXHIBITS:	1. Exhibit 1 - Ordinance	
BUDGET:		
Total dollar amount		<input type="checkbox"/> Approved in budget
Fund(s)		<input type="checkbox"/> Budget reallocation required
		<input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

ISSUE BEFORE COUNCIL:

Shall the City Council extend the development moratorium for an additional 6 months beyond the current expiration date to allow for the intended work on amending the Comprehensive Plan and regulations related to traffic concurrency and traffic impacts to be completed?

KEY FACTS AND INFORMATION SUMMARY:

On October 3, 2017, the City Council declared an emergency related to the acceptance of “permit applications” including land use, development and building permits or approvals and adopted Ordinance O2017-445 which established a six-month development moratorium on the acceptance of such with limited exceptions.

At the October 17, 2017 City Council meeting, the City Manager provided an overview of questions and inputs received in relation to this Ordinance and recommended the City Council consider subsequent clarifications to such.

On November 7, 2017, staff presented general options for making subsequent clarifications to this Ordinance. City Council provided direction to staff to revise this Ordinance with the clarifications discussed at this meeting using the format "Option A". This revised Ordinance O2017-445-A was presented to City Council at the Public Hearing on November 21, 2017 and adopted. Included in this Ordinance was an exception for, "Permits and approvals for development in any Town Center zoning district."

The City Council subsequently removed this exception for Town Center development with the adoption of Ordinance O2017-445-B on December 5, 2017. Additional information regarding the development moratorium is available on the City's website [here](#).

The development moratorium is set to expire on April 2, 2018. The proposed Ordinance to extend the development moratorium for an additional 6 months beyond the current expiration date allows for the intended work on amending the Comprehensive Plan and regulations related to traffic concurrency and traffic impacts to be completed as stated by City Council in 2018. Should this work be completed earlier, City Council reserves the right to repeal this proposed Ordinance and in effect "lift" the development moratorium.

OTHER ALTERNATIVES CONSIDERED:

By not taking any action on this proposed Ordinance, the development moratorium will expire on April 2, 2018.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

Ordinances [O2017-445](#), [O2017-445-A](#) and [O2017-445-B](#).

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2018-_____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,
ADOPTING A RENEWAL OF A SIX-MONTH MORATORIUM ON THE
ACCEPTANCE OF CERTAIN APPLICATIONS FOR LAND USE,
DEVELOPMENT, AND BUILDING PERMITS OR APPROVALS WITHIN
THE CITY OF SAMMAMISH; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish, adopt and renew moratoria related to land uses; and

WHEREAS, the City Council sees problems with development and growth in the City of Sammamish (“City”) under current regulations, is debating this growth in both general and specific ways, and finds that there may be adverse impacts on the City and its citizens; and

WHEREAS, as one specific but non-exhaustive example, the City Council is concerned about transportation concurrency under the Growth Management Act and related traffic impacts; and

WHEREAS, in continuing to address this specific concern, the City Council is considering and deliberating transportation concurrency and traffic impacts regularly on its City Council meeting agendas, has retained an experienced traffic engineering and consulting firm to provide substantial technical assistance in reviewing the City’s existing traffic model and related data, and is working toward the completion of amendments to its Comprehensive Plan and regulations; and

WHEREAS, on October 3, 2017, the City Council adopted emergency Ordinance O2017-445, which established a six-month moratorium on the acceptance of certain applications for land use, development and building permits or approvals; and

WHEREAS, the City needs additional time to consider possible amendments to its Comprehensive Plan and regulations to address transportation concurrency and traffic impacts related to development and growth; and

WHEREAS, a Public Hearing was held on March 6, 2018 to receive testimony on a renewal of the moratorium; and

WHEREAS, to promote the public health, safety and welfare the City Council deems it appropriate to renew the moratorium on the acceptance of certain applications for land use, development and building permits or approvals for an additional six-month period effective at the expiration of the current moratorium period;

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's findings of fact in support of the moratorium renewal established by this Ordinance.

Section 2. Moratorium Imposed. As authorized by the Growth Management Act, RCW 36.70A.390 and RCW 35A.63.220, a moratorium is hereby renewed on the acceptance of applications for land use, development, and building permits or approvals ("Permit Applications") under the following Titles and Chapters of the Sammamish Municipal Code ("SMC"): Title 16, Building and Construction; Title 19A, Land Division; Title 21A, Development Code; Title 21B, Town Center Development Code; Title 25, Shoreline Management; Chapter 13.20, Surface Water Runoff Regulations; Chapter 14A.10, Concurrency; and Chapter 15.10, Flood Damage Prevention.

Section 3. Categorical Exemptions. The term "Permit Applications" shall not include applications for:

- a. Permits and approvals for churches, synagogues, and temples; health service uses; education service uses; park use; and day care facilities I and II (all as defined in chapters 21A.15 and 21A.20 SMC);
- b. Permits and approvals for additions or alterations to existing single-family residences including, but not limited to, carports/garages, decks, docks, electrical/mechanical/plumbing, interior building permits, exterior building permits, rockeries/retaining walls, spas/pools, sports courts;
- c. Permits and approvals for additions or alterations to existing multi-family residential and commercial structures when such additions or alterations do not result in the creation of new units, and permits for structures replacing pre-existing structures destroyed by fire or other unintentional casualty;
- d. Permits and approvals for new single family homes, on any legally created lot;
- e. Permits and approvals for government facilities and structures including, but not limited to, streets, utilities, and surface water improvements;
- f. Permits and approvals for removal and replacement of significant trees;

- g. Permits and approvals for signs;
- h. Permits and approvals for accessory dwelling units;
- i. Permits and approvals for law enforcement, emergency medical, and disaster relief facilities, parking and storage;
- j. Permits and approvals of any type for properties outside of the Town Center zoning districts submitted on or before October 3, 2017, including those for which a pre-application meeting was completed with the City to the satisfaction of the Community Development Director and/or designee;
- k. Permits and approvals for development wholly comprised of “affordable housing units” as that term is defined in SMC 21B.75.060(1);
- l. Permits and approvals for Demolition;
- m. Permits and approvals for Clearing and Grading;
- n. Permits and approvals for a Boundary Line Adjustment (BLA);
- o. Permits and approvals for a Reasonable Use Exception (RUE) for any legally created lot resulting in a new single-family residence;
- p. Permits and approvals for Wireless Communication Facilities (WCF);
- q. Permits and approvals for standalone commercial uses and structures.

Section 4. Vested Rights. The moratorium imposed in Section 2 of this Ordinance shall not apply to any rights that have vested prior to the effective date of this Ordinance.

Section 5. Effective Duration of Moratorium. The renewed moratorium established in this Ordinance shall be in effect for a period of six (6) months from the effective date of this Ordinance and shall automatically expire at the conclusion of that six-month period unless sooner repealed.

Section 6. Referral to the City Manager. The City Manager is hereby authorized and directed to study amendments to the City’s Comprehensive Plan and regulations to address transportation concurrency and traffic impacts related to development and growth. The City Council requests that the City Manager and staff work diligently to complete this study and bring

amendments forward to the Planning Commission and City Council for consideration as soon as possible, and not later than six-months from the adoption of this Ordinance.

Section 7. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 8. Effective Date. This Ordinance shall be in full force and effect on April 3, 2018 after its passage, approval, and publication as provided by law.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF
ON THE ___ DAY OF _____, 2018.**

CITY OF SAMMAMISH

Mayor Christie Malchow

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:

First Reading:

Passed by the City Council:

Date of Publication:

Effective Date:

Agenda Bill
 City Council Regular Meeting
 March 06, 2018



SUBJECT:	A Resolution to consider approval of the 2018 Budget And Work Program For A Regional Coalition For Housing (ARCH).	
DATE SUBMITTED:	February 23, 2018	
DEPARTMENT:	Community Development	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Approve the Resolution for ARCH 2018 proposed budget and 2018 proposed work program.	
EXHIBITS:	1. Exhibit 1 - Resolution 2. Attachment A - 2018 ARCH Budget 3. Attachment B - 2018 ARCH Work Program 4. Attachment C - Presentation	
BUDGET:		
Total dollar amount	78,014	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	General Fund (Line Item 001-058-559-20-49-08)	<input type="checkbox"/> Budget reallocation required
		<input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

ISSUE BEFORE COUNCIL:

Shall the City approve the 2018 ARCH work program and the City’s contribution to support affordable housing initiatives City- and region-wide?

KEY FACTS AND INFORMATION SUMMARY:

Sammamish, as a member of ARCH, participates in budget and work program development. This proposed Resolution provides the City of Sammamish approval for the budget and work program as drafted.

This year, ARCH is assisting City staff with an update to its Housing Strategy Plan including evaluation to assess if work should commence on any priority strategies (e.g. Senior Housing opportunities); assisting City staff with implementation of affordability provisions for site donated to Habitat; and assisting City staff with implementation of the Town Center affordable housing provisions. Housing produced with the assistance of the ARCH Housing Trust Fund counts toward Sammamish's Growth Management Act housing goals.

FINANCIAL IMPACT:

\$78,014 as budgeted for 2018, an \$8,668 increase over 2017 (+12.5%).

OTHER ALTERNATIVES CONSIDERED:

There are no other viable alternatives, as the City of Sammamish participates in an interlocal agreement with ARCH and 15 other east King County cities. Should the City Council choose not to approve the ARCH Budget and Work Program, the City of Sammamish would need to find a way to independently address affordable housing issues within the City. The benefit of participating in the interlocal agreement with ARCH and 15 other east King County cities is that it is a collaborative, efficient, and expeditious means to address affordable housing needs in east King County. Starting a program to accomplish the same goals, but independently, would require significant time and resources.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

The City's collaboration with ARCH on housing matters relates to several City plans and policies including:

1. [2015 Sammamish Comprehensive Plan](#)
2. [Housing Element Volume I of the Sammamish Comprehensive Plan](#)
3. [Housing Element Volume II of the Sammamish Comprehensive Plan](#)
4. [Sammamish Town Center Subarea Plan](#)

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2018-**

**A RESOLUTION OF THE CITY OF SAMMAMISH
CITY COUNCIL APPROVING THE 2018 BUDGET AND
WORK PROGRAM FOR A REGIONAL COALITION
FOR HOUSING (ARCH)**

WHEREAS, the City of Sammamish has adopted a comprehensive plan containing a housing element which meets the requirements of the State Growth Management Act (GMA); and

WHEREAS, ARCH has assisted the City in meeting its GMA objectives in the development and implementation of the Housing Element of the Comprehensive Plan; and

WHEREAS, Council, at its April 20, 2010 meeting, authorized execution of the Amended and Restated Interlocal Agreement for ARCH by and between Sammamish, 15 other cities and King County updating and continuing the operations of ARCH; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement provides that the annual budget and work plan for ARCH shall be recommended by the ARCH Executive Board to each member jurisdiction, and recommendation has been made; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement also provides that the recommended budget and plan shall not become effective until approved by the legislative body of each member jurisdiction;

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

Section 1. ARCH 2018 Budget and Work Program Approved. The 2018 ARCH Administrative Budget and 2018 Work Program are hereby approved, as set forth in Attachment A and B attached hereto and incorporated by reference.

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

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

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 6th DAY OF MARCH, 2018.

CITY OF SAMMAMISH

1

Mayor Christie Malchow

ATTEST/AUTHENTICATED:

for Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk: February 28, 2018

Passed by the City Council:

Resolution No. R2018-_____

2018 ARCH Administrative Budget

12/15/2017 Final

I. ANNUAL OPERATING EXPENSES

Item	2017 Budget	2018 Budget	Change Budget	Percent Change
Staffing *				
Sub-total	\$ 617,676	\$ 629,035	\$ 11,359	2%
Rent	\$ 23,250	\$ 23,700	\$ 450	2%
Utilities	Incl^	Incl^	Incl^	Incl^
Telephone	\$ 4,375	\$ 4,375	\$ -	0%
Operating				
Travel/Training	\$ 2,000	\$ 2,000	\$ -	0%
Auto Mileage	\$ 3,150	\$ 3,245	\$ 95	3%
Copier Costs	\$ 1,750	\$ 1,750	\$ -	0%
Office Supplies	\$ 2,750	\$ 2,800	\$ 50	2%
Office Equipment Service	\$ 1,900	\$ 2,000	\$ 100	5%
Fax/Postage	\$ 825	\$ 825	\$ -	0%
Periodical/Membership	\$ 3,800	\$ 3,914	\$ 114	3%
Misc. (e.g. events,etc.)	\$ 1,680	\$ 1,680	\$ -	0%
Insurance	\$ 10,000	\$ 9,900	\$ (100)	-1%
Equipment Replacement	\$ 2,000	\$ 2,000	\$ -	
Organization Admin**	\$ 650	\$ 12,100	\$ 11,450	
Sub-total	\$ 30,505	\$ 42,214	\$ 11,709	38%
TOTAL	\$ 675,806	\$ 699,324	\$ 23,518	3.48%

* Actual salary increases based on Bellevue's approved Cost of Living Adjustment

** In 2018 includes \$11,450 IT service fee to Bellevue

III. ARCH ADMINISTRATIVE BUDGET: RESOURCE DISTRIBUTION

A. Cash Contributions	2017	2018	Change	Percent Change
				2.50%
Bellevue	\$ 7,209	\$ 0	\$ (7,208)	
Bothell	\$ 55,410	\$ 56,795	\$ 1,385	
Issaquah	\$ 42,601	\$ 43,666	\$ 1,065	
King County	\$ 45,673	\$ 46,815	\$ 1,142	
Kirkland	\$ 108,366	\$ 111,075	\$ 2,709	
Mercer Island	\$ 31,400	\$ 32,185	\$ 785	
Newcastle	\$ 14,108	\$ 14,460	\$ 353	
Redmond	\$ 74,039	\$ 75,890	\$ 1,851	
Woodinville	\$ 14,572	\$ 14,936	\$ 364	
Beaux Arts Village	\$ 1,649	\$ 1,690	\$ 41	
Clyde Hill	\$ 3,951	\$ 4,050	\$ 99	
Hunts Point	\$ 1,649	\$ 1,690	\$ 41	
Medina	\$ 3,977	\$ 4,077	\$ 99	
Yarrow Point	\$ 1,649	\$ 1,690	\$ 41	
Sammamish	\$ 69,346	\$ 78,014	\$ 8,668	
Kenmore	\$ 28,069	\$ 28,771	\$ 702	
Other	\$ 4,200	\$ 4,200	\$ -	
TOTAL	\$ 507,866	\$ 520,004	\$ 12,137.73	
B. In-Kind Contributions	2017	2018	Change	Percent Change
Bellevue	\$ 167,943	\$ 179,531	\$ 11,587	
TOTAL	\$ 167,943	\$ 179,531	\$ 11,587	
C. Total Contributions	2017	2018	Change	Percent Change
Bellevue	\$ 175,152	\$ 179,531	\$ 4,379	2.5%
Bothell	\$ 55,410	\$ 56,795	\$ 1,385	2.5%
Issaquah	\$ 42,601	\$ 43,666	\$ 1,065	2.5%
King County	\$ 45,673	\$ 46,815	\$ 1,142	2.5%
Kirkland	\$ 108,366	\$ 111,075	\$ 2,709	2.5%
Mercer Island	\$ 31,400	\$ 32,185	\$ 785	2.5%
Newcastle	\$ 14,108	\$ 14,460	\$ 353	2.5%
Redmond	\$ 74,039	\$ 75,890	\$ 1,851	2.5%
Woodinville	\$ 14,572	\$ 14,936	\$ 364	2.5%
Beaux Arts Village	\$ 1,649	\$ 1,690	\$ 41	2.5%
Clyde Hill	\$ 3,951	\$ 4,050	\$ 99	2.5%
Hunts Point	\$ 1,649	\$ 1,690	\$ 41	2.5%
Medina	\$ 3,977	\$ 4,077	\$ 99	2.5%
Yarrow Point	\$ 1,649	\$ 1,690	\$ 41	2.5%
Sammamish	\$ 69,346	\$ 78,014	\$ 8,668	12.5%
Kenmore	\$ 28,069	\$ 28,771	\$ 702	2.5%
Other	\$ 4,200	\$ 4,200	\$ -	
TOTAL REVENUE	\$ 675,810	\$ 699,535	\$ 23,724.85	3.5%
TOTAL COSTS	\$ 675,806	\$ 699,324	\$ 23,517.72	3.5%
BALANCE	\$ 4	\$ 211		

Final 12-15-17

ARCH WORK PROGRAM: 2018

I. PROJECT ASSISTANCE

A. Oversight of Local Monetary Assistance

ARCH Trust Fund. Review applications and make recommendations for requests of local monetary funds through the ARCH Housing Trust Fund process. Includes helping to coordinate the application process and use of funds for various programs.

Objective: Allocation of \$1,500,000 or more through the ARCH Housing Trust Fund Process, and create or preserve a minimum of 75 units.

For the 'Parity Program', provide updated annual information to members, and achieve the base line goal for levels of direct assistance. Evaluate the appropriateness of updating goals under the Parity Program

Provide a variety of types of affordable housing as well as meet other funding priorities as specified in the ARCH Trust Fund Criteria.

Centralized Trust Fund System. Monitor centralized trust fund process including:

- Produce regular monitoring reports for the ARCH Trust Fund account.
- Work with Administrating Agency (Bellevue) to prepare contracts and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments. Includes monitoring for long term sustainability of previously funded projects.

Objective: Monitor ongoing financial activities of the ARCH Trust Fund account and provide updated information to members.

Develop sustainable strategies for the HTF to meet local housing goals and preserve publicly assisted affordable housing.

King County / State Funding Programs. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD etc.) and State (Tax Credit, State Housing Trust Fund) funds. Includes providing input to the King County JRC Consortium on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

Objective: In consultation with County, local staff and housing providers, seek to have funds allocated on a countywide basis by the County and State allocated proportionately throughout the County including the ARCH Sphere of Influence.

B. Special Initiatives This includes a range of activities where ARCH staff assist local staff with specific projects. Activities can range from feasibility analysis, assisting with requests for

proposals, to preparation of legal documents (e.g. contracts, covenants). Following are either existing initiatives or initiatives likely to emerge:

Long-Term Funding Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Work in 2018 is expected to focus on working with councils to review and consent to the inflationary/technical update the Parity Goals, to further discussion regarding an additional aspirational goal, and work on state legislature to expand tools available to cities.

Transit Center Sites. Assist cities with advancing and coordinating projects seeking King County TOD funds and work with Sound Transit and King County Housing staff to develop opportunities for affordable housing along transit corridors.

Surplus Property/Underdeveloped Property. Assist as needed member cities' evaluation of potentially surplus public property or underutilized private property (e.g. faith community properties) for suitability of affordable housing. Currently identified opportunities include:

- Continue to explore opportunities for catalyst projects in transit oriented neighborhoods such as Bel-Red, Overlake, Issaquah, Kirkland and central Mercer Island that include affordable housing and other features that help implement neighborhood plan objectives.

Winter Shelter. Support efforts by Eastside shelter providers, Human Services Forum, and cities to develop an East King County sub-regional strategic approach to shelter and related services for homeless adults and families. In 2018, for the men's and shelter, expected work will include continued community outreach, additional site identification and feasibility and potentially structuring land conveyance documents. For the women/family shelter efforts are expected to focus around finalizing concept and design, securing funding and potentially start of construction.

Objective: Identify one or more specific sites in East King County to be made available for housing and member jurisdictions to develop a long-term strategy for addressing shelter for homeless persons and families.

HUD Assisted Housing. Continue to monitor and actively pursue efforts to preserve existing HUD and other assisted affordable housing.

Objective: Preserve existing federally assisted affordable housing in East King County and prevent from converting to market rate housing.

II. HOUSING POLICY PLANNING

Work items in this section fall into the following basic areas of activity:

- Work with individual members on local planning efforts.
- Efforts coordinated through ARCH that benefits multiple members of ARCH.
- Track legislation that increases tools available to cities to create affordable housing.
- Participation in regional workgroups that impact local housing efforts.

A. Local Planning Activities

Housing Background Information. On an annual basis, ARCH will continue to provide updated housing data information as available. This updated housing information is available to members and will be incorporated into ARCH education fliers and an updated Housing 101 report.

Objective: On a regular basis, conduct education sessions for new local officials and staffs on local housing conditions and programs, and hold annual discussion with member councils on recent housing trends and efforts.

Continue to keep member jurisdictions and the broader community aware of local housing conditions to assist in their efforts to evaluate current and future efforts to meet local housing objectives. Include research on recent housing trends, and responses to these trends.

Housing Elements / Housing Strategy Plans. ARCH staff has worked with a number of members to prepare a Housing Strategy Plan to identify and prioritize strategies to implement Housing Element policies. In 2018, ARCH staff will continue assisting members develop and implement local Strategy Plans. Cities anticipated to complete Strategy Plans in 2018 include Kirkland, Bothell, Sammamish and Woodinville. Cities with completed Housing Strategies, with anticipated implementation efforts in 2018 include Bellevue, Issaquah, Kenmore and Redmond (see individual cities below for more detail)

Objective: Assist with preparation and/or implementation of Housing Strategy plans for members that include such a policy in their Housing Element.

Accessory Dwelling Units (ADUs). Several ARCH members have expressed interest in evaluating current ADU regulations and explore other ways to increase availability of ADUs. ARCH staff will assist with convening interested ARCH member cities to evaluate existing ADU regulations and other related issues (e.g. permitting costs, community awareness) that could impact creation of ADUs.

Housing Vouchers. Continue work to pursue opportunities to use KCHA administered Housing Choice Section 8 vouchers in affordable housing created through local incentive program located in private market multifamily developments.

Impact Fee Waivers. In response to revisions of state law allowing impact fee waivers for affordable housing, support as needed ARCH member cities' review and adoption of local legislation to implement state authority to grant impact fee waivers.

Local Housing Efforts. ARCH staff will continue to assist local staffs in local efforts to update land use, zoning and other codes in order to implement Comprehensive Plan policies. Following are specifically identified areas that ARCH will assist local staff.

Objective: Assist local staff with completion of the following updates of local codes and specific plans:

Bellevue

Assist City with implementation of Phase One tasks of Bellevue's Affordable

Housing Strategy, including:

- Review of MFTE to increase participation by developers of new housing;
- Increase development potential on suitable land owned by public agencies, faith based groups, and non-profits housing entities;
- Assist with items for Wilburton and East Main Plans, including: affordable housing density incentives;
- Develop affordable housing on suitable public lands in proximity to transit hubs including 130th TOD parcels and TOD parcels at the OMFE;
- Advocate for legislative actions that expand state and local funding tools and other opportunities to increase affordable housing;
- Pursue opportunities to use KCHA administered Housing Choice Section 8 vouchers in new market multifamily development.

Assist City staff with implementing administrative procedures for the Bel-Red, Eastgate, and Downtown land use incentive program and citywide Multifamily Tax Exemption program.

Assist in Neighborhood Planning to consider more affordable housing types on a neighborhood-by-neighborhood basis, such as small lot neighborhood infill and detached accessory dwelling units

Bothell

Assist city with finalizing its update to its Housing Strategy Plan.

Assist city with evaluating and potentially implementing affordable housing provisions related to zoning and other code amendments.

Assist city staff with work related to affordable housing component of the city's LIFT program in their downtown areas. Includes assisting with any reporting requirements and potentially exploring additional opportunities for affordable housing on city owned properties in the downtown revitalization area.

Assist city staff with evaluating the updated state legislation regarding impact fee waivers for affordable housing, and explore potential revisions to local regulations related to impact fee waivers for affordable housing.

Clyde Hill

Assist City with rental of City's affordable rental unit.

Issaquah

Assist City with a Housing Strategy Plan, including preparing the annual Affordable Housing Report Card/Analysis.

Assist City staff with evaluating and as needed implementing development standards and regulations related to the housing policies adopted in the Central Issaquah Plan and Central Issaquah Standards, including inclusionary zoning.

As needed, assist City staff with administration and/or revisions of the affordable

housing provisions of local development agreements (e.g. Issaquah Highlands, Talus, and Rowley)

Assist with evaluating and strategizing sequencing potential projects/ opportunities such as those near transit facilities, including coordination with potentially utilizing the King County TOD funds.

Assist with initial work on high priority strategies identified in the Housing Strategy Work Plan including: removing barriers to ADU development; facilitating development of a TOD (including the potential for MFTE); amending codes to increase allowed diverse housing types such as SROs and cottage housing; and lobbying the state to mitigate/offset condominium development deterrents.

Kenmore

Assist Planning Commission and Council in implementing a high priority item identified in the Housing Strategy Plan. Starting in 2017 and continuing in 2018 this item is identified as measures to preserve existing affordable housing, specifically manufactured housing communities.

Continue to assist with technical questions and negotiating agreements where affordable housing is proposed including the TOD overlay.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the multifamily tax exemption program.

Kirkland

Assist City with an update to their Housing Strategy Plan.

Assist with the implementation of at least one high priority item identified in the updated Housing Strategy Plan.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the optional multifamily tax exemption program.

Assist City staff with housing issues that come before Council Planning and Economic Development Committee and resulting initiatives.

Assist City staff with affordable housing preservation efforts and initiatives.

Mercer Island

Assist City with a Housing Strategy Plan.

As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.

As needed, assist City staff with administering affordable housing provisions associated with the land use incentive and tax exemption programs for Town

Center.

Provide project support for Town Center development projects that include affordable housing.

Newcastle

Assist City with a Housing Strategy Plan.

Assist with agreements for any project that would include an affordable housing requirement, including those related to the Community Business Center.

Assist staff with outreach effort related to ADUs.

Redmond

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations.

Assist City staff with implementing the property tax incentive program for affordable housing, as allowed under RCW 84.14.

Continue to assist with strategies to increase the level of affordability for new housing in Overlake and Southeast Redmond as part of the development of master plans and development agreements, including exploring ways to leverage other resources.

Assist with the promotion of affordable housing and other programs available to Redmond residents and developers, e.g., Accessory Dwelling Units (ADUs) (see above).

As follow up to the City's adoption of Section 8 anti-discrimination ordinance, assist with education outreach efforts to landlords regarding the Section 8 program and potentially other initiatives to support use of this program in cooperation with other jurisdictions.

Assist with the implementation of other high priority items identified in the Strategic Housing Plan and the Affordable Housing Strategies Work Plan of June, 2016, such as encouraging public/private partnerships to promote the development of affordable housing in urban centers.

Assist with carrying out implementation strategies that result from the investigation of emerging housing markets and East Link Corridor housing strategies for affordable housing in station areas as described below under regional issues.

Sammamish

Assist City with an update to their Housing Strategy Plan.

Assist City staff with implementation of affordability provisions for site donated to

Habitat.

Evaluate Strategy Plan to assess if work should commence on any priority strategies (e.g. Senior Housing opportunities).

Assist City staff with implementation of Town Center affordable housing provisions

Woodinville

Assist City staff with a Housing Strategy Plan.

Assist with review and any update of affordable housing and accessory dwelling unit programs and regulations.

Assist City staff and Planning Commission with evaluating and developing incentives for affordable housing as provided for in the Downtown/Little Bear Creek Master Plan area.

As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.

Yarrow Point

Assist Planning Commission and Council with a review and potential update of current ADU regulations, and assist with effort to increase public awareness of local provisions.

King County See Regional/Planning Activities below.

Ongoing monitoring of affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

General Assistance. In the past, there have been numerous situations where members have had requests for support on issues not explicitly listed in the Work Program. Requests range from technical clarifications, to assisting with negotiating agreements for specific development proposals, to more substantial assistance on unforeseen planning initiatives. ARCH sees this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Regional/Countywide Planning Activities

PSRC – Growing Transit Communities (GTC). PSRC in a partnership with public and private agencies from the Central Puget Sound region with a HUD Sustainable Communities Planning Grant completed a regional GTC strategy plan. Several ARCH members and ARCH are participating in follow-up efforts coordinated by the GTC Advisory Committee. ARCH staff will assist member jurisdictions to evaluate and implement GTC strategies relevant to their respective communities. Some specific activities for individual members are described above in the Local Housing Efforts section.

Countywide Planning Policies (CPP) for Affordable Housing. The Growth Management

Planning Council adopted updated CPPs for housing. This also included several follow-up work program items to begin implementation of some of the policies. ARCH staff will assist the regional work group on these follow-up work program items (e.g. identifying and collecting key regional data for monitoring progress).

Legislative Items. ARCH staff will track state and federal legislative items that relate to affordable housing that could impact members' ability to address affordable housing. As needed, staff will report back to the Executive Board and members, and when directed coordinate with other organizations (e.g. AWC, SCA, , WLIHA, HDC) to contact legislators regarding proposed legislation.

King County Regional Affordable Housing Task Force. ARCH will participate in the Staff Working Group to explore countywide affordable housing initiatives, including potential funding program and keep ARCH Executive Board and members apprised of the Task Force's work.

All Home/ Eastside Homeless Advisory Committee (EHAC). Anticipated work of the All Home in the coming year includes continued coordinated allocation of resources, and initiating several specific initiatives (e.g., coordinated entry and assessment for all populations). Role for ARCH staff is expected to include participating in the All Home Funders group and its efforts to coordinate funding, and inform ARCH members and the general public of All Home/EHAC activities. Also continue to participate in efforts to implement homeless efforts within East King County through EHAC.

Objective: Keep member jurisdictions informed of significant regional issues and pending legislation that could affect providing housing in East King County.

Ensure that perspectives of communities in East King County are addressed in regional housing activities, including All Home and Growing Transit Communities.

Have one or more specific local programs initiated as part of the All Home Community Strategic Plan.

III. HOUSING PROGRAM IMPLEMENTATION

Monitoring Affordable Rental Housing. Administer ongoing compliance of affordability requirements. This includes affordable rental housing created through direct assistance (e.g. Trust Fund allocation, land donations) from member jurisdictions, and through land use incentives. For Trust Fund projects also require monitoring of project cash flow related to loans made by jurisdictions to projects, and also long-term sustainability monitoring.

Objective: Ensure projects are in compliance with affordability requirements and maintained as assets for residents, owners and broader community, which involve collecting annual reports from projects, screening information for compliance, and preparing summary reports for local staffs. To the extent possible this work shall:

- Minimize efforts by both owners and public jurisdictions.
- Coordinate ARCH's monitoring efforts with efforts by other funding sources such as using shared monitoring reports.

- Utilize similar documents and methods for monitoring developments throughout East King County.
- Establish working relationship with other public organizations that can help assess how well properties are maintained and operated (e.g. code compliance, police, and schools).

Monitoring Affordable Ownership Housing. As more price restricted homes are created, monitoring of affordable ownership housing created through local land use regulations is becoming of increased importance. In addition, ARCH will continue to monitor general trends with ownership units, enforcement of covenant provisions (e.g. leasing homes, foreclosure), and as necessary evaluate and if warranted, complete revisions to the ownership covenants. This effort will include convening member planning and legal staff to review potential revisions, consulting with King County and other local ownership programs, and seeking approval from Secondary Market lenders (e.g. FHA, Fannie Mae) of any potential revisions. Also continue to maintain a list of households potentially interested in affordable ownership housing.

Objective: Oversee resale of affordable ownership homes. Address issues related to ongoing compliance with program requirements (e.g. leasing homes, foreclosures).

Complete revisions to the affordability covenant and administrative procedures to better protect against potential loss of long term affordability.

Information for Public on Affordable Housing. Maintain lists of affordable housing in East King County (rental and ownership), and making that information available to people looking for affordable housing.

Objective: Maximize awareness of affordable housing opportunities in East King County through the ARCH web site, public flyers and other means to assist persons looking for affordable housing.

Relocation Plans. Assist as necessary with preparing relocation plans and coordinate monitoring procedures for developments required to prepare relocation plans pursuant to local or state funding or regulatory requirements.

Objective: Maximize efforts to ensure that existing households are not unreasonably displaced as a result of the financing or development of new or existing housing.

IV. SUPPORT/EDUCATION/ADMINISTRATIVE ACTIVITIES

Education/Outreach. Education efforts should tie into efforts related to public outreach/input on regional housing issues (see Local Planning Activities). However, much of ARCH's outreach/education work will occur through work with individual members on local housing efforts.

As part of Housing 101, in addition to the Housing 101 workbook and related brochures, conduct some type of specific education event. In 2018, Housing 101 will focus on entail a more 'classroom' type event for council members and commissioners and potentially also a

tour.

Objective: Develop education tools to inform councils, staffs and the broader community of current housing conditions, and of successful efforts achieved in recent years.

Be a resource for members to assist with outreach and education activities on affordable housing associated with local planning efforts.

Conduct specific education events for ARCH member staff, commissioners and council members.

Create outreach tools/efforts that inform the broader community of affordable housing resources available to residents.

Media coverage on at least six topics related to affordable housing in East King County related to work done by Cities/ARCH and articles in local city newsletters.

ARCH Web Site. Update on a regular basis information on the ARCH website, including information related to senior housing opportunities. Add new section to the website that provides information on all ARCH member affordable incentive programs and fair housing information

Objective: Maintain the ARCH web site and update the community outreach portion by incorporating information from Housing 101 East King County, as well as updated annual information, and links to other sites with relevant housing information (e.g. All Home, HDC).

Advice to Interested Groups. Provide short-term technical assistance to community groups, faith communities and developers interested in community housing efforts. Meet with groups and provide suggestions on ways they could become more involved. In 2018, undertake an effort to educate realtors about local Affordable Ownership program.

Objective: Increase awareness of existing funding programs by potential users.

Increase opportunities for private developers and Realtors working in partnership with local communities on innovative/affordable housing.

Assist community based groups who want to provide housing information to the broader community by assisting with preparing background information.

Make presentations, including housing tours, to at least 10 community organizations.

Administrative Procedures. Maintain administrative procedures that efficiently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Prepare quarterly budget performance and work program progress reports, including Trust Fund monitoring reports. Prepare the Annual Budget and Work Program. Work with Executive Board to develop multi-year strategy for the ARCH Administrative Budget. Staff the Executive and Citizen Advisory Boards.

Objective: Maintain a cost effective administrative budget for ARCH, and keep expenses within budget. Administrative costs should be equitably allocated among ARCH's members.

Maintain membership on the ARCH Citizen Advisory Board that includes broad geographic representation and a wide range of housing and community perspectives.

2/23/2018

**ARCH 2018 Work Program &
Administrative Budget
-and-
ARCH E. King County
Housing Trust Fund
Recommendation**



Sammamish City Council
March 6, 2018
Arthur Sullivan, ARCH Program Manager



2

What is ARCH

- **Interlocal Agency- East King County**
 - Recommendation of a Citizen Task Force in 1991
 - Voluntary government organization
 - Assist Existing Government/
Not Create New Layer of Government
 - 15 Cities in East King County and King County
 - Organization Oversight by Members
 - Executive Board comprised of member senior staff
 - Councils annually approve Budget/ Work Program
 - Councils first determine resources available through Trust Fund and then approve recommendations for specific projects.

2/23/2018

3

How Does ARCH Assist Members

- **Develop housing policies and regulations**
 - ✓ **Develop policies and strategies in land use and housing elements of comprehensive plans**
 - ✓ **Assist cities to create neighborhood plans, such as Overlake in Redmond**
 - ✓ **Assist with developing housing regulations (e.g. density incentives for affordable housing, accessory dwelling units, and senior housing)**

4

How Does ARCH Assist Members

- **Directly assist below market rate housing**
 - ✓ **Award loans and grants for projects that have below market rate housing**
 - ✓ **Make surplus public land available for housing**
 - ✓ **Waive impact and permit fees**

2/23/2018

5

How Does ARCH Assist Members

- **Implements and administers housing programs**
 - ✓ Prepare funding program and land use incentive contracts
 - ✓ Monitor long term affordability and loan repayments
 - ✓ Assist people looking for below-market ownership and rental housing
 - ✓ Oversee resales of below-market ownership homes
 - ✓ Track local housing production annually

6

How Does ARCH Assist Members

- **Engages the broader community on local housing issues**
 - ✓ Participate in discussions about housing at meetings and public forums
 - ✓ Generate public education materials (e.g. brochures, ARCH web site (ADU/ senior housing) and housing tours)
 - ✓ Make community awards to recognize persons, projects and programs that result in outstanding housing efforts.

2/23/2018

7

ARCH 2018 Work Program

Direct Assistance / Special Projects

- Housing Trust Fund
- Long Term Funding Strategy
- Transit Center // Surplus // Underdeveloped Sites
- Winter Shelter

Local Housing Policy Planning / Programs

- Housing Strategy Plans
- Specific local initiatives (e.g. land use incentives, ADU, preservation)
- Housing Vouchers

Implementation / Outreach

- Implementation of local programs' affordability provisions
- Information to persons seeking affordable housing
- Information to public on other housing (e.g. Senior Housing, ADUs)

8

Land Use Incentives East King County

- Increased significantly in last few years
- Helps offset decrease of moderate priced market housing.
- Create broader mix of moderate priced housing: ownership / more 2+ bdrm

Year	Renter	Owner
1991	90	10
1993	40	10
1994	35	10
1995	25	10
1997	25	10
1998	10	10
2000	10	10
2001	10	10
2002	10	10
2003	10	10
2004	60	10
2005	60	10
2006	15	10
2007	60	10
2008	55	10
2009	10	10
2010	65	10
2011	30	10
2012	40	10
2013	45	10
2014	90	10
2015	170	10
2016	160	10
2017	250	10

2/23/2018

9

ARCH Work Program

Sammamish Work Program Assistance

Sammamish Housing Strategy Plan

Assist with initial work on Housing Strategy priority strategies

Implementation of Town Center affordability provisions

Administer affordability provisions on Habitat property

10

ARCH TRUST FUND (See Attachment A, pg. 23)



Wildwood, DASH

PROJECTS ASSISTED 1993 - 2016

HOUSING TYPE	# UNITS / BEDS	FUNDING*
Family	2,196	\$25,882,324
Senior	669	\$10,478,642
Homeless	341	\$8,169,739
Special Needs	163	\$3,394,582
TOTAL	3,369	\$47,925,286

* Includes funding, land donations, fee waivers



DD Group Home, Parkview

2/23/2018

11

Defining Affordability

	Studio (1 Person)	1-Bedroom (2 People)	2-Bedroom (3 People)	3-Bedroom (4 People)
POVERTY				
National poverty guidelines*				
Household Income	\$12,060	\$16,240	\$20,420	\$24,600
Pct of County Median Income	18%	21%	24%	26%
30% AMI [VERY LOW INCOME]				
Household Income	\$20,160	\$23,040	\$25,920	\$28,800
Max. Affordable Rent**	\$504	\$576	\$648	\$720
50% AMI [LOW INCOME]				
Household Income	\$33,600	\$38,400	\$43,200	\$48,000
Max. Affordable Rent**	\$840	\$960	\$1,080	\$1,200
Max. Affordable Purchase***	\$113,165	\$129,331	\$149,752	\$170,172
80% AMI [MODERATE INCOME]				
Household Income	\$53,760	\$61,440	\$69,120	\$76,800
Max. Affordable Rent**	\$1,344	\$1,536	\$1,728	\$1,920
Max. Affordable Purchase***	\$198,930	\$227,350	\$260,020	\$292,700
100% AMI [MEDIAN INCOME]				
Household Income	\$67,200	\$76,800	\$86,400	\$96,000
Max. Affordable Rent**	\$1,680	\$1,920	\$2,160	\$2,400
Max. Affordable Purchase***	\$256,110	\$292,700	\$333,540	\$374,380

12

ARCH Housing Trust Fund Overall Results

- Over \$47 million of city resources
 - ❖ General funds (~40%),
 - ❖ Federal CDBG funds (~20%)
 - ❖ Other' (e.g. land, fee waivers, repayments) (~40%).
- Geographic balance over time
- New development and preservation
- Many projects funded as contingent loans
- Leveraged over \$400 million of other private and public (county, state, federal) resources
- Preserved 600 units federally assisted housing



Issaquah Family Village, YWCA

2/23/2018

13

Housing Trust Fund Recommended Projects

- **Kirkland shelter for women and family**
The Sophia Way & CCS
- **Esterra Park Block 6B Redmond**
Imagine Housing
- **Men's group homes**
Congregations for the Homeless
- **Trailhead Apartment, Issaquah**
KCHA




Esterra Park

14

Housing Trust Fund Recommended Projects (Attachment A, pg. 17)

Project Name	Location	Units/Beds	2017 Funding Total	Sammamish Funding
CCS Women & family shelter	Kirkland	98 Beds	\$1,224,000 Secured grant	\$15,198
Imagine Housing Esterra Park Block 6B	Redmond	130 Homeless/DD 30%-60% AMI	\$1,234,000 + 850,000 Contingency 2018 (\$500,000 awarded 2016)	\$37,180 + 60,312 Contingency 2018
CFH Men's group home	ARCH Sphere	5 or 6 Beds	\$150,000 Secured grant	\$4,519
KCHA Trailhead Apartments	Issaquah	155 40% / 60% AMI	\$2,000,000 Contingent Loan	\$60,259
Total Projects		388	\$4,608,000 + 850,000 Contingency 2018	\$117,157 + \$60,312 Contingency 2018

2/23/2018

15

QUESTIONS?

COMMENTS?



Cambridge Court, Bellevue

16

Agenda Bill
 City Council Regular Meeting
 March 06, 2018



SUBJECT:	A Resolution authorizing the City of Bellevue as the Administering Agency of A Coalition for Affordable Housing (ARCH) to execute all documents necessary to enter into Agreements for the funding of affordable housing projects, as recommended by the ARCH Executive Board, utilizing funds from the City's ARCH Housing Trust Fund.	
DATE SUBMITTED:	February 23, 2018	
DEPARTMENT:	Community Development	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Approve the Resolution for ARCH Housing Trust Fund Authorization.	
EXHIBITS:	1. Exhibit 1 - Resolution 2. Attachment A - ARCH Executive Board Recommendation	
BUDGET:		
Total dollar amount	\$177,469	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	General Fund (Line Item 001-050-559-20-41-00)	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

ISSUE BEFORE COUNCIL:

Shall the City participate in the funding of affordable housing projects in East King County via Housing Trust Fund Authorization, as recommended by the ARCH Executive Board?

KEY FACTS AND INFORMATION SUMMARY:

The City's adopted 2017-18 biennial budget includes funds reserved for projects recommended through the ARCH Housing Trust Fund in the affordable housing account line of the Health and Human Services Department. The 2017 budgeted amount is \$100,000 and the 2018 budgeted amount is \$100,000, for a combined total of \$200,000.

The 2017 budgeted amount was transferred to the Sammamish account at the ARCH Housing Trust Fund (Sammamish Account) in August 2017 and held in trust by the Administering Agency for ARCH. In addition, there are uncommitted and unexpended amounts from prior years in the Sammamish Account, including interest earned and amounts de-obligated from projects that were awarded funding but did not need the entire amount. Therefore, approximately \$117,230 is currently available in the Sammamish Account. This does not include the \$100,000 budgeted contribution for 2018.

The ARCH Executive Board has recommended the City of Sammamish participate in the funding of the following projects:

- Catholic Community Services/The Sophia Way's Kirkland Shelter
- Congregations for the Homeless Men's Home
- Imagine Housing's Esterra Block 6B Apartments
- KCHA's Trailhead Apartments

These projects result in a combined contribution of \$177,469 from the City of Sammamish. As shown in the "Proposed City Funding Recommendations and Sources" table on Page 25 of Attachment A, the City of Sammamish has already committed and transferred \$117,157 to the ARCH Housing Trust Fund for these projects. Those funds have not yet been expended and have not been previously committed to other projects. The remaining \$60,312 of the total is contingent funding for the Esterra Block 6B Apartments, and planned to be funded from the allocation in the 2018 General Fund.

Approval of this resolution will authorize expenditures of the funds in the Sammamish Account and further authorize the City of Bellevue, as the Administering Agency of ARCH, to enter into agreements for the funding of affordable housing projects as recommended by the ARCH Executive Board.

Once authorized, the Administering Agency will execute the necessary documents.

FINANCIAL IMPACT:

\$177,469 as budgeted in the 2017-2018 Budget, of which \$60,312 is contingent funding for the Esterra Block 6B Apartments out of the 2018 General Fund.

OTHER ALTERNATIVES CONSIDERED:

The City Council could opt to not fund the projects or fund at a reduced rate, but such a decision would be inconsistent with the budgeted amounts and Sammamish housing policy. Particularly, such a decision would conflict with the following City Housing Policies:

- Policy H.3.1 - Develop and implement plans and strategies that promote a proportionate amount of the countywide need for housing affordable to households with moderate, low and very low incomes, including those with special needs.
- Policy H.3.5 - Consider offering financial aid and/or technical assistance to organizations that provide affordable housing for very low-, low- and moderate-income households.

- Policy H.3.6 - Encourage and support non-profit agencies, public-private partnerships, and housing authorities to preserve or build new, sustainable housing affordable to very low-, low- and moderate-income households.
- Policy H.5.2 - Support a coordinated regional approach to homelessness by supporting public and private housing and services for people who are homeless and work with other jurisdictions and health and social service organizations, including faith-based and other non-profit organizations, to develop a coordinated, regional approach to homelessness
- Policy H.5.3 - Maintain membership in inter-jurisdictional agencies to promote affordable housing on the Eastside.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

The City's collaboration with ARCH on housing matters relates to several City plans and policies including:

1. [2015 Sammamish Comprehensive Plan](#)
2. [Housing Element Volume I of the Sammamish Comprehensive Plan](#)
3. [Housing Element Volume II of the Sammamish Comprehensive Plan](#)
4. [Sammamish Town Center Subarea Plan](#)

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2018-**

A RESOLUTION OF THE CITY OF SAMMAMISH CITY COUNCIL AUTHORIZING THE DULY-APPOINTED ADMINISTERING AGENCY FOR ARCH TO EXECUTE ALL DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS FOR THE FUNDING OF AFFORDABLE HOUSING PROJECTS, AS RECOMMENDED BY THE ARCH EXECUTIVE BOARD, UTILIZING FUNDS FROM THE CITY'S ARCH HOUSING TRUST FUND.

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities to provide affordable housing; and

WHEREAS, the ARCH Executive Board has recommended that the City of Sammamish participate in the funding of certain affordable housing projects and programs hereinafter described; and

WHEREAS, the ARCH Executive Board has developed a number of recommended conditions to ensure that the City's affordable housing funds are used for their intended purpose and that projects maintain their affordability over time; and

WHEREAS, Council, at its April 20, 2010 meeting, authorized execution of the Amended and Restated Interlocal Agreement for ARCH by and between Sammamish, 15 other cities and King County updating and continuing the operations of ARCH; and

WHEREAS, the City Council desires to use \$177,469 from City funds as designated below to finance the projects recommended by the ARCH Executive Board;

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

Section 1. The City Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the City to fund Catholic Community Services/The Sophia Way's Kirkland Shelter, Congregations For the Homeless Men's Home, Imagine Housing's Esterra Block 6B Apartments and KCHA's Trailhead Apartments in a combined total amount not to exceed \$177,469.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the City's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly-appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's memorandum of January 11, 2018, a copy of which is attached hereto as Attachment A.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 6th
DAY OF MARCH, 2018.**

CITY OF SAMMAMISH

Mayor Christie Malchow

ATTEST/AUTHENTICATED:

for Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk: February 28, 2018
Passed by the City
Council: Resolution No.



Together Center Campus
16225 NE 87th Street, Suite A-3 ♦ Redmond, Washington 98052
(425) 861-3677 ♦ Fax: (425) 861-4553 ♦ WEBSITE: www.archhousing.org

MEMORANDUM DRAFT

TO: City of Bellevue Council Members
City of Bothell Council Members
City of Clyde Hill Council Members
Town of Hunts Point Council Members
City of Issaquah Council Members
City of Kenmore Council Members
City of Kirkland Council Members
City of Medina Council Members
City of Mercer Island Council Members
City of Newcastle Council Members
City of Redmond Council Members
City of Sammamish Council Members
City of Woodinville Council Members
Town of Yarrow Point Council Members

FROM: Emily Moon, Chair, and ARCH Executive Board

DATE: January 11, 2018

RE: Fall 2017 Housing Trust Fund (HTF) Recommendation

The ARCH Executive Board and Citizen Advisory Board (CAB) have completed their review of the five applications for the Fall 2017 Housing Trust Fund round. The Executive Board and CAB recommends funding for five projects. Recommendations total \$4,608,000 with an additional contingency award of up to \$850,000 with forward commitment of 2018 round funds as summarized in the attached table, Proposed Funding Sources. The actual amount will depend on final action by the City Councils.

Following is a summary of the applications, the recommendation and rationale, and proposed contract conditions for the five proposals recommended for funding at this time. Also enclosed is an evaluation matrix for each proposal, an economic summary for the five projects recommended for funding, funding leveraging chart, project summary table, and a summary of funded projects to date.

1. Catholic Community Services with Sophia Way, Kirkland Shelter

Funding Request: \$1,124,000 (Secured Grant)
98 Beds (50 Family; 48 Unaccompanied Women)
Note: Project proposal also includes approximately \$1.3 million of other Kirkland Resources (e.g. REET, In-Lieu fees, fee waivers)

*ARCH Trust Fund Exec Board Memo**January 11, 2018**Page | 2*

Exec Board Recommendation: \$1,224,000 (Secured Grant) as follows:
 \$719,594 CDGB Funds
 \$504,406 City General Funds:
 (includes contingency award of up to \$100,000)
 See attached Funding Chart for distribution of City Funds

Project Summary:

Catholic Community Services of Western Washington (CCS) with the Sophia Way is proposing development of a permanent winter shelter for unaccompanied women and families. This facility will replace the temporarily located winter shelters and day centers that have served women and families and operated by Sophia Way and CCS.

The shelter is proposed as a low barrier shelter which means few requirements on the shelter guests other than they don't pose a danger to other guests. East King County shelter has evolved from severe weather, to winter shelter at temporary locations identified yearly. This application takes the project a next step to a permanent location better located for shelter guests (transit access, near services) and providing features unavailable in temporary locations (e.g. laundry, storage, etc.). As presented in the application the operating budget assumes 24/7/365 operations with full services, however, the operators are also providing budgets that incrementally increase operations from current levels of service to full time service for both day services and shelter. This could allow for increased level of operation from current level depending upon the level of funding support from public and private sources.

The proposal is a new 19,075 square foot building housing two separate shelters and day centers located on separate floors. The women's shelter is sized to house 48 women; the family shelter will house families comprising a total of up to 50 persons. The day center spaces will accommodate private case management, food preparation and service, computer lab and storage of belongings and pets,

The property is located on a portion of the Salt House Church, located in the Rose Hill area of Kirkland several blocks south of 85th Street, a central transportation and retail corridor. Surrounding uses include residential uses on two sides, Lake Washington High School, and a cemetery. The City proposes to acquire the site and to make it available for the project per a long-term lease.

Funding Rationale:

The CAB and Executive Board supported the intent of this application for the following reasons:

- Provides shelter in a permanent location, and could move to full time operation with additional operating and services funding
- Helps implement a vision regarding a more comprehensive approach to shelter and related services to assist homeless that has been part of ARCH member cities work program for several years and endorsed by All-Home.
- Operators are respected, and have been successful for eight years of operation in serving this population in a winter shelter
- Site is available for use. Outreach has already occurred for the existing day center operating at the site. Shelter has also been touched on in this outreach effort
- City Council has been supportive and already committed significant funds to the project

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- Operators are committed to raising \$1.2 million through capital campaign and a coalition of local faith organizations (New Bethlehem project) have committed to assisting the project and already successfully assisted the existing day center on-site
- City land ownership structure provides more long-term stability to the long-term use of the facility for proposed or similar use.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for twelve (12) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date, and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate that all capital funding net of the capital campaign has been secured or is likely to be secured within a reasonable period of time, and that there is a means to cover the gap in capital campaign contributions not yet collected.
2. Funds shall be used by City and applicant toward land acquisition (lease), off-site utilities, construction and construction contingency, permits and fees, professional costs and other soft costs. Funds may not be used for any other purpose unless City or Administering Agency has given written authorization for the alternate use. Prior to spending of City resources set aside for construction contingency Agency must obtain approval in advance by City staff or ARCH staff. If after the completion of the project there are budget line items with unexpended balances, the public funders shall approve adjustments to the project capital sources, including, potentially, reductions in public fund grant amounts. Any portion of funding that is CDBG funding will be limited to acquisition and professional costs.
3. As part of the funding award, \$100,000 is a contingency award subject to final approval of the ARCH Executive Board. Prior to consideration by the Executive Board of a contingency award, the applicant will provide updated project design, including updated site related costs, updated development and operating budgets, project schedule for review by the ARCH CAB and final approval by the ARCH Executive Board for the final amount and uses of contingency award. If awarded, all or some portion of the contingency award will be used for construction contingency.
4. The Applicant shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by City staff or ARCH staff. If the Applicant is unable to adhere to the budgets, City or ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Applicant for City staff or ARCH staff's approval. Unless approved by the Executive Board, the development budget will include a minimum of \$1.2 million from private sources raised by the applicants. The City shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Applicant. Failure to adhere to the budgets, either original or as amended may result in withdrawal of the City's commitment of funds.

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5. The Applicant shall submit evidence of funding commitments from all proposed public sources. The agencies will demonstrate fundraising commitments or committed organization resources sufficient for the private fundraising component of the budget. In the event commitment of funds identified in the application cannot be secured in the time frame identified in the application, the Applicant shall immediately notify City staff or ARCH staff, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to City staff or ARCH staff review and approval. Upon approval of the ARCH Executive Board, prior to evidence of other funding commitments, up to \$700,000 of CDBG funding commitments may be spent on eligible land acquisition or predevelopment expenses.
6. Funds will be in the form of a secured grant.
7. A covenant is recorded ensuring affordability for at least 50 years, with 50% AMI affordability. So long as the property operates as a low-barrier shelter, no income testing will be required and the property will be assumed to meet the affordability requirements. In the event that the property is ever used for long term residential, residents will need to be screened for income eligibility.
8. Unless approved by the ARCH Executive Board, the award is made contingent on a reduction of \$700,000 in public sources (from the project application budget). This may be achieved through a combination of value engineering and redesign, additional private capital support or other means.
9. The project will be designed to be operational full time, however it will be allowed to operate part time, so long as a minimum level of service is comparable to existing shelter/day center programs (November through March for shelter services, and year-round day services for a minimum of 32 hours per week). Prior to release of funds, agencies shall submit a plan for City staff or ARCH staff review and approval, outlining a financing plan for initial level of services and plans to expand services to full time, including efforts to seek support from the broader community, and how services will be incrementally increased as operating funding assistance is increased.
10. Prior to release of funds, Agency shall provide a plan to City Human Services Staff and ARCH staff for review and approval for retaining operations at Sophia's Place.
11. Submit for review and approval by ARCH and City Human Services' staff a management and services provision plan that includes how management and services for this property and types of services and programs that will be available for the shelter guests. Recognizing that there is limited parking on the site and it is shared with the church, the plan shall also address how parking will be managed on an ongoing basis, and alternative transportation options for shelter guests. The plan shall also include management procedures to address management and operation of the premises; community and neighbor relations procedures as well as annual monitoring procedure requirements.
12. In the event that any operating support funding levels will be reduced, the Agency shall inform City Human Services and ARCH Staff about the impacts the proposed reduction will have on the budget and plan for services to the homeless clients, and what steps shall be taken to address the impacts. A new budget or services plan must be approved by City staff or ARCH staff.

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2. Congregations For the Homeless, Men's Homes

Funding Request: \$450,000 (Secured Grant)
18 Beds in 3 homes

Exec Board Recommendation: \$150,000 (Secured Grant)
1 home (5 or 6 beds)
See attached Funding Chart for distribution of City Funds

Project Summary:

Congregations for the Homeless (CFH) plans to acquire and remodel three homes each to contain six bedrooms when completed. Each home would serve as group living for six homeless men referred through Coordinated Entry and/or graduating out of CFH's other programs. Since 2006 CFH has operated ten such homes on the Eastside in leased homes. Being able to buy the homes would reduce the risk of losing houses and would ensure housing would be available to help those exiting homelessness for decades to come.

Similar to applications for group homes or adult family homes serving the developmentally disabled, no properties have yet been identified, but with funding made available, the agency will look for suitable homes to acquire and remodel as necessary to accommodate the persons to be housed. The homes acquired will probably be dated, requiring some modernization in kitchens and baths and with electrical and mechanical systems. They may also not have 6 bedrooms to begin with, but would have the space to create them.

This project helps "widen the opening of the back door", freeing up space within the shelters for homeless coming off the streets, while further preparing the men for success in their long-term ability to live independently. The agency reports a 90% success rate of men graduating through the rotating shelter and then through such group living situations into independent living.

Funding Rationale:

The CAB and Executive Board supported this application for one home for the following reasons:

- Agency with proven track record of graduating men out of homelessness through a stepped approach
- Agency already has 11-year history of operating these types of homes
- Uses loan, in kind and capital campaign to leverage public funds both on the capital and operating side.
- Ownership offers more certainty of tenure
- Homes could return to residential market if no longer able to operate/no longer needed

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

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1. For the first home, the funding commitment shall continue for twelve (12) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date, and expected schedule for start of construction and project completion. ARCH staff will consider a six-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion.
2. Prior to searching for a home, the Applicant shall submit evidence of funding commitments from all proposed public and private sources for each home. The Agency will demonstrate fundraising commitments or committed organization resources sufficient for the private fundraising component of the budget.
3. Funds shall be used by the Agency toward acquisition costs. Funds may not be used for any other purpose unless city staff has given written authorization for the alternate use. If circumstances make 6 bedrooms infeasible, the homes' bedrooms may be reduced to no less than five bedrooms, with a proportionate reduction in funding through the ARCH Trust Fund.
4. Prior to searching for a home, CFH shall provide an updated budget that accounts for updated Voucher income, and shall submit to City staff or ARCH staff for approval siting criteria for homes (e.g. specific requirements for transit access, amount of off-street parking, etc.) Unless otherwise approved by City staff or ARCH staff the Agency shall only purchase unoccupied homes or owner-occupied homes in order to not trigger local and federal relocation regulations. Homes shall conform to jurisdictional requirements regarding number of unrelated individuals living together.
5. Prior to closing, the Agency shall submit an appraisal by a qualified appraiser. The appraisal shall be equal to or greater than the purchase price.
6. Funds will be in the form of a secured grant with no repayment, so long as affordability and target population is maintained.
7. A covenant is recorded ensuring affordability for at least 50 years, with five or six beds for homeless individuals 30% of area median income or in the event a Voucher is available for the home, those who qualify for Section 8 assistance at move in.
8. Unless otherwise approved by City staff or ARCH staff the development budget shall include:
 - The maximum price for acquisition and construction cost combined shall not exceed \$940,000. In the event that total acquisition and rehab costs, including contingency, exceeds this amount, additional costs shall be covered by private sources from the applicant.
 - Developer fee shall not exceed \$37,000.
9. Reserves will be funded out of operations at \$2,500 for the first year with an annual increase of 3.5% per year for replacement reserves.
10. All cash flow after payment of operating expenses shall be placed into a project reserve account that can be used by the applicant for project related operating, maintenance or services expenses. Any other use of these reserves funds must be approved by City staff or ARCH staff.

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11. In the event that any operating support funding levels will be reduced, the Agency shall inform City and ARCH Staff about the impacts the proposed reduction will have on the budget and plan for services to the homeless clients, and what steps shall be taken to address the impacts. A new budget or services plan must be approved by City staff or ARCH staff
12. The Agency will notify City staff or ARCH staff when they enter into an option or purchase and sale agreement for any home, providing information on the location of the home and terms for acquiring the home. The Agency will document that the home complies with City occupancy requirements, and is consistent with the Agency siting criteria. No home considered for acquisition will be within two blocks of another home owned by Agency unless otherwise approved by City staff or ARCH staff.
13. Prior to closing on a home, an individualized outreach plan will be submitted to City staff or ARCH staff for review and approval. The outreach plan will include provisions such as:
 - Provide written notification to neighbors upon mutual acceptance of the Purchase and Sales Agreement to include CFH's intention to purchase the house, description of the project, and contact number;
 - Provide an opportunity for neighbors to individually and/or as a group to meet with CFH and the service provider regarding the project; such as having an Open House after the tenants move-in and include invitations to the neighbors.
14. Once a home is selected the Agency shall include City staff or ARCH staff in the inspection of the property and development of the final scope of work for the rehab. The final scope of work for the basic construction budget shall include, at a minimum, all work necessary for any correction of substandard health and safety conditions. Any remodel work proposed will be assessed for impact on long term value of the home in the event the home is resold on the private market. Prior to start of construction, the Agency shall submit the final scope of work for City staff or ARCH Staff approval, along with evidence that construction costs have been confirmed by a qualified contractor and are within the basic construction budget. All uses of construction contingency funds must be approved by City staff or ARCH staff prior to authorization to proceed with such work.
15. Prior to release of funds, the Agency shall submit to City or ARCH staff for review and approval drafts of all documents related to the provision of services to residents and management of the property, including form of lease agreement with residents. These documents shall at a minimum address: tenant selection procedures through coordinated entry; management procedures to address tenant needs; services provided for or required of tenants, including helping residents to increase their income and be able to move to other housing ; rules for maintaining residency, management and operation of the premises; how parking will be managed; community and neighbor relations procedures; a summary of City's affordability requirements as well as annual monitoring procedure requirements.

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3. Imagine Housing Esterra Park Block 6B

Funding Request:	\$984,000 (Deferred, Contingent Loan) Note: In addition to the \$500,000 awarded in 2016 round 124 affordable rental units/6 unrestricted rental units Note: Project proposal also includes \$4 million of other Redmond resources (e.g. In-lieu funds)
Exec Board Recommendation:	\$1,234,000 (Deferred, Contingent Loan): 2017 Funds (In addition to the \$500,000 awarded in 2016 round) \$850,000 Contingency award from 2018 General Funds Minimum 126 affordable rental units/up to 4 unrestricted rental units See attached Funding Chart for distribution of City Funds

Project Summary:

Imagine Housing (IH), is proposing a 130-unit family rental project funded as two components linked by amenity space to a for-profit developed component on the same parcel. The Imagine Housing project is comprised of an approximately 50 unit (48 affordable units) 9% Tax Credit portion serving 30%, 40% and 60% AMI households and an 80 unit (78 affordable units) 4% Tax Credit portion serving 50% and 60% AMI households. The proposal includes a request to King County to allocate 8 and potentially up to 16 Section 8 vouchers. The proposal responds to availability of King County TOD funding. There will be set asides for homeless and disabled including 2 units to serve developmentally disabled.

The site is in the Redmond area of Bel-Red adjacent to the Overlake Transit Center and less than a half mile away from the Overlake light rail station.

The proposed affordable building is five levels of wood construction over two levels of concrete construction, amenity space, a roof garden, and an 11,500 square foot YMCA operated childcare facility for up to 125 children. Imagine is co-developing the property with Pryde + Johnson, a private developer, who will be building a 9 story, 126-unit residential structure on the same concrete podium. The market rate development will share structured parking and share residential amenity space with the affordable development.

This project received a \$500,000 predevelopment funding commitment from ARCH member cities in the 2016 funding round. The project has subsequently been revised substantially to reduce the amount requested from King County, and to create a partnership with a for-profit developer to develop half the site separately. In addition to the predevelopment commitment, Redmond enacted Multi-Family Tax Exemptions (MFTE) for Affordable Housing and created a mechanism for alternative compliance under MFTE which is helping provide additional funding resources to support the project and reduce the funding request to King County.

Funding Rationale:

The CAB and Executive Board supported this application and recommends funding with conditions listed below for the following reasons:

- Over the past year, project achieved conditions associated with the Cities' predevelopment funding commitment (e.g. Approaches to significantly reduce the request to public funders, including a childcare center, updated budgets, progress on incorporating social investment strategy).

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- Experienced applicant
- Development targets range of lower income family households including set asides for homeless and disabled.
- Would increase range of affordability and number of affordable units within the master planned development
- Site has access to transit, shopping and is within a major employment area
- Incorporates a child development center and shared outdoor courtyard
- Project leverages a substantial amount of Tax Credit equity
- City provided additional resources from in-lieu payments from another private project as tools to help realize the project while reducing the need for other public funding support
- Utilizes County TOD funds
- Imagine was successful in finding a for-profit development partner to utilize half the lot

Proposed Conditions:

Note: These conditions replace the funding conditions associated with the predevelopment funding award made during the 2016 Trust Fund application round.

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for eighteen (18) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date, and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time.
2. Funds shall be used by the Agency for acquisition, bridge and permanent loan fees, professional services costs, construction and construction contingency. Funds may not be used for any other purpose unless city staff has given written authorization for the alternate use. Prior to spending of City resources designated aside for construction contingency Agency must obtain approval in advance by City staff or ARCH staff. If after the completion of the project there are budget line items with unexpended balances, the public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan amounts. Upon Executive Board approval, up to \$250,000 of the funding award may be used for land option payments prior to meeting all the funding conditions required for the balance of funds.
3. As part of the \$1,234,000 funding award, \$250,000 is a contingency award, subject to final approval of the ARCH Executive Board. Prior to consideration by the Executive Board of a contingency award, the applicant will provide updated project design, including updated site related costs, updated development and operating budgets, project schedule for review by the ARCH CAB and final approval

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by the ARCH Executive Board for the final amount and uses of contingency award. If awarded, all or some portion of the contingency award will be used for construction contingency.

4. In addition to the \$1,234,000 funding award, up to an additional \$850,000 as a contingency award subject to final approval of the ARCH Executive Board. Prior to consideration by the Executive Board of a contingency award, the applicant will provide updated project design, including updated site related costs, updated development and operating budgets, project schedule for review by the ARCH CAB and final approval by the ARCH Executive Board for the final amount and uses of contingency award. If awarded, all or some portion of the contingency award will be used for construction contingency.
5. Funds will be in the form of a deferred, contingent loan. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by City staff or ARCH Staff. Based on the preliminary development budget, it is anticipated that loan payments will be based on a set repayment schedule, and begin after repayment of deferred developer fee and impact investment loan (approximately year 10), with 1% interest. The terms will also include a provision for the Agency to a deferment of a payment if certain conditions are met (e.g. low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by City staff or ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
6. The net developer fee shall be established at the time of finalizing the Contract Budget based on the ARCH Net Developer Fee formula for each Tax Credit component. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
7. Until such time as any deferred developer fee structured into the sources is fully repaid, all cash flow after payment of operating expenses and debt service, shall be used to repay the deferred developer fee or project reserves as approved by City staff or ARCH Staff.
8. A covenant is recorded ensuring affordability for at least 50 years, with affordability as shown in the following table. Affordability levels will be defined using the requirements for tax credits, and utility costs will be based on King County Housing Authority allowances, unless otherwise approved by City staff or ARCH staff. (The matrix is subject to change dependent on final design and funding, but shall generally reflect the following)

Median Income Level	Studio	1 Bedrm	2 Bedrm	3 Bedrm	Total
Extremely Low Income 30% AMI	7	8	6 (5)**	3 (3)**	24
Very Low Income 31-40% AMI	3	4	4	1	12
Low Income 41 – 50%	3	17	1	0	21
Moderate Income 50-60% AMI	5	51	14	1	71

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Total	18	82	25	5	128 *
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* 2 of the 2 or 3 bedroom units will serve households including developmentally disabled individuals.

* There will be a total of up to 130 units and up to 4 of units can have unrestricted rents. The final contract will update the affordability chart to account for the non-restricted units which will be approved by City staff or ARCH staff.

** 8 units will be supported with project-based Section 8 vouchers to serve homeless households.

9. Based on the availability of adequate support services, up to 50% of the units in the 9% Tax Credit portion of the project (approximately up to 50 units) may be set aside for occupancy by households for households transitioning out of homelessness unless otherwise approved by City or Administering Agency. Should rental subsidy or services funding no longer be available for homeless, and project operations are jeopardized, developer shall notify funders and may be relieved from the requirement to set aside units until such time as funding again is available.
10. Submit documentation of the City’s approval of the parking provisions.
11. Submit for review the agreements between owners and leased childcare space including information on capital funding, lease terms and management.
12. Submit for City staff or ARCH staff approval a management and services plan which includes sharing of physical space and services among the various components including the 4 percent and 9 percent tax credit portions of the affordable housing, the market-rate development and the childcare space, parking management which will address issues such as: coordination of parking between different components of the project, including any shared parking and managing overall amount of cars relative to available parking. It shall also include how the Agency will do local targeted marketing outreach such as local, media business and community organizations.

4. King County Housing Authority Trailhead

Funding Request: \$2,000,000 (Deferred, Contingent Loan)
 155 affordable rental units
 Note: Project proposal also includes approximately \$2.7 million of other Issaquah resources (fee waivers)

Exec Board Recommendation: \$2,000,000 (Deferred, Contingent Loan)
 See attached Funding Chart for distribution of City Funds

Project Summary:

King County Housing Authority (KCHA) was selected through City of Issaquah RFP process for developing a city identified site in Central Issaquah. KCHA is proposing to build The Trailhead, 155 units of affordable TOD (transit Oriented Development) housing in Central Issaquah. The Trailhead is a part of

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the larger Central Issaquah TOD Project, which KCHA is undertaking in partnership with Spectrum Development Solutions. It is located on a site adjacent to the Issaquah Transit Center located in Central Issaquah. In addition to The Trailhead, the Central Issaquah TOD Project will also include 200 units of market rate and affordable units to be developed by Spectrum, a new child care center, an adult family home for persons with special needs, community space and commercial space for supportive services.

The Trailhead will offer studio, 1-bedroom, 2-bedroom and 3-bedroom apartments affordable to families earning less than 60% of the area median income immediately adjacent to a hub for frequent, all-day transit service. Twenty-four of the units will be supported by Section 8.

The completed development will serve as a mixed-use, mixed-income catalyst project for the whole neighborhood, an area targeted by the City for redevelopment. The property is within walking distance of shopping, public transportation, employment and services.

The Trailhead will be located in the north tower of the Central Issaquah TOD Development. The tower will be five stories of wood-frame construction over ground floor commercial and underground parking. Residential amenities, including an exercise space, a community room, business center, bike facilities and a children's playground, will be shared between The Trailhead and the Spectrum residential development. The site will feature a mid-block pedestrian connector to the Issaquah Transit Center, a new public plaza in the southwest corner of the site, a new street with pedestrian and bike lanes along the east side of the site, and an enhanced wetland along the west side.

Funding Rationale:

The CAB and Executive Board supported this application and recommends funding with conditions listed below for the following reasons:

- Creates 155 units affordable to households at or below 50% and 60% of area median income, with 24 at 40% of median income that will be supported with vouchers
- Meets City of Issaquah goals for area
- Experienced applicant
- Site has convenient access to transit, shopping, services and is are located downtown
- Takes advantage of King County TOD funds being made available in the current round

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for twenty-four (24) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date, and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time.

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2. Funds shall be used by the Agency for construction costs, including construction contingency. Funds may not be used for any other purpose unless City staff or ARCH staff has given written authorization for the alternate use. \$500,000 of the award is a contingency award subject to final approval of the ARCH Executive Board. By October 2018, KCHA will provide updated project design, including updated site and parking related costs, updated development and operating budgets including terms for the city's loan and the Agency's subordinate loan, project schedule; and status of other uses on the property for review by the ARCH CAB and final approval by the ARCH Executive Board for the final amount and uses of contingency award.
3. In the event any of the funding award is reserved for construction contingency, that portion must be approved in advance by City staff or ARCH staff. If after the completion of the project there are unexpended contingency balances, the public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
4. Funds will be in the form of a deferred, contingent loan. Loan terms will account for various factors, including loan terms from other fund sources, including the sponsor subordinate loan and available cash flow. It is anticipated the loan terms will include 1% interest, and ability to defer initial payment until certain conditions are met such as repayment of deferred developer fee. Final loan terms shall be determined when the updated budget is provided and reviewed by the Executive Board and prior to release of funds and must be approved by City staff or ARCH staff. The terms may also include a provision for the Agency to a deferment of a payment if certain conditions are met (e.g. low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by City staff or ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. KCHA will provide a sponsor subordinate loan in the approximate amount of \$3,840,000. The final amount and terms of repayment will be finalized at the time of review and approval of the contingency portion of the funding commitment. Terms are anticipated to account for available cash flow and repayment of the ARCH loan.
6. Until such time as the any deferred developer fee structured into the sources is fully repaid, all cash flow after payment of operating expenses and debt service, shall be used to repay the deferred developer fee or project reserves as approved by City Staff.
7. A covenant is recorded ensuring affordability for at least 50 years, with affordability as shown in the following table. Affordability levels will be defined using the requirements for tax credits, and utility costs will be based on King County Housing Authority allowances, unless otherwise approved by City staff or ARCH Staff. (The matrix is subject to change dependent on final design, but shall generally reflect the following:)

Median Income Level	Studio	1 Bedrm	2 Bedrm	3 Bedrm	Total
Section 8 (40% AMI)	0	0	0	24	24
Moderate Income 60% AMI	5	80	40	6	131

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Total	4	80	40	30	155
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8. Submit documentation of the City’s approval of the provision of parking for project.
9. Submit for City staff or ARCH staff approval a management and marketing plan which includes sharing of physical space and services among the various components including tax credit structure, market-rate development, special needs unit and community space and parking management which will address issues such as: coordination of parking between different components of the project, including any shared parking and managing overall amount of cars relative to available parking both through site features (e.g. bike storage) and management practices. It shall also include how the Agency will do local targeted marketing outreach such as local, media business and community organizations.

5. King County Housing Authority Houghton Apartments

Funding Request: \$2,827,250 (Secured Grant)
 15 Units as Public housing

Exec Board Recommendation: \$2,827,250 (Secured Grant) – Using City of Kirkland sources such as In-lieu, REET

Project Summary:

Houghton Apartments is a two-building multi-family property comprising 15 units located in Kirkland which the City of Kirkland acquired in 2015 with short-term financing which must be repaid in 2018. The buildings were constructed in 1967 and 1978, and in need of a fair amount of rehabilitation.

King County Housing Authority is in discussions with the City of Kirkland to purchase the site from the City in order to help the City preserve the fifteen apartment units at this site. KCHA is willing to acquire the site at the City’s Loan balance of \$4.7 million, which is based on the property’s appraised value. The purchase would in part be funded by a swap out of a KCHA-owned commercial property that the City wishes to acquire for a Public Works facility. With the KCHA acquisition, the property will be positioned as public housing, which translates into rents that are 30% of the household’s actual income; the rest is subsidized by the federal government.

The property is currently managed by the City of Kirkland and most units are occupied. Rents are reported to be below market-rate. It is expected that some portion of existing tenants will income qualify and be eligible to receive public assistance through the Housing Authority. Any resident not income eligible for public assistance, will be allowed to remain at the property and continue to pay current rents. Upon turnover, those units will be made available for residents eligible for KCHA’s public assistance.

Each building at Houghton Court is wood frame construction and some units have wood frame balconies at upper level units. KCHA will do some limited high priority rehabilitation upon acquisition (\$150,000), and will be making other significant capital upgrades in the next few years of ownership. KCHA has committed to addressing the issues called out in the Capital Needs Assessment, including roof, window

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and siding work, replacement of aluminum wiring and interior apartment repairs. In addition, KCHA will make other improvements and upgrades, including enhancement to the building exteriors and landscaping.

Funding Rationale:

The CAB and Executive Board supported this application and recommends funding with conditions listed below for the following reasons:

- Meets Houghton Community Council Objectives
- Preserves 15 existing affordable units at risk of being redeveloped
- Experienced applicant
- Site has convenient access to transit, shopping, services and is located downtown
- Rents to be limited to 30% of actual household income
- Will result in city in-lieu fees being used in the City and in an area with limited affordable housing, and will result in more affordable units than would have been provided by the projects paying the in-lieu fees.
- Allows city to secure another property for Public Works facility needed by the City of Kirkland.

Proposed Conditions:**Special Conditions (none of the standard conditions applicable):**

1. The funding commitment shall continue for six (6) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to City staff no later than sixty (60) days prior to the expiration date. City staff will grant up to a 12-month extension.
2. Funds shall be used by the Agency towards acquisition. Funds may not be used for any other purpose unless city staff has given written authorization for the alternate use.
3. Funds will be in the form of a grant with no repayment, so long as affordability and target population is maintained. The funding shall be secured with a promissory note with the Agency.
4. Existing residents will not be required to relocate. Any residents that are not eligible to receive federal assistance will have future rent increases limited to the lesser of market value, or an annual increase that does not exceed the standard increase as customarily applied on annual basis to rents in KCHA's workforce housing portfolio.
5. Construction work called out in the Capital Needs Assessment shall be carried out within 5 years of acquisition using only federal, HUD funds.
6. A covenant, subordinate to HUD's Declaration of Trust and any other subsequent covenant or regulatory agreement related to federal operating assistance, is recorded ensuring affordability for at least 50 years, with affordability as shown in the following table. Units shall be made available as public housing. In the event the property no longer is public housing or funded through a successor HUD Program, affordability levels will be set at rents not to exceed 60% AMI adjusted for household size with utility costs based on King County Housing Authority allowances, unless otherwise approved by City Staff. Affordability levels may be increased up to 80% of AMI in the event long-term

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economic viability of the project is in jeopardy, as reasonably determined by KCHA, and upon City staff approval which shall not be reasonably withheld.

7. Submit monitoring reports quarterly through completion of project as requested, and annually thereafter. So long as the property continues to receive federal operating assistance, a certification by KCHA that federal funds continue to support the operation of the property shall satisfy this annual reporting requirement.

Standard Conditions applicable to all projects (unless superseded by specific conditions for individual project):

1. The Applicant shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by city staff. If the Applicant is unable to adhere to the budgets, City or Administering Agency must be immediately notified and (a) new budget(s) shall be submitted by the Applicant for the City's approval. The City shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Applicant. Failure to adhere to the budgets, either original or as amended may result in withdrawal of the City's commitment of funds.
2. The Applicant shall submit evidence of funding commitments from all proposed public sources. In the event commitment of funds identified in the application cannot be secured in the time frame identified in the application, the Applicant shall immediately notify City or Administering Agency, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to City or Administering Agency's review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to: contractor solicitation, bidding and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to repay (bridge) acquisition finance costs.
4. The Applicant shall maintain documentation of any necessary land use approvals and permits required by the city where the projects are located.
5. Submit monitoring reports quarterly through completion of the project, and annually thereafter. Submit a final budget upon project completion. If applicable, submit initial tenant information as required by City or Administering Agency.

**ARCH HOUSING TRUST FUND (HTF) APPLICATIONS
2017**

Applicant	Recommendation (Grant/Loan)	Housing Type/ # of units/ bdrms	Income Served	Project Location	Duration of benefit	Total cost per unit	HTF cost per affordable unit	Project completion
Catholic Community Services of Western WA with The Sophia Way Women and Family Shelter	\$1,224,000 Secured Grant	Homeless Shelter (Individual Women, Families) 98 beds	30% AMI	11920 NE 80th St Kirkland	50 years	\$84,061/bed	\$12,490/bed	March 2019
Congregations For the Homeless Men's Housing	\$150,000 Secured Grant	Homeless men One 5- or 6- bedroom group home	30% AMI	To be determined	50 years	\$174,556/bed	\$25,000/bed	December 2018
Imagine Housing Esterra	\$1,234,000 Contingent Loan (In addition to \$500,000 awarded in 2016 round)	Family Rental Housing 130 units (23 homeless units 2 DD units)	24@ 30% 12@40% 21 @ 50% 71 @60% 2@Mkt	156 th Ave NE @ NE 27 th St Redmond	50 years	\$331,838/unit	\$9,641/unit	August 2020
King County Housing Authority Trailhead	\$2,000,000 Loan	Family Rental Housing 155 units	24 @ 40% 131 @ 60%	1550 NW Newport Way Issaquah	50 years	\$429,775/unit	\$12,903/unit	March 2021

ARCH HOUSING TRUST FUND, 2017

	CFH Men's Housing		Imagine Housing Esterra - Combined		CCS Shelter		KCHA Trailhead		KCHA Houghton		TOTAL
2016 ARCH Commitment			\$500,000								\$500,000
2017 ARCH Recommendation											\$3,889,000
2017 General Funds	\$150,000		\$1,234,000		\$505,000		\$2,000,000				\$719,000
CDBG					<u>\$719,000</u>						
Sub-total	<u>\$150,000</u>		<u>\$1,234,000</u>		<u>\$1,224,000</u>		<u>\$2,000,000</u>		<u>\$0</u>		
2018 General Funds			\$850,000								
Other City Resources (Estimate) *											
Sub-Total	\$4,000		\$4,000,000		\$1,290,000		\$2,710,500		\$2,827,250		\$10,831,750
* Combination of fee waivers, land sale proceeds, REET, in-lieu fees.											
CITY TOTAL	\$ 154,000	15%	\$ 6,584,000	15%	\$ 2,514,000	31%	\$ 4,710,500	7%	\$ 2,827,250	60%	\$ 16,789,750
King County											
HOF/HOME/2060	\$ -		\$407,085		\$0						\$500,000
TOD			\$5,592,915				\$10,000,000				\$15,500,000
Other // Vets/HS	\$ 133,333				\$2,000,000						\$2,133,333
KC TOTAL	\$ 133,333	13%	\$ 6,000,000	14%	\$ 2,000,000	24%	\$ 10,000,000	15%	\$ -	0%	\$ 18,133,333
WA HTF											
Legislative Earmark	\$133,333		\$1,700,000		\$2,000,000						\$3,833,333
					\$ 350,000						\$350,000
WA TOTAL	\$ 133,333	13%	\$ 1,700,000	4%	\$ 2,350,000	29%	\$ -	0%	\$ -	0%	\$ 4,183,333
Tax Credits	\$0	0%	\$17,610,000	41%		0%	\$19,910,000	30%		0%	\$37,651,206
Bonds		0%	\$6,615,000	15%		0%	\$25,155,000	38%		0%	\$31,855,000
Bank Loans	\$485,000	46%	\$3,523,000	8%		0%		0%		0%	\$3,799,951
Deferred Developer Fee		0%	\$1,207,000	3%		0%	\$3,000,000	5%		0%	\$4,229,000
Capital Campaign	\$141,667	14%	\$0	0%	\$1,200,000	15%		0%		0%	\$1,341,667
Other		0%	\$750,000	2%	\$174,000	2%	\$3,839,700	6%	\$1,915,000	40%	\$6,428,700
OTHER TOTAL	\$ 626,667	60%	\$ 29,705,000	69%	\$ 1,374,000	17%	\$ 51,904,700	78%	\$ 1,915,000	40%	\$ 85,305,524
TOTAL RESOURCES	\$ 1,047,333	100%	\$ 43,139,000	100%	\$ 8,238,000	100%	\$ 66,615,200	100%	\$ 4,742,250	100%	\$ 123,577,940

ECONOMIC SUMMARY: CATHOLIC COMMUNITY SERVICES / KIRKLAND SHELTER

1. Applicant/Description: New construction of 98 bed shelter and day center for individual homeless women and homeless households

2. Project Location: 11920 NE 80th St, Kirkland

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH / Cities	\$1,224,000 Secured Grant Plus ~\$1,290,000 Kirkland (e.g. REET, in-kind, fee waivers)	
King County	\$2,000,000	To be applied for in 2018
Commerce Trust Fund	\$2,350,000	\$350,000 Legislative earmark committed; remainder- apply in 2018
Private Debt	\$0	
Capital Campaign	\$1,200,000	To be raised in 2018
Savings/Other Capital	\$174,000	
TOTAL	\$8,238,000	

4. Development Budget:

ITEM	TOTAL	PER BED @ 98 units
Acquisition	\$605,000	\$6,173
Construction	\$6,219,500	\$63,464
Design	\$374,000	\$3,816
Consultants	\$50,800	\$518
Developer fee	\$400,000	\$4,082
Finance costs	\$31,500	\$321
Reserves	\$0	\$0
Permits/Fees/Other	\$557,200	\$5,685
TOTAL	\$8,238,000	\$84,061

5. Debt Service Coverage: Secured Grant,

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

ECONOMIC SUMMARY: Congregations For the Homeless / Men's Homes

1. Applicant/Description: Acquisition of 1 single family home to serve 5 - 6 homeless men each

2. Project Location: ARCH Sphere of Influence

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$150,000	
King County	\$133,333	To be applied for in 2018
Commerce Trust Fund	\$133,333	To be applied for in 2018
Tax Credits	\$0	
Private Debt	\$485,000	To be applied for in 2018
Capital Campaign	\$141,667	Committed
Other (city permit fees)	\$4,0000	Applied for when home identified
TOTAL	\$1,047,333	

4. Development Budget:

ITEM	TOTAL	PER BED @ 6 beds
Acquisition	\$756,000	\$126,000
Construction	\$183,000	\$30,500
Design	\$11,000	\$1,833
Consultants	\$10,833	\$1,806
Developer fee	\$37,333	\$6,222
Finance costs	\$11,500	\$1,917
Reserves	\$16,000	\$2,667
Permits/Fees/Other	\$21,667	\$3,611
TOTAL	\$1,047,333	\$174,556

5. Debt Service Coverage: Secured Grant.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: 1 Section 8 Voucher per home

ECONOMIC SUMMARY: IMAGINE HOUSING / ESTERRA BLOCK 6B

1. Applicant/Description: New construction of 128 affordable plus 2 unrestricted rental units for households including 23 units for the homeless, 2 for developmentally disabled

2. Project Location: 156th Ave NE and NE 27th St, Redmond

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH / Cities	\$1,234,000 \$500,000 Plus \$4,000,000	2017 ARCH Funding Round 2016 ARCH Funding Round City Funds (In-lieu funds)
King County	\$6,000,000	Awarded in 2017
Commerce Trust Fund	\$1,700,000	To be applied for in 2018
Tax Credits	\$17,610,000	To be applied for in 2018
Private Debt	\$10,138,000	To be applied for in 2018
Impact Investment	\$750,000	To be raised in 2018
Deferred Developer Fee/Other	\$1,207,000	Committed
TOTAL	\$43,139,000	

4. Development Budget:

ITEM	TOTAL	PER UNIT
Acquisition	\$5,617,500	\$43,212
Construction	\$28,562,300	\$219,710
Design / Consultants	\$1,001,500	\$7,704
Developer fee	\$3,057,000	\$23,515
Finance costs	\$2,417,200	\$18,594
Permits/Fees/Reserves/Other	\$2,483,500	\$19,104
TOTAL	\$43,139,000	\$331,838

5. Debt Service Coverage: Debt service payments will be finalized upon commitment. Basic terms will include a 50-year amortization, deferral of payments until deferred developer fee is repaid, 1% interest, and ability to request a deferral of annual payment to preserve economic integrity of property.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: 8 Section 8 Vouchers

ECONOMIC SUMMARY: KING COUNTY HOUSING AUTHORITY / TRAILHEAD

1. Applicant/Description: New construction of 155 affordable rental units for households

2. Project Location: 1550 NW Newport Way, Issaquah

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH / City	\$2,000,000 Plus \$2,710,500	ARCH Trust Fund 2017: City Fee Waivers
King County	\$10,000,000	Awarded in 2017
Tax Credits	\$19,910,000	To be applied for in 2018
Private Debt	\$25,155,000	To be applied for in 2018
KCHA soft debt	\$3,839,700	Committed
Deferred Developer Fee/GP Equity/Other	\$3,000,000	Committed
TOTAL	\$66,615,200	

4. Development Budget:

ITEM	TOTAL	PER UNIT @ 155 units
Acquisition	\$3,422,184	\$43,884
Construction	\$45,588,170	\$294,762
Design	\$2,925,852	\$18,876
Consultants	\$2,260,181	\$14,582
Developer fee	\$6,839,744	\$44,127
Finance costs	\$2,407,422	\$15,532
Permits/Fees/Other	\$3,071,616	\$19,817
TOTAL	\$66,615,169	\$429,775

5. Debt Service Coverage: Debt service payments will be finalized upon final funding commitments. Basic terms will include a 50-year amortization, 1% interest, and ability to request a deferral of annual payment to preserve economic integrity of property.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: 24 Section 8 Vouchers assigned by KCHA

FIGURE 1
ARCH: EAST KING COUNTY TRUST FUND SUMMARY
LIST OF CONTRACTED PROJECTS FUNDED (1993 - 2016)

Project	Location	Owner	Units/Bed s	Funding	Pct of Total Allocation	Distribution Target
1. Family Housing						
Andrews Heights Apartments	Bellevue	Imagine Housing	24	\$400,000		
Garden Grove Apartments	Bellevue	DASH	18	\$180,000		
Overlake Townhomes	Bellevue	Habitat of EKC	10	\$120,000		
Glendale Apartments	Bellevue	DASH	82	\$300,000		
Wildwood Court Apartments	Bellevue	DASH	36	\$270,000		
Somerset Gardens (Kona)	Bellevue	KC Housing Authority	198	\$700,000		
Pacific Inn	Bellevue *	Pacific Inn Assoc. *	118	\$600,000		
Eastwood Square	Bellevue	Park Villa LLC	48	\$600,000		
Chalet Apts	Bellevue	Imagine Housing	14	\$163,333		
Andrew's Glen	Bellevue **	Imagine Housing	10 /11	\$424,687		
August Wilson Place	Bellevue ***	LIHI ***	45	\$800,000		
YWCA Family Apartments	Bellevue	YWCA	12	\$100,000		
30 Bellevue	Bellevue **	Imagine Housing	29	\$672,865		
Parkway Apartments	Redmond	KC Housing Authority	41	\$100,000		
Habitat - Patterson	Redmond **	Habitat of EKC **	24	\$446,629		
Avon Villa Mobile Home Park	Redmond **	MHCP **	93	\$525,000		
Terrace Hills	Redmond	Imagine Housing	18	\$442,000		
Village at Overlake Station	Redmond **	KC Housing Authority **	308	\$1,645,375		
Summerwood	Redmond	DASH	166	\$1,187,265		
Esterra Park	Redmond	Imagine Housing	125 /240	\$500,000		
Coal Creek Terrace	Newcastle **	Habitat of EKC **	12	\$240,837		
Rose Crest (Talus)	Issaquah **	Imagine Housing **	40	\$918,846		
Mine Hill	Issaquah **	Imagine Housing	28	\$482,380		
Clark Street	Issaquah	Imagine Housing	30	\$355,000		
Lauren Heights (Iss Highlands)	Issaquah **	Imagine Housing/SRI **	45	\$657,343		
Habitat Issaquah Highlands	Issaquah **	Habitat of EKC **	10	\$318,914		
Issaquah Family Village I	Issaquah **	YWCA **	87	\$4,382,584		
Issaquah Family Village II	Issaquah **	YWCA **	47	\$2,760,000		
Greenbrier Family Apts	Woodinville **	DASH **	50	\$286,892		
Crestline Apartments	Kirkland	Shelter Resources	22	\$195,000		
Plum Court	Kirkland	DASH	61 /66	\$1,000,000		
Francis Village	Kirkland	Imagine Housing	15	\$375,000		
Velocity	Kirkland **	Imagine Housing **	46	\$901,395		
Copper Lantern	Kenmore **	LIHI **	33	\$452,321		
Highland Gardens (Klahanie)	Sammamish	Imagine Housing	54	\$291,281		
Habitat Sammamish	Sammamish **	Habitat of KC ***	10	\$972,376		
REDI TOD Land Loan	Various	Various	100 est	\$500,000		
Homeowner Downpayment Loan	Various	KC/WSHFC/ARCH	87 est	\$615,000		
SUB-TOTAL			2,196	\$25,882,324	54.0% (56%)	
2. Senior Housing						
Cambridge Court	Bellevue	Resurrection Housing	20	\$160,000		
Ashwood Court	Bellevue *	DASH/Shelter Resources *	50	\$1,070,000		
Evergreen Court (Assisted Living)	Bellevue	DASH/Shelter Resources	64 /84	\$2,480,000		
Bellevue Manor / Harris Manor	Bellevue / Redmond	KC Housing Authority	105	\$1,334,749		
Vasa Creek	Bellevue	Shelter Resources	50	\$190,000		
Riverside Landing	Bothell **	Shelter Resources	50	\$225,000		
Kirkland Plaza	Kirkland	Imagine Housing	24	\$610,000		
Athene (Totem 2)	Kirkland **	Imagine Housing ***	73	\$917,701		
Heron Landing	Kenmore	DASH/Shelter Resources	50	\$65,000		
Ellsworth House Apts	Mercer Island	Imagine Housing	59	\$900,000		
Providence Senior Housing	Redmond **	Providence **	74	\$2,330,000		
Greenbrier Sr Apts	Woodinville **	DASH/Shelter Resources **	50	\$196,192		
SUB-TOTAL			669	\$10,478,642	21.9% (19%)	

FIGURE 1
ARCH: EAST KING COUNTY TRUST FUND SUMMARY
LIST OF CONTRACTED PROJECTS FUNDED (1993 - 2016)

Project	Location	Owner	Units/Beds	Funding	Pct of Total Allocation	Distribution Target
3. Homeless/Transitional Housing						
Hopelink Place	Bellevue	**	Hopelink **	20	\$500,000	
Chalet	Bellevue		Imagine Housing	4	\$46,667	
Kensington Square	Bellevue		Housing at Crossroads	6	\$250,000	
Andrew's Glen	Bellevue		Imagine Housing	30	\$1,162,500	
August Wilson Place	Bellevue	***	LIHI ***	12	\$200,000	
Sophia Place	Bellevue		Sophia Way	20	\$250,000	
30 Bellevue	Bellevue	**	Imagine Housing	31	\$720,084	
Men's Shelter	TBD		Congregation for Homeless (C	50	\$700,000	
Dixie Price Transitional Housing	Redmond		Hopelink	4	\$71,750	
Avondale Park	Redmond		Hopelink (EHA)	18	\$280,000	
Avondale Park Redevelopment	Redmond	**	Hopelink (EHA) **	60	\$1,502,469	
Petter Court	Kirkland		KITH	4	\$100,000	
Francis Village	Kirkland		Imagine Housing	45	\$1,125,000	
Velocity	Kirkland	**	Imagine Housing ***	12	\$225,349	
Athene (Totem 2)	Kirkland	**	Imagine Housing	18	\$229,425	
Rose Crest (Talus)	Issaquah	**	Imagine Housing **	10	\$229,712	
Lauren Heights (Iss Highlands)	Issaquah	**	SRI **	5	\$73,038	
Issaquah Family Village I	Issaquah	**	YWCA **	10	\$503,745	
SUB-TOTAL				341	\$8,169,739	17.0% (13%)
4. Special Needs Housing						
My Friends Place	K.C.		EDVP	6 Beds	\$65,000	
Stillwater	Redmond		Eastside Mental Health	19 Beds	\$187,787	
Foster Care Home	Kirkland		Friends of Youth	4 Beds	\$35,000	
FOY New Ground	Kirkland		Friends of Youth	6 Units	\$250,000	
DD Group Home 7	Kirkland		Community Living	5 Beds	\$100,000	
Youth Haven	Kirkland		Friends of Youth	10 Beds	\$332,133	
FOY Transitional Housing	Kirkland	**	Friends of Youth **	10 Beds	\$247,603	
FOY Extended Foster Care	Kirkland	**	Friends of Youth **	10 Beds	\$112,624	
DD Group Home 4	Redmond		Community Living	5 Beds	\$111,261	
DD Group Homes 5 & 6	Redmond/KC (Bothell)		Community Living	10 Beds	\$250,000	
United Cerebral Palsy	Bellevue/Redmond		UCP	9 Beds	\$25,000	
DD Group Home	Bellevue		Residence East	5 Beds	\$40,000	
AIDS Housing	Bellevue/Kirkland		AIDS Housing of WA	10 Units	\$130,000	
Harrington House	Bellevue		AHA/CCS	8 Beds	\$290,209	
DD Group Home 3	Bellevue		Community Living	5 Beds	\$21,000	
Parkview DD Condos III	Bellevue		Parkview	4	\$200,000	
30 Bellevue	Bellevue	**	Imagine Housing	2	\$47,219	
IERR DD Home	Issaquah		IERR	6 Beds	\$50,209	
FFC DD Homes	NE KC		FFC	8 Beds	\$300,000	
Oxford House	Bothell		Oxford/Compass Ctr.	8 Beds	\$80,000	
Parkview DD Homes VI	Bothell/Bellevue		Parkview	6 Beds	\$150,000	
Parkview DD Homes XI	TBD		Parkview	3 Beds	\$200,800	
FFC DD Home II	Kirkland		FFC	4 Beds	\$168,737	
SUB-TOTAL				163 Beds/Units	\$3,394,582	7.1% (12%)
TOTAL				3,369	\$47,925,286	100.0%
* Funded through Bellevue Downtown Program					10%	
** Also, includes in-kind contributions (e.g. land, fee waivers, infrastructure improvements)						
*** Amount of Fee Waiver still to be finalized						

2017 HOUSING TRUST FUND: PROPOSED CITY FUNDING RECOMMENDATIONS AND SOURCES

	PROJECT					TOTAL
	Imagine Housing Esterra Park	CCS Family/Women Shelter	CFH Men Group Home	KCHA Trailhead (Iss)		
Recommendation						
2016 (Approved Commitment)	\$ 500,000					
2017 (General funds & CDBG) *	\$ 1,234,000	\$ 1,224,000	\$ 150,000	\$ 2,000,000		\$ 4,608,000
2018 General Funds **	\$ 850,000					\$ 850,000
Other City Resources (Est.)***	\$ 4,000,000	\$ 1,290,000	\$ 4,000	\$ 2,710,000		\$ 10,831,250
*** Combination of fee waivers, land sale proceeds, REET, in-lieu fees.						
Individual City Funding						
Sub-Regional CDBG (2017)		\$ 222,147				\$ 222,147
Bellevue						
2017 General Funds	\$ 498,264	\$ 203,669	\$ 60,567	\$ 807,558		\$ 1,570,058
2018 General Funds	\$ 248,485					\$ 248,485
Bothell						
2017 General Funds	\$ 15,860	\$ 6,483	\$ 1,928	\$ 25,705		\$ 49,976
2018 General Funds	\$ 30,156					\$ 30,156
Clyde Hill						
2017 General Funds	\$ 14,334	\$ 5,859	\$ 1,742	\$ 23,231		\$ 45,166
2018 General Funds	\$ 15,078					\$ 15,078
Hunts Point						
2017 General Funds	\$ 1,799	\$ 735	\$ 219	\$ 2,915		\$ 5,667
2018 General Funds	\$ 1,508					\$ 1,508
Issaquah						
2017 General Funds	\$ 47,514	\$ 19,422	\$ 5,776	\$ 77,008		\$ 149,719
2018 General Funds	\$ 60,312					\$ 60,312
Kenmore						
2017 General Funds	\$ 31,951	\$ 13,060	\$ 3,884	\$ 51,784		\$ 100,679
2018 General Funds	\$ 18,094					\$ 18,094
Kirkland						
CDBG (2017)		\$ 276,279				\$ 276,279
2017 General Funds	\$ 311,243	\$ 127,223	\$ 37,833	\$ 504,446		\$ 980,746
2018 General Funds	\$ 250,294					\$ 250,294
Medina						
2017 General Funds	\$ 8,968	\$ 3,666	\$ 1,090	\$ 14,535		\$ 28,259
2018 General Funds	\$ 7,442					\$ 7,442
Mercer Is.						
2017 General Funds	\$ 29,799	\$ 12,181	\$ 3,622	\$ 48,297		\$ 93,900
2018 General Funds	\$ 57,899					\$ 57,899
Newcastle						
2017 General Funds	\$ 25,461	\$ 10,408	\$ 3,095	\$ 41,266		\$ 80,230
2018 General Funds	\$ -					\$ -
Redmond						
CDBG (2017)		\$ 221,168				\$ 221,168
2017 General Funds	\$ 195,560	\$ 79,936	\$ 23,771	\$ 316,953		\$ 616,220
2018 General Funds	\$ 90,468					\$ 90,468
Sammamish						
2017 General Funds	\$ 37,180	\$ 15,198	\$ 4,519	\$ 60,259		\$ 117,157
2018 General Funds	\$ 60,312					\$ 60,312
Woodinville						
2017 General Funds	\$ 10,820	\$ 4,423	\$ 1,315	\$ 17,537		\$ 34,095
2018 General Funds	\$ 7,539					\$ 7,539
Yarrow Point						
2017 General Funds	\$ 5,247	\$ 2,145	\$ 638	\$ 8,504		\$ 16,534
2018 General Funds	\$ 2,412					\$ 2,412
Individual Cities Total						
CDBG (2017)	\$ -	\$ 719,594	\$ -	\$ -		\$ 719,594
2017 General Funds	\$ 1,234,000	\$ 504,406	\$ 150,000	\$ 2,000,000		\$ 3,888,406
2017 Sub-Total	\$ 1,234,000	\$ 1,224,000	\$ 150,000	\$ 2,000,000		\$ 4,608,000
2018 General Funds	\$ 850,000	\$ -	\$ -	\$ -		\$ 850,000

* Includes combination of 2017 General Funds, unallocated 2016 General Funds, and interest and loan repayments from 201
 ** Includes General Funds in 2018 budgets set aside for affordable housing. Does not involve additional allocation to housing

Agenda Bill
 City Council Regular Meeting
 March 06, 2018



SUBJECT:	Preferred Traffic Concurrency and LOS approach, and project schedule.		
DATE SUBMITTED:	February 28, 2018		
DEPARTMENT:	Public Works		
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Move to adopt a resolution affirming the preferred traffic concurrency and LOS policies and the project schedule to adopt said policies, revising the Transportation Element of the Comprehensive Plan, and updating relevant city codes by July, 2018.		
EXHIBITS:	1. Exhibit 1 - Revised Resolution - Track Changes 2. Exhibit 2 - Revised Resolution - Clean Copy		
BUDGET:			
Total dollar amount		<input type="checkbox"/>	Approved in budget
Fund(s)		<input type="checkbox"/>	Budget reallocation required
		<input checked="" type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Community Safety
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/>	<input type="checkbox"/>	Community Livability
<input type="checkbox"/> High Performing Government	<input type="checkbox"/>	<input type="checkbox"/>	Culture & Recreation
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/>	<input type="checkbox"/>	Financial Sustainability

ISSUE BEFORE COUNCIL:

Shall the City Council move to adopt a resolution affirming the preferred traffic concurrency and LOS policies and the project schedule to adopt said policies, revising the Transportation Element of the Comprehensive Plan, and updating relevant city codes by July, 2018?

KEY FACTS AND INFORMATION SUMMARY:

Staff have been working closely with the City Council since last fall on the development of a new concurrency program. The work has included review of the current traffic model, analysis of the existing concurrency program, and discussion of many options for updating the concurrency program.

Meetings with the City Council occurred on eight different occasions, including two 3-hour technical meetings.

Staff are now requesting council direction on the preferred concurrency and LOS program, which will allow staff to proceed with development of the policy, updates to the traffic model, and full implementation by July 2018. This work also includes revising the Transportation Element of the Comprehensive Plan and updating affected codes. The attached resolution affirms the council policy received on March 5, 2018.

Background

The City of Sammamish began development of the City's first Transportation Master Plan in April 2017. The consulting team of Fehr & Peers was hired to provide project assistance. Significant community input on the City's transportation needs, priorities, gaps and long-term desires was obtained through a Community Popup Studio, a public workshop, an online poll, stakeholder interviews, and a number of presentations before the City Council. At the same time, the Transportation Element of the Comprehensive Plan was in the process of being updated, but with a different project team. This update was intended to be a technical update, reflecting new traffic counts and addressing other corrective measures.

By late summer, the previous Council expressed great reservations about the City's traffic models, traffic data, concurrency program, and level of service (LOS). Concerns were also raised that the traffic models did not reflect driver experience, particularly as traffic congestion is worsening in and around Sammamish. The council suspended work on the Comprehensive Plan Technical Update and directed staff to begin work on a new concurrency approach. This decision also slowed work on the TMP as resources were redirected to the concurrency program. A moratorium was implemented in October 2017 to allow time for the new concurrency policy to be developed.

FINANCIAL IMPACT:

A second contract amendment with Fehr & Peers will be needed to complete the technical work associated with the new concurrency program. This includes drafting the amendment to the Comprehensive Plan, updating the traffic model and updating relevant code sections. The contract amendment will be brought forward for consideration at the March 20 council meeting.

OTHER ALTERNATIVES CONSIDERED:

The Council may choose to not change the City's current concurrency and LOS program. In that case, the existing concurrency program will remain in effect.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Comprehensive Plan Transportation Element](#)

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2018-**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, IDENTIFYING A CONCURRENCY
METHODOLOGY AND ESTABLISHING THE
ASSOCIATED POLICY REVIEW SCHEDULE AND
TIMELINE FOR ADOPTION**

WHEREAS, the City Council acknowledges its obligation under the Growth Management Act (GMA) to plan for adequate transportation infrastructure concurrently with its population growth; and

WHEREAS the City Council is currently reviewing and considering the adoption of possible amendments to the traffic concurrency methodology and Level of Service (LOS) standards; and

WHEREAS, on December 5, 2017, the City Council passed Resolution R2017-762 declaring full support for the City's Town Center Plan adopted in June 2008 and a desire that any future development in the Town Center be subject to the City's amended concurrency methodology and LOS standards~~policy~~, if any; and

WHEREAS, the City Council reaffirms full support for the City's Town Center Plan and fully supports the residential density and commercial space set forth in the Preferred Alternative as adopted by Resolution R2007-271, as more fully described in the SAMMAMISH TOWN CENTER SUB-AREA PLAN – Final Environmental Impact Statement dated October 7, 2007; and

WHEREAS, Resolution R2017-762 indicated that if an amended concurrency methodology was adopted, the amended concurrency methodology was intended to~~would~~ be established and substantially completed by the end of March 31, 2018, although final incorporation into the City's Comprehensive Plan and the effective date was not anticipated until the third quarter of 2018; and

WHEREAS, the City is currently developing a Transportation Master Plan (TMP) for the purposes of outlining a comprehensive approach to the City's transportation network and transportation policies, with an expected adoption in 2019; and

WHEREAS, a revised concurrency methodology will be one component of the TMP; and

WHEREAS, the City Council wishes to provide direction on an amended concurrency policy and to establish the timeline for adoption and full implementation of any such~~the~~-new policy; and

WHEREAS, following the adoption of an amended concurrency methodology and LOS standards, the City Council will adopt an updated 6-year Transportation Improvement Plan (TIP), identifying the transportation improvements necessary to address existing deficiencies; and

WHEREAS, presentations and discussions on concurrency and LOS were held with the City Council on September 5, 2107; September 19, 2017; October 11, 2017 (Technical Meeting #1); November 21, 2017; November 28, 2017 (Technical Meeting #2); December 12, 2017; January 16, 2018; ~~and~~, February 13, 2018; and [March 5, 2018](#).

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

Section 1. Concurrency Methodology Direction Provided. The City Council affirms the preferred transportation concurrency policy and LOS approach, which is further described as [the intersection-wide, volume weighted average delay approach with an LOS of D, with allowance for LOS E where LOS D cannot be achieved per the 2015 Comprehensive Plan.](#)

Section 2. Review Schedule Established. The City Council approves the schedule in Attachment A, incorporated herein, providing a **preferred** timeline for amending the concurrency methodology approach and LOS standards, the Comprehensive Plan, and affected development regulations. The schedule in Attachment A supersedes the previous schedule as indicated in Resolution R2017-762.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

Section 4. Effective Date. This Resolution [supersedes R2017-762 and](#) shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ___ DAY OF MARCH, 2018.

CITY OF SAMMAMISH

Mayor Christie Malchow

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

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

Attachment A – Project Schedule

- 3/6/2018 – City Council resolution to approve concurrency policy approach, LOS and project schedule. Resolution will supersede R2017-762.
- 3/20/2018 – Approve Fehr & Peers contract amendment – Concurrency policy and transportation planning.
- 4/19/2018 – Planning Commission Work Session: Concurrency 101.
- 4/30/2018 – Joint City Council and Planning Commission Study Session #1: Proposed Comprehensive Plan Amendment updates related to concurrency.
- 5/15/2018 - Joint City Council and Planning Commission Study Session #2: Proposed code revisions related to concurrency.
- 6/4/2018 - Joint City Council and Planning Commission Study Session #3: Comprehensive Plan Amendment and code revisions reviewed together and discussed.
- [6/5/2018 – Introduction of the draft 2019-2024 Transportation Improvement Plan \(TIP\).](#)
- [6/19/2018 – Resolution adopting the 2019-2024 Transportation Improvement Plan \(TIP\).](#)
- 6/21/2018 – Planning Commission Public Hearing #1: Comprehensive Plan Amendment and Planning Commission Public Hearing #2: Code revisions.
- 7/10/2018 – City Council Public Hearing – Comprehensive Plan Amendment.
- 7/17/2018 – City Council Public Hearing – Code revisions.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2018-**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, IDENTIFYING A CONCURRENCY
METHODOLOGY AND ESTABLISHING THE
ASSOCIATED POLICY REVIEW SCHEDULE AND
TIMELINE FOR ADOPTION**

WHEREAS, the City Council acknowledges its obligation under the Growth Management Act (GMA) to plan for adequate transportation infrastructure concurrently with its population growth; and

WHEREAS the City Council is currently reviewing and considering the adoption of possible amendments to the traffic concurrency methodology and Level of Service (LOS) standards; and

WHEREAS, on December 5, 2017, the City Council passed Resolution R2017-762 declaring full support for the City's Town Center Plan adopted in June 2008 and a desire that any future development in the Town Center be subject to the City's amended concurrency methodology and LOS standards, if any; and

WHEREAS, the City Council reaffirms full support for the City's Town Center Plan and fully supports the residential density and commercial space set forth in the Preferred Alternative as adopted by Resolution R2007-271, as more fully described in the SAMMAMISH TOWN CENTER SUB-AREA PLAN – Final Environmental Impact Statement dated October 7, 2007; and

WHEREAS, Resolution R2017-762 indicated that if an amended concurrency methodology was adopted, the amended concurrency methodology was intended to be established and substantially completed by the end of March 31, 2018, although final incorporation into the City's Comprehensive Plan and the effective date was not anticipated until the third quarter of 2018; and

WHEREAS, the City is currently developing a Transportation Master Plan (TMP) for the purpose of outlining a comprehensive approach to the City's transportation network and transportation policies, with an expected adoption in 2019; and

WHEREAS, a revised concurrency methodology will be one component of the TMP; and

WHEREAS, the City Council wishes to provide direction on an amended concurrency policy and to establish the timeline for adoption and full implementation of any such new policy; and

WHEREAS, following the adoption of an amended concurrency methodology and LOS standards, the City Council will adopt an updated 6-year Transportation Improvement Plan (TIP), identifying the transportation improvements necessary to address existing deficiencies; and

WHEREAS, presentations and discussions on concurrency and LOS were held with the City Council on September 5, 2107; September 19, 2017; October 11, 2017 (Technical Meeting #1); November 21, 2017; November 28, 2017 (Technical Meeting #2); December 12, 2017; January 16, 2018; February 13, 2018; and March 5, 2018.

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

Section 1. Concurrency Methodology Direction Provided. The City Council affirms the preferred transportation concurrency policy and LOS approach, which is further described as the intersection-wide, volume weighted average delay approach with an LOS of D, with allowance for LOS E where LOS D cannot be achieved per the 2015 Comprehensive Plan.

Section 2. Review Schedule Established. The City Council approves the schedule in Attachment A, incorporated herein, providing a preferred timeline for amending the concurrency methodology approach and LOS standards, the Comprehensive Plan, and affected development regulations. The schedule in Attachment A supersedes the previous schedule as indicated in Resolution R2017-762.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

Section 4. Effective Date. This Resolution supersedes R2017-762 and shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ___ DAY OF MARCH, 2018.

CITY OF SAMMAMISH

Mayor Christie Malchow

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

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

Attachment A – Project Schedule

- 3/6/2018 – City Council resolution to approve concurrency policy approach, LOS and project schedule. Resolution will supersede R2017-762.
- 3/20/2018 – Approve Fehr & Peers contract amendment – Concurrency policy and transportation planning.
- 4/19/2018 – Planning Commission Work Session: Concurrency 101.
- 4/30/2018 – Joint City Council and Planning Commission Study Session #1: Proposed Comprehensive Plan Amendment updates related to concurrency.
- 5/15/2018 - Joint City Council and Planning Commission Study Session #2: Proposed code revisions related to concurrency.
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- 6/5/2018 – Introduction of the draft 2019-2024 Transportation Improvement Plan (TIP).
- 6/19/2018 – Resolution adopting the 2019-2024 Transportation Improvement Plan (TIP).
- 6/21/2018 – Planning Commission Public Hearing #1: Comprehensive Plan Amendment and Planning Commission Public Hearing #2: Code revisions.
- 7/10/2018 – City Council Public Hearing – Comprehensive Plan Amendment.
- 7/17/2018 – City Council Public Hearing – Code revisions.



Meeting Minutes
City of Sammamish Governance Committee
Regular Meeting
Wednesday, February 14, 2018 – 9:00 a.m.
Executive Briefing Room - Plaza 111

Called to Order:

Mayor Christie Malchow called the meeting to order at 9:02 a.m.

Committee Members Present:

Christie Malchow – Chair
Pam Stuart
Tom Hornish

Staff Present:

Lyman Howard, City Manager – Staff Lead
Jessi Bon, Deputy City Manager
Melonie Anderson, City Clerk
Kellie Stickney, Communications Manager
Mike Sugg, Management Analyst
Tammy Mueller, Administrative Assistant

Election of Committee Chairperson:

Deputy Mayor Tom Hornish nominated Mayor Malchow for Governance Committee Chair. There were no other nominations. Mayor Malchow was unanimously elected to the position of Governance Committee Chair by a vote of 3-0.

Public Comment:

Mary Wictor, 408 208th Avenue NE, spoke about suggestions for updating the committee pages on the City website and process improvements for the City Council Office Hours, communication with the public, and addressing their issues.

Council Attendance at Community Meetings (not sponsored or hosted by the City):

Advice from the City Attorney was reviewed ([link](#)). Discussion commenced.

- It is the City Attorney's advice that no more than three Councilmembers (more than three would constitute a quorum) attend community meetings.

RECOMMENDATION: The Committee recommended a policy be established related to City Council attendance at community meetings. The policy will require council members to share their intent to attend a community meeting with fellow councilmembers a minimum of 24 hours in advance of the meeting. If more than three Councilmembers express an interest in attending the same event, only the first three councilmembers to have shared their intent to attend will be able to attend the meeting. If more than three attend the meeting, one of the members will leave.

Council Communications to Public:

The relevant language from the draft Code of Conduct as provided at the [2018 City Council Retreat](#) was reviewed ([link](#)) along with best practices surrounding social media usage. Discussion commenced.

- The question was raised as to whether more than three Councilmembers may be members of a Facebook group and whether it makes a difference if the group is closed or open to the public. Staff will consult with the City Attorney for advice on the matter.
- The Committee expressed interest in Staff hosting a Facebook 101 event for interested Councilmembers to optimize use of their council pages and to understand the City's code of conduct for social media use. Communications Manager, Kellie Stickney, indicated that this was a possibility in the future after a social media policy has been adopted.
- The Committee requested that Staff create a draft social media policy. Staff will continue to revise the draft City Council Code of Conduct that was reviewed during the meeting, and may consider turning the Code of Conduct into a policy document
- Two action items emerged from the discussion:
 - Guidelines/policies for communication with media and social media.
 - Facebook training for councilmembers

Other Items:

- a. Representing official City positions vs. individual positions**
 - a. The Committee expressed an interest in creating a policy or best practices document regarding the promotion of City and non-City sponsored events. It was suggested that the policy/best practices document state that all Councilmembers must make accurate statements on Facebook to prevent mistruths and misunderstandings from being spread. In addition, the document should encourage Councilmembers to link to or share posts about City business and events from the City's website or social media platforms. This will likely be included in a future social media policy.
- b. Directing work of commissions and committees**
 - a. The Council's purview is policy but individual Councilmembers cannot direct the work of Commissions or Staff without consent from the full Council.
 - b. It was suggested that the City Council appoint one to two Councilmember liaisons to each Commission. Rules for this relationship would need to be discussed at a future meeting.
- c. Utilizing position with the City while conducting personal business**
 - a. The Committee suggested creating a policy to specify that Councilmembers not include their Council title if conducting business as an individual (e.g. Christie Malchow rather than Mayor Malchow), unless the title is being listed or labeled as used for identification purposes only.
- d. Council Office Hours**
 - a. The Commission considered offering appointments for Council Office Hours, varying the office hours from the regular schedule, and offering one-on-one phone call appointments for those who cannot make it to meetings or office hours. The topic will be discussed further at the next Committee meeting. In the meantime, Staff will work with Councilmembers to schedule the March Office Hours event.

Future Meeting Topics:

- Council Office Hours
- Review draft social media policy
- Commission liaison discussion

Next Meeting Date(s):

TBD

Meeting Adjournment:

The meeting adjourned at 10:19 a.m.

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AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Mar 2018				
Tues 3/13	3/05	6:30 pm	Study Session	Presentation: Pavement Overlay Program (15-minutes) Presentation: Issaquah Fall City Improvement Project Phase 1 Update (60-minutes)
Tues 3/20	3/12	6:30 pm	Regular Meeting	<p>Discussion: Stormwater Code Updates (90-minutes) Public Hearing/Ordinance: First Reading Update to the Parks Element of the Comprehensive Plan (15-minutes) Public Hearing: Ordinance Authorizing Use Of Condemnation Pursuant To Chapter 8.12 RCW As Required For The Issaquah Fall City Road Street Improvement Project; And Authorizing Payment Therefor From The City's Transportation Capital Improvement Program</p> <p><u>Consent:</u> Proclamation: World Autism Day Bid Award: Sammamish Commons Paving Project/TBD Resolution: Inglewood Hill Stormwater Retrofit and Non-motorized Improvement Project Project Acceptance Contract Amendment: Zackuse Creek ELSP Fish Passage Project Design/Otak Contract: Zackuse Creek ELSP Fish Passage Project Construction Management Services/Harris & Assoc. Contract: Flashing Yellow Light and Minor Intersection Improvements Design/David Evans & Associates (DEA) Contract Amendment: Concurrency Policy and Transportation Planning/Fehr & Peers</p>
Apr 2018				
Mon 4/02	3/26	6:30 pm	Study Session	Department Report: Police (30-minutes) Discussion: Police Services Study Kick-Off (45-minutes) Discussion: Sidewalk Gap Program and Projects (15-minutes)

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Tues 4/03	3/26	6:30 pm	Regular Meeting	<p>Department Report: Technology & GIS (30-minutes) Department Report: Public Works (30-minutes) Discussion: Regional Stormwater Planning for Town Center Update (60-minutes)</p> <p><u>Consent:</u> Proclamation: Sexual Assault Prevention Month Resolution: 2017 Pavement Overlay Project Acceptance Resolution: 2017 Concrete Sidewalk/HC Repairs Project Acceptance Contract: Issaquah Pine Lake Road SE Phase 1 Improvements - Design Consultant Services /TBD</p>
Tues 4/10	4/02	6:30 pm	Study Session	<p>Department Report: Eastside Fire & Rescue (30-minutes) Discussion: YMCA Property (30-minutes)</p>
Tues 4/17	4/09	6:30 pm	Regular Meeting	<p>Presentation: Habitat for Humanity Presentation: YMCA Annual Report (30-minutes) Presentation: Basin Plan Priorities – Stormwater Capital Improvement Project Priority Criteria (30-minutes) Presentation: Concurrency Policy – Preliminary Results of Concurrency Intersection Analysis for 2019-2024 Transportation Improvement Plan (TIP) (60-minutes)</p> <p><u>Consent:</u> Bid Award: 2018 Concrete Sidewalk/HC Repairs</p>
Mon 4/30	4/23	6:30 pm	Study Session	<p>Joint PC/CC Discussion Comprehensive Plan Transportation Element Updates (Concurrency & LOS) (2-hours)</p>
May 2018				
Tues 5/01	4/23	6:30 pm	Regular Meeting	<p>Ordinance: Fireworks Enforcement</p> <p><u>Consent</u> Bid Award: Sahalee Way Stormwater Tightline Project/TBD Bid Award: Stormwater Facility Maintenance/TBD Bid Award: Stormwater Pond Mowing/TBD Interlocal Agreement: Zackuse Creek ELSP Fish Passage Project/King County Bid Award: Zackuse Creek ELSP Fish Passage Project construction/TBD</p>

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Tues 5/08	4/30	6:30 pm	Study Session	Discussion: Signage Regulations Overview and Update (60-minutes) Discussion: YMCA Property (60-minutes)
Tues 5/15	5/07	6:30 pm	Regular Meeting	Joint PC/CC Discussion: Transportation Concurrency and LOS code revisions (60-minutes) Public Hearing/Ordinance: Signage Regulations Update (60-minutes) <u>Consent</u> Resolution: Sammamish Youth Board Appointments Contract: ADA Transition Plan Consultant/TBD Contract: Big Rock Park Parcel B Master Plan Update/TBA Bid Award: 2018 Pavement Overlay Project
June 2018				
Mon 6/04	5/28	6:30 pm	Study Session	Joint PC/CC Discussion: Transportation Concurrency and LOS Comp Plan Amendments and related code updates (2-hours)
Tues 6/05	5/28	6:30 pm	Regular Meeting	Presentation & Discussion: Introduction to the 2019-2024 Transportation Improvement Plan (TIP) (60-minutes) <u>Consent:</u> Contract: ITS Phase 2 Design/TBD Bid Award: ELSP/SE 33 rd St Enhanced Crosswalk Project/TBD Bid Award: Louis Thompson Hill Road Slide Repair Project/TBD Bid Award: East Lake Sammamish Parkway Ditch Maintenance/TBD
Tues 6/12	6/04	6:30 pm	Study Session	
Tues 6/19	6/11	6:30 pm	Regular Meeting	Resolution: Approving the 2019-2024 Transportation Improvement Plan (TIP) (60-minutes) Discussion: Introduced to the Water Quality Monitoring Strategic Plan and Implementation (60 minutes) <u>Consent:</u>
July 2018				
Mon 7/02	6/25	6:30 pm	Study Session	
Tues 7/03	6/25	6:30 pm	Regular Meeting	<u>Consent:</u>

Last printed 3/6/18

Tues 7/10	7/2	6:30 pm	Study Session	Discussion: Police Services Study Preliminary Findings (60-minutes) Discussion: Urban Forest Management Plan (60-minutes) Discussion: Big Rock Park Master Plan Update (60-minutes) Public Hearing/Ordinance: Comprehensive Plan Amendment related to Transportation Concurrency & LOS *(60 minutes)
Tues 7/17	7/09	6:30 pm	Regular Meeting	Public Hearing/Ordinance: Code Changes related to Transportation Concurrency & LOS (90 minutes) <u>Consent:</u> Resolution: Adopting the Police Services Study Resolution: 212 th Way SE Project Acceptance Bid Award: Citywide Guardrail Repair/TBD Contract: Pacific Estates Bog (21 st St/21 st Pl) Stormwater Improvement Project - Consultant Services/TBD Contract: George Davis Fish Passage Project - Consultant Services/TBD Bid Award: Flashing Yellow Arrow Installation Project/TBD Bid Award: Minor Intersection Improvements Project/TBD
Aug 2018				No Meetings
Sept 2018				
Mon 9/03		6:30 pm	Study Session	<u>Canceled for Labor Day</u>
Tues 9/04	8/28	6:30 pm	Regular Meeting	Presentation: Housing Strategy – Part I (60-minutes) <u>Consent:</u> Contract: Beaver Lake Park Phase 1 Improvements, Design/TBD Contract: Laughing Jacobs Creek Basin Plan - Consultant Services/TBD
Tues 9/11	9/03	6:30 pm	Study Session	Discussion: Police Services Study Final Report (60-minutes) Discussion: 2019-20 Budget (2-hours) Discussion: Transportation Master Plan Funding Options (90-minutes)

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Tues 9/18	9/10	6:30 pm	Regular Meeting	<p>Presentation: Transportation Master Plan and Traffic Impact Fee Study Update (60-minutes) Presentation: Housing Strategy-Part II (60-minutes)</p> <p><u>Consent:</u> Resolution: Sahalee Way Stormwater Tightline Project Acceptance</p>
Oct 2018				
Mon 10/01	9/24	6:30 pm	Study Session	<p>Discussion: Capital Facilities Element Updates – School Impact Fees (30-minutes) Discussion: 2019-20 Budget (2-hours)</p>
Tues 10/02	9/24	6:30 pm	Regular Meeting	<p>Public Hearing/Ordinance: First Reading Capital Facilities Element Updates – School Impact Fees (30-minutes) Public Hearing/Resolution: Housing Strategy Approval (60-minutes)</p> <p><u>Consent:</u></p>
Tues 10/09	10/01	6:30 pm	Study Session	<p>Discussion: Transportation Master Plan Update and Traffic Impact Fee Update (60-minutes) Discussion: 2019-20 Budget (2-hours)</p>
Tues 10/16	10/08	6:30 pm	Regular Meeting	<p>Resolution: Housing Strategy Approval (if needed) Public Hearing/Ordinance First Reading Housing Element Updates – Housing Strategy (15-minutes)</p> <p><u>Consent:</u> Resolution: Flashing Yellow Arrow Installation Project Acceptance Resolution: East Lake Sammamish Parkway Ditch Maintenance Project Acceptance</p>
Nov 2018				
Mon 11/05	10/29	6:30 pm	Study Session	
Tues 11/06	10/29	6:30 pm	Regular Meeting	<p>Public Hearing/Ordinance: First Reading of the 2019-20 Budget Public Hearing/Ordinance: First Reading for the 2019 Property Tax Levy Ordinance including Presentation of 2019 Revenue Estimates from all Sources</p> <p><u>Consent:</u> Resolution: ELSP/SE 33rd Crosswalk Project Acceptance</p>

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Tues 11/13	11/05	6:30 pm	Joint Study Session w/Park & Rec Com.	Discussion: Big Rock Park Parcel B Master Plan Update Discussion: Lower Commons Master Plan Update
Tues 11/20	11/12	6:30 pm	Regular Meeting	Public Hearing/Ordinance: First Reading 2019 School Impact Fee Update (15-minutes) Ordinance: Second Reading of the 2019-20 Budget ordinance. Ordinance: Second Reading of the 2019 Property Tax Ordinance Resolution: 2019 Fee Schedule Resolution: 2019 Salary Schedule (COLA) Resolution: 2019 Medical Premium Co-pay Resolution: Adopting the 2019 Legislative Priorities <u>Consent:</u> Resolution: Minor Intersection Improvements Project Acceptance
Dec 2018				
Mon 12/03	11/26	6:30 pm	Study Session	Discussion: 2019 Comprehensive Plan Amendments – Docket Requests (60-minutes) Discussion: Urban Forest Management Plan (60-minutes)
Tues 12/04	11/26	6:30 pm	Regular Meeting	Public Hearing/Resolution: 2019 Comprehensive Plan Amendments – Docket Requests (60-minutes) Ordinance: Final Reading Annual Amendments to the Comprehensive Plan (30-minutes) <u>Consent:</u> Ordinance: Second Reading School Impact Fee Updates Contract: Environmental Review Support Services/TBD Contract: Building Inspection Support Services/TBD Contract: Building Plan Review Support Services/TBD Contract: Planning Review Support Services/TBD Contract: Klahanie Master Plan/TBD Bid Award: Vactoring Contract – Small Public Works Maintenance Contract/TBD Bid Award: Stormwater Facility Maintenance – Small Public Works Maintenance Contract/TBD Bid Award: Stormwater Pond Mowing – Small Public Works Maintenance Contract/TBD Contract: 2019-2020 City-wide Water Quality Monitoring - Consultant Services/TBD
Tues 12/11	12/03	6:30 pm	Study Session	

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Tues 12/18	12/10	6:30 pm	Regular Meeting	<u>Consent:</u>		
		To Be Scheduled		To Be Scheduled		Parked Items
		<ul style="list-style-type: none"> • Lk. Sammamish Water Level • Growth Centers • Internet Usage & Social Media Policies • Indexing the impact fee rates • Code amendments related to the TMP including Titles 14 and 14A. • Small Cell Facility Technology 		<ul style="list-style-type: none"> • Special Events Ordinance • Maintenance Safety Program Adoption • M&O Strategic Plan • Fleet Management Policy • Roadway Funding Strategy • Maintenance & Fire Station Facility Assessment • Franchise Agreement/SPWS • Comprehensive Solid Waste Plan 		<ul style="list-style-type: none"> • Inner City Bus Service • Good Samaritan Law • Plastic Bags • Policy on Drones in Parks • Review of regulations regarding the overlay areas, low impact development and special protection areas for lakes.