AGENDA

City Council Regular Meeting - Revised

6:30 PM - Tuesday, September 4, 2018

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	**6:30 pm**
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	PUBLIC COMMENT	**6:35 pm**
	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.*	
	CONSENT CALENDAR	**7:05 pm**
	1. **Payroll:** for the period ending July 15, 2018 for a pay date of July 20, 2018 in the amount of $489,003.63	
	2. **Payroll:** for the period ending July 31, 2018 for a pay date of August 3, 2018 in the amount of $476,289.29	
	3. **Payroll:** for the period ending August 15, 2018 for a pay date of August 20, 2018 in the amount of $657.826.12	
4 - 14	4. **Approval**: Claims For Period Ending August 7, 2018 In The Amount Of $5,023,512.02 For Check No. 51149 Through 51354 View Agenda Item	

15 - 24	5.	**Approval**: Claims For Period Ending August 21, 2018 In The Amount Of $2,508,948.98 For Check No. 51355 Through 51494 View Agenda Item
25 - 33	6.	**Approval**: Claims For Period Ending September 4, 2018 In The Amount Of $2,244,836.77 For Check No. 51495 Through 51625 View Agenda Item
34 - 40	7.	**Local Agency Agreement:** Inglewood Hill Road Overlay/Washington State Department of Transportation View Item
41	8.	**Proclamation**: Emergency Preparedness Month - September 2018 View Agenda Item
42	9.	**Proclamation**: Mayor's Month of Concern for the Hungry. View Agenda Item
43	10.	**Proclamation**: National Recovery Month - September 2018 View Agenda Item
44	11.	**Proclamation**: Childhood Cancer Awareness Month - September 2018 View Agenda Item
45 - 47	12.	**Supplemental Agreement**: Custodial Services Contract/Patriot Maintenance View Agenda Item
48 - 50	13.	**Supplemental Agreement**: Building Inspection Contract/Safebuilt View Agenda Item
51 - 55	14.	**Approval**: Minutes for the July 10, 2018 Special Meeting View Agenda Item
56 - 60	15.	**Approval:** Minutes for the July 17, 2018 Regular meeting. View Agenda Item
61	16.	**Approval:** Notes for the August 14, 2018 Lobbyist Meet and Greet View Agenda Item
62 - 64	17.	**Approval:** Minutes for the August 23, 2018 Special Meeting View Agenda Item
	PRESENTATIONS	**7:15 pm**
65 - 274	18.	**Presentation:** 2018 Housing Strategy - Sammamish Home Grown: A Plan for People, Housing, and Community. View Agenda Item

275 - 327 19. **Discussion:** Roadway Segment Capacity Analysis of 244th Ave NE - NE 8th St to City limits
View Agenda Item

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS **8:45 pm**

328 - 381 20. **Resolution**: New Employee Handbook
View Agenda Item

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS **9:15 pm**

382 - 402 21. **Approval**: Recruitment of Permanent City Manager
View Agenda Items

CITY MANAGER REPORT **9:30 pm**

403 - 425 22. **Contract**: State Lobbyist
View Agenda Item

EXECUTIVE SESSION **9:45 pm**

Potential Litigation pursuant to RCW42.30.110(i) and Property Acquisition pursuant to RCW42.30.110(b)

ADJOURNMENT **10:00 pm**

LONG TERM CALENDAR

426 - 429 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: Lori/Finance Department
DATE: August 2, 2018
RE: Claims for August 7, 2018

1,286,863.53 +	$1,286,863.53
1,045.00 +	$ 1,045.00
6,008.12 +	$ 6,008.12
107,339.68 +	$ 107,339.68
540,417.00 +	$ 540,417.00
1,045.00 +	$ 1,045.00
49,005.03 +	$ 49,005.03
3,031,788.66 +	$3,031,788.66
008	
5,023,512.02 *	

Top 10 Over $10,000 Payments

Eastside Fire & Rescue	**$1,248,441.00**	**Fire Services -June, July 2018**
Watson Asphalt Paving Co.	**$765,519.72**	**2018 Pavement Program - Overlay**
JR Hayes & Sons	**$696,508.41**	**212th Way SE Improvements**
Marshbank Construction	**$256,674.41**	**SE 4th St. Improvement (TCI)**
May Valley Excavation Inc.	**$250,571.20**	**Residential SW Pond Cattail Vege Remova**
Lochner Inc.	**$158,020.81**	**SE Iss-Fall City Road Improvements**
RRJ Company LLC	**$125,581.45**	**Curb Ramp Retrofit and Sidewalk Repair**
R.W. Scott Construction Co	**$120,716.67**	**Neighborhood Projects/Inter Improvement**
Kenyon Disend LLC	**$92,483.30**	**City Attorney June 2018**
Perteet Inc.	**$83,090.57**	**SE 4th St. Improvement (TCI)**

Total $5,023,512.02

Check #51149 - #51354

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 7/13/2018 - 10:18 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51149	07/13/2018	COMCAST2	Comcast	9.44	51,149
51150	07/13/2018	COMCAST3	Comcast	1,301.02	51,150
51151	07/13/2018	EASTFIRE	Eastside Fire & Rescue	1,248,441.00	51,151
51152	07/13/2018	NESAM	NE Sammamish Sewer & Water	1,921.66	51,152
51153	07/13/2018	PSE	Puget Sound Energy	11,566.09	51,153
51154	07/13/2018	REPUBLIC	Republic Services #172	804.17	51,154
51155	07/13/2018	SAM	Sammamish Plateau Water Sewer	9,209.55	51,155
51156	07/13/2018	VERIZON	Verizon Wireless	6,289.80	51,156
51157	07/13/2018	VOYAGER	Voyager	7,320.80	51,157
			Check Total:	1,286,863.53	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 7/19/2018 - 9:43 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51158	07/19/2018	LIVESOU	Live Sound & Stage LLC	1,045.00	51,158
			Check Total:	1,045.00	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 7/20/2018 - 9:28 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51159	07/20/2018	ALLSTREA	Allstream	2,150.10	51,159
51160	07/20/2018	CENTURY	Century Link	55.58	51,160
51161	07/20/2018	JONESELB	Dylan L.B. Jones	52.87	51,161
51162	07/20/2018	MAILPO	Mail Post	850.10	51,162
51163	07/20/2018	PSE	Puget Sound Energy	2,899.47	51,163
			Check Total:	6,008.12	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 7/20/2018 - 10:34 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51164	07/20/2018	CASDU	Cailfornia State Disbursement Unit	663.50	51,164
51165	07/20/2018	ICMA401	ICMA 401	59,629.14	51,165
51166	07/20/2018	ICMA457	ICMA457	17,191.79	51,166
51167	07/20/2018	NAVIA	Navia Benefits Solution	2,214.48	51,167
51168	07/20/2018	WALAB	Wa State Dept of Labor & Indus	27,060.20	51,168
51169	07/20/2018	WASUPPOR	Wa State Support Registry	580.57	51,169
			Check Total:	107,339.68	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 7/24/2018 - 11:58 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51170	07/24/2018	ALTUS	Altus Traffic Management	1,220.87	51,170
51171	07/24/2018	AMERICAL	Americall International Inc	310.21	51,171
51172	07/24/2018	ATWORK	At Work!	67,182.54	51,172
51173	07/24/2018	BACKGROU	Background Source Intl	40.00	51,173
51174	07/24/2018	BADGLEY	Badgley Landscape LLC	32,524.55	51,174
51175	07/24/2018	BEST	Best Parking Lot Cleaning, Inc	4,157.29	51,175
51176	07/24/2018	BOBS	Bob's Heating & Air	84.00	51,176
51177	07/24/2018	CARDINAL	Cardinal Heating & A/C	174.00	51,177
51178	07/24/2018	CENTRALW	Central Welding Supply	57.74	51,178
51179	07/24/2018	CHICAGO	Chicago Title Insurance Co	1,014.61	51,179
51180	07/24/2018	BELLCITY	City Of Bellevue	16,206.25	51,180
51181	07/24/2018	CODEPUB	Code Publishing Inc	1,003.86	51,181
51182	07/24/2018	CORT	Cort Party Rental	2,679.65	51,182
51183	07/24/2018	DEJONG	Cory de Jong & Son Inc	405.90	51,183
51184	07/24/2018	EVANS	David Evans & Associates, Inc	51,278.53	51,184
51185	07/24/2018	L&IELEVA	Dept of Labor & Industries	141.60	51,185
51186	07/24/2018	DLT	DLT Solutions, LLC	6,892.62	51,186
51187	07/24/2018	WAEMP	State of Wa Employment Security Dep	6,123.61	51,187
51188	07/24/2018	ERNSTAAR	Aaron Ernst	110.00	51,188
51189	07/24/2018	EVERGR	Evergreen Print Solutions	569.00	51,189
51190	07/24/2018	FASTENAL	Fastenal Industrial Supplies	814.72	51,190
51191	07/24/2018	FEDEX	Federal Express Corp	100.29	51,191
51192	07/24/2018	FUNRENT	Festival Rentals LLC	4,554.00	51,192
51193	07/24/2018	GRAINGER	Grainger	603.96	51,193
51194	07/24/2018	GRUEBER	James Grueber	6.00	51,194
51195	07/24/2018	HDFOWL	H. D. Fowler Company	567.71	51,195
51196	07/24/2018	HERMANSO	Hermanson Co LLP	213.09	51,196
51197	07/24/2018	HOLLYWOO	Hollywood Lights Inc	9,258.43	51,197
51198	07/24/2018	HONEY	Honey Bucket	10,539.63	51,198
51199	07/24/2018	HOUGHBEC	Hough Beck & Baird Inc	13,457.16	51,199
51200	07/24/2018	INSIDEPA	Inside Passage	411.50	51,200
51201	07/24/2018	JEV	JEV Recycling Inc	64.00	51,201
51202	07/24/2018	KENYON2	Kenyon Disend PLLC	92,483.30	51,202
51203	07/24/2018	KIMSEY	Sarah Hawes Kimsey	8.24	51,203
51204	07/24/2018	KINGFI	King County Finance A/R	4,112.75	51,204
51205	07/24/2018	KCFLEET	King County Fleet Admin	4,721.86	51,205
51206	07/24/2018	KCRADIO	King Cty Radio Comm Svcs	1,701.70	51,206
51207	07/24/2018	KPG	KPG Interdisciplary Design	5,001.08	51,207
51208	07/24/2018	LONGBAY	Long Bay Enterprises, Inc	1,285.00	51,208
51209	07/24/2018	MASTERCH	Master Chorus Eastside	500.00	51,209
51210	07/24/2018	MIG/SvR	MIG/SvR	1,422.68	51,210
51211	07/24/2018	MOBERLY	Lynn Moberly	12,264.00	51,211
51212	07/24/2018	MONARCH	Monarch Tree Services	5,280.00	51,212
51213	07/24/2018	MULTICAR	Multicare Immediate Clinic	200.00	51,213
51214	07/24/2018	NABARR	National Barricade Co., LLC	2,698.81	51,214
51215	07/24/2018	NIESTREV	Trevor Nies	500.00	51,215
51217	07/24/2018	NWPLAY	Northwest Playground Equipment	1,704.70	51,217
51218	07/24/2018	PACAIR	Pacific Air Control, Inc	1,334.67	51,218
51219	07/24/2018	POA	Pacific Office Automation	1,803.35	51,219
51220	07/24/2018	PACSOIL	Pacific Topsoils, Inc	2,989.59	51,220

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51221	07/24/2018	PAPE	Pape Machinery	269.94	51,221
51222	07/24/2018	PSINTEGR	Performance Systems Integration LLC	875.00	51,222
51223	07/24/2018	PERTEET	Perteet, Inc.	14,399.00	51,223
51224	07/24/2018	PIGGOTTP	Pam Piggott	33.00	51,224
51225	07/24/2018	PLANTSCA	Plantscapes, Inc	18,910.11	51,225
51226	07/24/2018	PRECCON	Precision Concrete Cutting	742.50	51,226
51227	07/24/2018	PRRINC	PRR Inc.	3,530.83	51,227
51228	07/24/2018	RICH	Rich Landscapiing, Inc.	3,162.51	51,228
51229	07/24/2018	HALF	Robert Half Technology	2,145.12	51,229
51230	07/24/2018	ROTARSAM	Rotary Club of Sammamish	651.00	51,230
51231	07/24/2018	SAFEBUIL	Safebuilt Washington LLC	12,960.00	51,231
51232	07/24/2018	SAMCHAMB	Sammamish Chamber of Commerce	7,500.00	51,232
51233	07/24/2018	SAMCITIZ	Sammamish Citizen Corps Council	3,518.83	51,233
51234	07/24/2018	SAM	Sammamish Plateau Water Sewer	110.68	51,234
51235	07/24/2018	SEECLICK	See Click Fix	3,600.00	51,235
51236	07/24/2018	SEQUOYAH	Sequoyah Electric, LLC	2,222.85	51,236
51237	07/24/2018	SHERWIN	Sherwin-Williams Company	15.70	51,237
51238	07/24/2018	SITEONE	Site One Landscape Supply LLC	400.00	51,238
51239	07/24/2018	SOUNDPUB	Sound Publishing, Inc	3,150.00	51,239
51240	07/24/2018	SUMNERLA	Sumner Lawn & Saw	1,163.51	51,240
51241	07/24/2018	SUNBELT	Sunbelt Rentals	2,292.80	51,241
51242	07/24/2018	TERRACON	Terracon Consultants Inc	2,357.10	51,242
51243	07/24/2018	BLUELNGR	The Blue Line Group, LLC	384.00	51,243
51244	07/24/2018	WATERSH	The Watershed Company	3,219.87	51,244
51245	07/24/2018	USGS	U.S. Geological Survey	2,050.00	51,245
51246	07/24/2018	ULINE	ULINE Shipping Supplies	2,426.84	51,246
51247	07/24/2018	URBANFOR	Urban Forest Nursery, Inc.	932.00	51,247
51248	07/24/2018	USBANKNA	US Bank N.A.	54.00	51,248
51249	07/24/2018	WAAUDIT	Wa State Auditor's Office	28,245.24	51,249
51250	07/24/2018	WAECOL	Wa State Dept of Ecology	28,287.00	51,250
51251	07/24/2018	WATRAILS	Wa Trails Assoc	9,000.00	51,251
51252	07/24/2018	WATSONSE	Watson Security	240.85	51,252
51253	07/24/2018	WC3	West Coast Code Consultants, Inc	6,840.00	51,253
51254	07/24/2018	ZEE	Zee Medical Service	290.46	51,254
51255	07/24/2018	ZUMAR	Zumar Industries, Inc.	1,657.21	51,255
			Check Total:	540,417.00	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 7/26/2018 - 1:10 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51256	07/26/2018	LIVESOU	Live Sound & Stage LLC	1,045.00	51,256
			Check Total:	1,045.00	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 7/27/2018 - 11:44 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51257	07/27/2018	SAM	Sammamish Plateau Water Sewer	9,332.42	51,257
51258	07/27/2018	STAPLES	Staples Advantage	644.11	51,258
51259	07/27/2018	US BANK	U. S. Bank Corp Payment System	39,028.50	51,259
			Check Total:	49,005.03	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/2/2018 - 9:05 AM

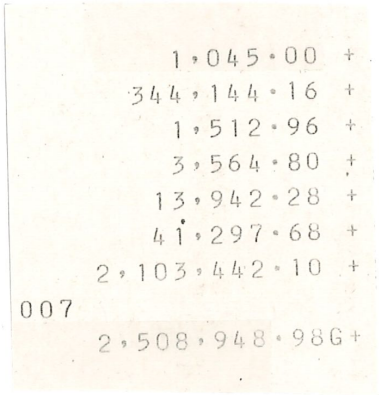
Check	Date	Vendor No	Vendor Name	Amount	Voucher
51260	08/07/2018	ACTIONAP	Action Apparel	877.95	51,260
51261	08/07/2018	ALLTRAFF	All Traffic Solutions, Inc	3,300.00	51,261
51262	08/07/2018	ANEW	Anew	2,500.00	51,262
51263	08/07/2018	ANYTHING	Anything Goes Embroidery	62.45	51,263
51264	08/07/2018	AWC	Association of Wa Cities	22,400.00	51,264
51265	08/07/2018	ATWORK	At Work!	875.00	51,265
51266	08/07/2018	ATHLETES	Athletes for Kids	2,500.00	51,266
51267	08/07/2018	BACKGROU	Background Source Intl	24.00	51,267
51268	08/07/2018	BARTLETT	Bartlett Tree Experts	1,612.88	51,268
51269	08/07/2018	BEST	Best Parking Lot Cleaning, Inc	410.52	51,269
51270	08/07/2018	BIGTREES	Big Trees Inc.	695.30	51,270
51271	08/07/2018	BMCPINE	BMC Pine Ridge LLC	7,500.00	51,271
51272	08/07/2018	BRIDGE	Bridge Disability Ministries	1,500.00	51,272
51273	08/07/2018	CADMAN	Cadman, Inc.	1,556.78	51,273
51274	08/07/2018	CHENSTEV	Steven Chen	4.37	51,274
51275	08/07/2018	ISSCITY	City Of Issaquah	6,731.00	51,275
51276	08/07/2018	CODEPUB	Code Publishing Inc	592.02	51,276
51277	08/07/2018	COLUMBIA	Columbia Ford	21,768.89	51,277
51278	08/07/2018	CONTRACT	Contract Hardware, Inc	32.78	51,278
51279	08/07/2018	DAVEY	Davey Resource Group	12,500.00	51,279
51280	08/07/2018	EVANS	David Evans & Associates, Inc	20,930.51	51,280
51281	08/07/2018	DIAZ	Isabel Diaz	8.72	51,281
51282	08/07/2018	EASTLL	Eastlake Little League	2,391.00	51,282
51283	08/07/2018	EASTFRIE	Eastside Friends of Seniors	2,500.00	51,283
51284	08/07/2018	ELTEC	Eltec Systems LLC	5,857.96	51,284
51285	08/07/2018	ENCOMPAS	Encompass NW	1,750.00	51,285
51286	08/07/2018	FASTENAL	Fastenal Industrial Supplies	209.26	51,286
51287	08/07/2018	FASTSIGN	Fastsigns Bellevue	525.71	51,287
51288	08/07/2018	FEHRPEER	Fehr & Peers	28,510.19	51,288
51289	08/07/2018	FIREPROT	Fire Protection, Inc.	863.28	51,289
51290	08/07/2018	GRAYOS	Gray & Osborne, Inc.	78,863.42	51,290
51291	08/07/2018	HAYES	JR Hayes & Sons	696,508.41	51,291
51292	08/07/2018	HEROHOUS	Hero House	375.00	51,292
51293	08/07/2018	HONEY	Honey Bucket	1,450.00	51,293
51294	08/07/2018	HOWARD	Lyman Howard	29.63	51,294
51295	08/07/2018	HWA	HWA GeoSciences, Inc	15,702.39	51,295
51296	08/07/2018	IMAGINE	Imagine Housing - Sammamish	2,500.00	51,296
51297	08/07/2018	INDIA	India Assoc of Western Washington	750.00	51,297
51298	08/07/2018	INTERCOM	Inter Com Language Services	130.00	51,298
51299	08/07/2018	ISSCHURC	Issaquah Community Services	750.00	51,299
51300	08/07/2018	ISSFOOD	Issaquah Food & Clothing Bank	1,875.00	51,300
51301	08/07/2018	ISSFOUND	Issaquah Schools Foundation	2,125.00	51,301
51302	08/07/2018	JACKS	Jack's Repair, LLC	12,691.74	51,302
51303	08/07/2018	JARVIJO	Joella Jarvi	250.00	51,303
51304	08/07/2018	JRM	JRM Builders LLC	500.00	51,304
51305	08/07/2018	KASSONT	Tabitha Kasson	450.00	51,305
51306	08/07/2018	KCNATURA	King County Dept of Natural Resourc	2,000.00	51,306
51307	08/07/2018	KINGFI	King County Finance A/R	24,205.00	51,307
51308	08/07/2018	KOSKOB	Bonnie Kosko	500.00	51,308
51309	08/07/2018	KPG	KPG Interdisciplary Design	11,707.70	51,309

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51310	08/07/2018	LAKESIDE	Lakeside Industries	2,603.60	51,310
51311	08/07/2018	LOCHNER	Lochner, Inc.	158,020.81	51,311
51312	08/07/2018	MARSHBAN	Marshbank Construction	256,674.41	51,312
51313	08/07/2018	MARTINMI	Michelle Martin	20.99	51,313
51314	08/07/2018	MAYVALEY	May Valley Excavation Inc.	250,571.20	51,314
51315	08/07/2018	McNAIRY	Brock McNairy	41.93	51,315
51316	08/07/2018	MINUTE	Minuteman Press	110.00	51,316
51317	08/07/2018	NCMACH	N C Machinery Co.	1,341.40	51,317
51318	08/07/2018	NAMI	NAMI Eastside	750.00	51,318
51319	08/07/2018	NAPA	NAPA Auto Parts	11.73	51,319
51320	08/07/2018	NRC	National Research Center, Inc	4,455.00	51,320
51321	08/07/2018	NETRUCK	North End Truck Equip Inc	71,004.49	51,321
51322	08/07/2018	POA	Pacific Office Automation	5,783.87	51,322
51323	08/07/2018	PERFECTD	Perfect Drive Golf & Utility Vehicles	368.51	51,323
51324	08/07/2018	PERTEET	Perteet, Inc.	83,090.57	51,324
51325	08/07/2018	R&RPARTY	R&R Party Rentals	129.93	51,325
51326	08/07/2018	RWSCOTT	R. W. Scott Construction Co	120,716.67	51,326
51327	08/07/2018	BIGSHAKE	Dean Reese	5,575.00	51,327
51328	08/07/2018	HALF	Robert Half Technology	6,395.20	51,328
51329	08/07/2018	RODDA	Rodda Paint	1,701.78	51,329
51330	08/07/2018	RRJ	RRJ Company LLC	125,581.45	51,330
51331	08/07/2018	SEALEGAL	Seattle Legal Messenger Services	130.00	51,331
51332	08/07/2018	SEITELSY	Seitel Systems LLC	26,640.00	51,332
51333	08/07/2018	SEQUOYAH	Sequoyah Electric, LLC	2,194.20	51,333
51334	08/07/2018	SITEONE	Site One Landscape Supply LLC	751.58	51,334
51335	08/07/2018	SMS	SMS Cleaning, Inc	2,700.00	51,335
51336	08/07/2018	STVIN	St Vincent DePaul Society	2,500.00	51,336
51337	08/07/2018	STANTEC	Stantec Consulting Services	4,588.25	51,337
51338	08/07/2018	SUMNERLA	Sumner Lawn & Saw	88.44	51,338
51339	08/07/2018	SUTTER	Sutter Paving Inc	47,197.50	51,339
51340	08/07/2018	TDC Grou	TDC Group	4,900.00	51,340
51341	08/07/2018	WATERSH	The Watershed Company	7,425.65	51,341
51342	08/07/2018	WORKWEAR	The Workwear Place	197.99	51,342
51343	08/07/2018	THERAPEU	Therapeutic Health Services	1,000.00	51,343
51344	08/07/2018	TRAFDATA	Traffice Data Gathering	19,659.00	51,344
51345	08/07/2018	TREESOLU	Tree Solutions Inc	670.00	51,345
51346	08/07/2018	TRI-TEC	Tri-Tec Communications, Inc	1,299.10	51,346
51347	08/07/2018	UFS	Universal Field Services Inc	72.92	51,347
51348	08/07/2018	WAPOISON	Wa Poison Center	625.00	51,348
51349	08/07/2018	WATSON	Watson Asphalt Paving Co	765,519.72	51,349
51350	08/07/2018	WESCOM	Wescom	320.00	51,350
51351	08/07/2018	WESTERNE	Western Entrance Tech LLC	3,929.20	51,351
51352	08/07/2018	WHITLOCK	John Whitlock	68.73	51,352
51353	08/07/2018	WOLVERIN	Wolverine West, LLC	26,530.00	51,353
51354	08/07/2018	ZUMAR	Zumar Industries, Inc.	13,478.98	51,354
			Check Total:	3,031,788.66	

MEMORANDUM

TO: Melonie Anderson/City Clerk

FROM: Lori/Finance Department
DATE: August 16, 2018
RE: Claims for August 21, 2018



$2,103,442.10	
$ 1,045.00	
$ 344,144.16	
$ 1,512.96	
$ 13,942.28	
$ 41,297.68	
$ 3,564.80	
$2,508,948.98	

Top 10 Over $10,000 Payments

Eastside Fire & Rescue	**$**	**624,220.50**	**Fire Services -August 2018**
King County Sheriff's Office	**$**	**566,672.33**	**Police Contract - July 2018**
Lochner	**$**	**171,573.67**	**SE Iss-Fall City Rd. Improvements**
AWC Employee Benefits Trust	**$**	**156,370.59**	**Employee Benefits**
Pacific Civil & Infrastructure	**$**	**144,900.51**	**Zackuse Fish Passage & Stream Restoration**
At Work!	**$**	**81,534.43**	**Residential SW Pond Vegetation Removal**
David Evans & Associates	**$**	**70,482.69**	**Iss-Pine Lake Road SE Improvements**
ICMA 401 A	**$**	**58,658.48**	**Employee Benefits**
En Pointe Technologies Sales LLC	**$**	**57,087.91**	**Microsoft Enterprise Licenses**
Issaquah School District	**$**	**56,953.00**	**Impact Fees - July 2018**

Total $2,508,948.98

Check #51355 - #51494

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/2/2018 - 3:28 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51355	08/02/2018	LIVESOU	Live Sound & Stage LLC	1,045.00	51,355
			Check Total:	1,045.00	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/3/2018 - 11:37 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51356	08/03/2018	AWCLIF	Association of Washington Cities	211.50	51,356
51357	08/03/2018	AWCMED	AWC Employee BenefitsTrust	156,370.59	51,357
51358	08/03/2018	CASDU	Cailfornia State Disbursement Unit	663.50	51,358
51359	08/03/2018	ICMA401	ICMA 401	58,658.48	51,359
51360	08/03/2018	ICMA457	ICMA457	17,172.29	51,360
51361	08/03/2018	ISD	Issaquah School District	56,953.00	51,361
51362	08/03/2018	KINGPET	King County Pet Licenses	430.00	51,362
51363	08/03/2018	LWSD	Lake Washington School Dist	36,256.00	51,363
51364	08/03/2018	LEGALSHI	Legal Shield	73.75	51,364
51365	08/03/2018	NAVIA	Navia Benefits Solution	2,375.48	51,365
51366	08/03/2018	PACAIR	Pacific Air Control, Inc	14,399.00	51,366
51367	08/03/2018	WASUPPOR	Wa State Support Registry	580.57	51,367
			Check Total:	344,144.16	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/3/2018 - 1:10 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51368	08/03/2018	CENTURY	Century Link	122.45	51,368
51369	08/03/2018	COMCAST2	Comcast	369.15	51,369
51370	08/03/2018	PSE	Puget Sound Energy	1,021.36	51,370
			Check Total:	1,512.96	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/7/2018 - 10:27 AM

Check	Date	Vendor No	Vendor Name		Amount	Voucher
51371	08/07/2018	USPOST	U.S. Postal Service		3,564.80	51,371
				Check Total:	3,564.80	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/9/2018 - 10:55 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51372	08/09/2018	EVERCHEV	Evergreen Chevrolet	5,397.28	51,372
51373	08/09/2018	LIVESOU	Live Sound & Stage LLC	1,045.00	51,373
51374	08/09/2018	SAMCHAMB	Sammamish Chamber of Commerce	7,500.00	51,374
			Check Total:	13,942.28	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/10/2018 - 10:51 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51375	08/10/2018	COMCAST2	Comcast	9.44	51,375
51376	08/10/2018	COMCAST3	Comcast	1,308.28	51,376
51377	08/10/2018	FRONTIR2	Frontier	395.08	51,377
51378	08/10/2018	HOMEDE	Home Depot	2,340.37	51,378
51379	08/10/2018	PSE	Puget Sound Energy	8,484.22	51,379
51380	08/10/2018	SAM	Sammamish Plateau Water Sewer	28,760.29	51,380
			Check Total:	41,297.68	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/15/2018 - 1:40 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51381	08/21/2018	ADAMSDAM	Damon Adams	182.00	51,381
51382	08/21/2018	ALDWORTH	Kurt Aldworth	281.08	51,382
51383	08/21/2018	ALLTRAFF	All Traffic Solutions, Inc	1,200.77	51,383
51384	08/21/2018	ALTATERR	AltaTerra Consulting LLC	16,634.47	51,384
51385	08/21/2018	ALTUS	Altus Traffic Management	1,425.01	51,385
51386	08/21/2018	AMERICAL	Americall International Inc	299.00	51,386
51387	08/21/2018	ANTIN	Aaron Antin	59.30	51,387
51388	08/21/2018	ARCHIVES	ArchiveSocial Inc	4,788.00	51,388
51389	08/21/2018	ATWORK	At Work!	81,534.43	51,389
51390	08/21/2018	AUTODOC	Auto Doctor	1,700.05	51,390
51391	08/21/2018	BACKFLOW	Backflows Northwest	1,151.03	51,391
51392	08/21/2018	BANNER	Banner Bank	17,085.21	51,392
51393	08/21/2018	BATTERIE	Batteries + Bulbs	1,061.77	51,393
51394	08/21/2018	BERK	Berk Consulting, Inc.	14,712.58	51,394
51395	08/21/2018	BEST	Best Parking Lot Cleaning, Inc	4,157.29	51,395
51396	08/21/2018	BLUETARP	Blue Tarp Financial	460.90	51,396
51397	08/21/2018	BOBS	Bob's Heating & Air	84.00	51,397
51398	08/21/2018	BPWBUILD	BPW Builders, LLC	10,000.00	51,398
51399	08/21/2018	BRIM	Brim Tractor Co, Inc	653.99	51,399
51400	08/21/2018	BUILDERS	Builders Exchange of WA	93.65	51,400
51401	08/21/2018	CABDOW	Cabot Dow Associates	1,361.25	51,401
51402	08/21/2018	CADMAN	Cadman, Inc.	1,613.79	51,402
51403	08/21/2018	cdw	CDW Govt Inc	432.74	51,403
51404	08/21/2018	CHINESE	Chinese Information & Service Ctr	325.00	51,404
51405	08/21/2018	DAVEY	Davey Resource Group	14,490.00	51,405
51406	08/21/2018	EVANS	David Evans & Associates, Inc	70,482.69	51,406
51407	08/21/2018	DEMARCHE	Demarche Consulting Group Inc	16,000.00	51,407
51408	08/21/2018	KCPERMIT	Department Of Permitting and Enviro	10,056.00	51,408
51409	08/21/2018	DONOVAN	Darci Donovan	88.60	51,409
51410	08/21/2018	DURHAM	Durham Painting	15,801.50	51,410
51411	08/21/2018	EASTDEM	Eastside Democrats	100.00	51,411
51412	08/21/2018	EASTFIRE	Eastside Fire & Rescue	624,220.50	51,412
51413	08/21/2018	EASTHERI	Eastside Heritage Center	80.00	51,413
51414	08/21/2018	ENPOINTE	En Pointe Technologies Sales LLC	57,087.91	51,414
51415	08/21/2018	EPIC	Epic Events & Promotion, Inc	1,870.00	51,415
51416	08/21/2018	FASTENAL	Fastenal Industrial Supplies	3,348.13	51,416
51417	08/21/2018	FIREPROT	Fire Protection, Inc.	251.80	51,417
51418	08/21/2018	FOLSPARK	Friends Of Lk Sammamish State Park	3,000.00	51,418
51419	08/21/2018	GEOTERRA	GeoTerra, Inc.	8,548.13	51,419
51420	08/21/2018	GLASSHOU	Glass House Performing Arts LLC	1,000.00	51,420
51421	08/21/2018	GRAINGER	Grainger	1,019.33	51,421
51422	08/21/2018	GRANGE	Grange Supply, Inc.	271.57	51,422
51423	08/21/2018	GUARDIAN	Guardian Security	169.95	51,423
51424	08/21/2018	HAMPTONR	Ron Hampton	450.00	51,424
51425	08/21/2018	HARRISWO	Harris Work Systems	846.01	51,425
51426	08/21/2018	HENDRIKU	Hendrikus Organics, Inc.	4,901.16	51,426
51427	08/21/2018	HERMANSO	Hermanson Co LLP	2,710.24	51,427
51428	08/21/2018	HONEY	Honey Bucket	1,017.00	51,428
51429	08/21/2018	HORIZONF	Horizon Ford	1,109.66	51,429
51430	08/21/2018	HUFFDANE	Dane Huff	290.00	51,430

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51431	08/21/2018	INGALLIN	Ingallina's Box Lunch	182.44	51,431
51432	08/21/2018	ISD	Issaquah School District	893.03	51,432
51433	08/21/2018	JACKS	Jack's Repair, LLC	502.71	51,433
51434	08/21/2018	JAYMARC	Jaymarc AV	5,778.85	51,434
51435	08/21/2018	JOHNSOND	Daniel Johnson	162.00	51,435
51436	08/21/2018	KINGFI	King County Finance A/R	5,807.95	51,436
51437	08/21/2018	KINGSH	King County Sheriff's Office	566,672.33	51,437
51438	08/21/2018	KCRADIO	King Cty Radio Comm Svcs	1,744.60	51,438
51439	08/21/2018	KPG	KPG Interdisciplary Design	1,940.80	51,439
51440	08/21/2018	LAKESIDE	Lakeside Industries	7,357.71	51,440
51441	08/21/2018	LESSCHWA	Les Schwab Tire Center	883.60	51,441
51442	08/21/2018	LEXIS	Lexis Nexis Risk Data Mgmt	86.93	51,442
51443	08/21/2018	LOCHNER	Lochner, Inc.	171,573.67	51,443
51444	08/21/2018	LOWRYALE	Alexa Lowry	42.62	51,444
51445	08/21/2018	MALLORY	Mallory Paint Store	109.98	51,445
51446	08/21/2018	TRANSITI	Miriam Martha Welch	3,175.00	51,446
51447	08/21/2018	MOBERLY	Lynn Moberly	13,080.00	51,447
51448	08/21/2018	MORUP	Morup Signs Inc	920.00	51,448
51449	08/21/2018	NAPARED	NAPA Auto Parts - Redmond	47.26	51,449
51450	08/21/2018	NORTHSTA	Northstar Destination Strategies	16,500.00	51,450
51451	08/21/2018	NUVELOCI	Nuvelocity	2,628.00	51,451
51452	08/21/2018	OER	Olympic Environmental Resource	2,590.00	51,452
51453	08/21/2018	OSS	On Site Security Services LLC	2,845.92	51,453
51454	08/21/2018	OTAK	Otak	6,561.19	51,454
51455	08/21/2018	PACAIR	Pacific Air Control, Inc	2,818.20	51,455
51456	08/21/2018	PACCIVIL	Pacific Civil & Infrastructure Inc.	144,900.51	51,456
51457	08/21/2018	PASTON	Cheryl Paston	20.71	51,457
51458	08/21/2018	PATRIOT	Patriot Maintenance Inc	33,246.92	51,458
51459	08/21/2018	PSINTEGR	Performance Systems Integration LLC	2,302.86	51,459
51460	08/21/2018	PLUMB	The Plumbing Joint, Inc,	111.00	51,460
51461	08/21/2018	PSRC	Puget Sound Regional Council	28,725.00	51,461
51462	08/21/2018	R&RPARTY	R&R Party Rentals	1,938.66	51,462
51463	08/21/2018	HALF	Robert Half	11,561.10	51,463
51464	08/21/2018	RODDA	Rodda Paint	208.08	51,464
51465	08/21/2018	ROTARSAM	Rotary Club of Sammamish	130.00	51,465
51466	08/21/2018	RUPKE	Colleen Rupke	48.83	51,466
51467	08/21/2018	PERISHO	Russ Perisho, PLLC	4,264.00	51,467
51468	08/21/2018	SEATIM	Seattle Times	751.34	51,468
51469	08/21/2018	SEITELSY	Seitel Systems LLC	2,365.15	51,469
51470	08/21/2018	SEQUOYAH	Sequoyah Electric, LLC	1,412.58	51,470
51471	08/21/2018	SHERWIN	Sherwin-Williams Company	12.94	51,471
51472	08/21/2018	SMARSH	Smarsh	225.75	51,472
51473	08/21/2018	STEINLOT	Stein Lotzkar & Starr P.S. Inc	4,200.00	51,473
51474	08/21/2018	STYRO	Styro Recycle LLC	1,500.00	51,474
51475	08/21/2018	SUMNERLA	Sumner Lawn & Saw	88.44	51,475
51476	08/21/2018	SUNBELT	Sunbelt Rentals	3,791.20	51,476
51477	08/21/2018	TAGS	Tags Awards & Specialties	138.05	51,477
51478	08/21/2018	WORKWEAR	The Workwear Place	24.74	51,478
51479	08/21/2018	TOURNESO	Tournesol Siteworks	453.20	51,479
51480	08/21/2018	TREESOLU	Tree Solutions Inc	1,560.00	51,480
51481	08/21/2018	TRI-TEC	Tri-Tec Communications, Inc	2,711.50	51,481
51482	08/21/2018	TRIANGLE	Triangle Associates, Inc	3,485.48	51,482
51483	08/21/2018	TRIMAXX	Trimaxx Construction Inc	10,000.00	51,483
51484	08/21/2018	TRINITYG	Trinity Gate & Door Co.	1,647.25	51,484
51485	08/21/2018	TROPHIES	Trophies 2 Go	145.02	51,485
51486	08/21/2018	USBANKNA	US Bank N.A.	54.00	51,486
51487	08/21/2018	UTILITIE	Utilities Underground Location Ctr	821.73	51,487
51488	08/21/2018	VIANEJEN	Jennifer Viane	500.00	51,488
51489	08/21/2018	NIGP	Washington State Chapter of NIGP	40.00	51,489

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51490	08/21/2018	WAWORK	Washington Workwear Stores Inc	475.38	51,490
51491	08/21/2018	WESCOM	Wescom	320.00	51,491
51492	08/21/2018	WESSPUR	WesSpur Tree Equipment, Inc.	16.72	51,492
51493	08/21/2018	WESTERNE	Western Entrance Tech LLC	7,755.00	51,493
51494	08/21/2018	ZUMAR	Zumar Industries, Inc.	16,076.68	51,494
			Check Total:	2,103,442.10	

MEMORANDUM

TO: Melonie Anderson/City Clerk

FROM: Lori/Finance Department
DATE: August 30, 2018
RE: Claims for September 4, 2018

1,045.00 +	$ 1,045.00
26,897.69 +	$ 26,897.69
154,183.36 +	$ 154,183.36
16,403.79 +	$ 16,403.79
1,898.00 +	$ 1,898.00
2,044,408.93 +	$2,044,408.93
006	
2,244,836.77 *	$2,244,836.77

Top 10 Over $10,000 Payments

Pacific Civil & Infrastructure Inc.	$ 572,163.85	Zackuse/Stream Restoration-August
Watson Asphalt Paving Co.	$ 532,958.31	Pavement Program Overlay-August
RRJ Company LLC	$ 141,024.27	Curb Ramp Retrofit & Sidewalk Repair-August
Sutter Paving Inc.	$ 133,056.92	Sammamish Commons Paving 7.13.18 - 8.9.18
Granite Precasting & Concrete	$ 93,214.00	Culvert Procurement-Zackuse Creek
Iron Creek Construction, LLC	$ 91,675.00	Maintenance/Operations Prof. Services-August
ICMA 401 A	$ 82,046.56	Employee Benefits
Kenyon Disend PLLC	$ 81,088.80	City Attorney - July 2018
ICMA 457	$ 53,073.44	Employee Benefits
Badgley Landscape	$ 32,524.55	ROW Landscape Mainenance - August

Total $2,244,836.77

Check #51495 - #51625

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/16/2018 - 2:42 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51495	08/16/2018	LIVESOU	Live Sound & Stage LLC	1,045.00	51,495
			Check Total:	1,045.00	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/17/2018 - 1:05 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51496	08/17/2018	CENTURY	Century Link	55.36	51,496
51497	08/17/2018	HENNAAV	Avani Desai	300.00	51,497
51498	08/17/2018	SCOILRIN	Robert Haley	250.00	51,498
51499	08/17/2018	LIVESOU	Live Sound & Stage LLC	4,620.00	51,499
51500	08/17/2018	MAUNDUN	Maun Dun Louie	800.00	51,500
51501	08/17/2018	MELODY	Melody Institute, Inc	200.00	51,501
51502	08/17/2018	MESTIZAS	Joyas Mestizas	500.00	51,502
51503	08/17/2018	NESAM	NE Sammamish Sewer & Water	432.91	51,503
51504	08/17/2018	PSE	Puget Sound Energy	754.91	51,504
51505	08/17/2018	SAM	Sammamish Plateau Water Sewer	18,984.51	51,505
			Check Total:	26,897.69	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/20/2018 - 11:24 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51506	08/20/2018	CASDU	Cailfornia State Disbursement Unit	663.50	51,506
51507	08/20/2018	ICMA401	ICMA 401	82,046.56	51,507
51508	08/20/2018	ICMA457	ICMA457	53,073.44	51,508
51509	08/20/2018	NAVIA	Navia Benefits Solution	1,687.40	51,509
51510	08/20/2018	STAPLES	Staples Advantage	1,252.89	51,510
51511	08/20/2018	VERIZON	Verizon Wireless	6,468.21	51,511
51512	08/20/2018	VOYAGER	Voyager	8,410.79	51,512
51513	08/20/2018	WASUPPOR	Wa State Support Registry	580.57	51,513
			Check Total:	154,183.36	

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/24/2018 - 11:12 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51514	08/24/2018	ALLSTREA	Allstream	2,156.70	51,514
51515	08/24/2018	MAILPO	Mail Post	155.92	51,515
51516	08/24/2018	PSE	Puget Sound Energy	13,890.12	51,516
51517	08/24/2018	REPUBLIC	Republic Services #172	201.05	51,517
			Check Total:	16,403.79	

Accounts Payable

Computer Check Register

User: lkraynak
Printed: 08/27/2018 - 9:09AM
Batch: 00013.08.2018
Bank Account: APPR

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
51518	TANGERIN	Tangerine Tales	8/27/2018		
				Samm Days	1,898.00
		Check 51518 Total:			1,898.00
		Report Total:			1,898.00

Accounts Payable

Check Register Totals Only

User: lkraynak
Printed: 8/29/2018 - 11:14 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51519	09/04/2018	ALDWORTH	Kurt Aldworth	176.52	51,519
51520	09/04/2018	AFM	American Forest Mgmt, Inc.	2,587.00	51,520
51521	09/04/2018	CHUNANNE	Anne Mar Chun	110.00	51,521
51522	09/04/2018	ARC	ARC Architects	3,355.00	51,522
51523	09/04/2018	ATLDRKS	Atlus Drinks LLC	500.00	51,523
51524	09/04/2018	AUTODOC	Auto Doctor	1,135.40	51,524
51525	09/04/2018	AUTOZONE	Auto Zone	35.18	51,525
51526	09/04/2018	BACKGROU	Background Source Intl	200.00	51,526
51527	09/04/2018	BADGLEY	Badgley Landscape LLC	32,524.55	51,527
51528	09/04/2018	BEST	Best Parking Lot Cleaning, Inc	2,087.58	51,528
51529	09/04/2018	BLUETARP	Blue Tarp Financial	626.97	51,529
51530	09/04/2018	BMC	BMC East LLC	828.94	51,530
51531	09/04/2018	BREWMEG	Megan Brewster	500.00	51,531
51532	09/04/2018	BUILDERS	Builders Exchange of WA	45.15	51,532
51533	09/04/2018	BURNSUS	Susan Burnett	500.00	51,533
51534	09/04/2018	CORT	Cort Party Rental	4,611.39	51,534
51535	09/04/2018	CUI	XI CUI	81.24	51,535
51536	09/04/2018	CHATBURN	David and Linda Chatburn	2,767.00	51,536
51537	09/04/2018	EVANS	David Evans & Associates, Inc	2,000.00	51,537
51538	09/04/2018	L&IBOIL	Dept of Labor & Industries	271.10	51,538
51539	09/04/2018	DWIVEDYA	Anamika Dwivedy	100.00	51,539
51540	09/04/2018	ECO3	ECO3 Associates LLC	1,350.00	51,540
51541	09/04/2018	ELTEC	Eltec Systems LLC	2,166.82	51,541
51542	09/04/2018	EVERCHEV	Evergreen Chevrolet	784.28	51,542
51543	09/04/2018	EVSAN	Evergreen Sanitation, Inc	1,623.57	51,543
51544	09/04/2018	FASTENAL	Fastenal Industrial Supplies	1,338.38	51,544
51545	09/04/2018	FIREPROT	Fire Protection, Inc.	251.80	51,545
51546	09/04/2018	GEMMETJ	Jonathan Gemmet	392.94	51,546
51547	09/04/2018	GEORGRAN	Ranjith George	44.00	51,547
51548	09/04/2018	GRAINGER	Grainger	525.75	51,548
51549	09/04/2018	GRANITE	Granite Precasting & Concrete	93,214.00	51,549
51550	09/04/2018	HARRISAS	Harris & Associates, Inc.	28,910.62	51,550
51551	09/04/2018	HONEY	Honey Bucket	4,302.50	51,551
51552	09/04/2018	HOUGHBEC	Hough Beck & Baird Inc	7,941.84	51,552
51553	09/04/2018	HWA	HWA GeoSciences, Inc	18,857.32	51,553
51554	09/04/2018	ISNW	Industrial Solutions NW LLC	2,429.63	51,554
51555	09/04/2018	INTERCOM	Inter Com Language Services	525.45	51,555
51556	09/04/2018	IRONCREE	Iron Creek Construction, LLC	91,675.00	51,556
51557	09/04/2018	JACKS	Jack's Repair, LLC	4,609.70	51,557
51558	09/04/2018	JBLAWN	JB Instant Lawn	56.98	51,558
51559	09/04/2018	JEV	JEV Recycling Inc	21.00	51,559
51560	09/04/2018	GALT	John E. Galt	3,926.25	51,560
51561	09/04/2018	KAMINS	Kamins Construction Inc.	25,542.41	51,561
51562	09/04/2018	KENYON2	Kenyon Disend PLLC	81,088.80	51,562
51563	09/04/2018	KINGFI	King County Finance A/R	5,260.83	51,563
51564	09/04/2018	KCFLEET	King County Fleet Admin	1,474.55	51,564
51565	09/04/2018	KPG	KPG Interdisciplary Design	15,985.00	51,565
51566	09/04/2018	LAKESIDE	Lakeside Industries	3,674.32	51,566
51567	09/04/2018	LESSCHWA	Les Schwab Tire Center	1,003.92	51,567
51568	09/04/2018	LINCOLN	Lincoln Aquatics	107.36	51,568

Check	Date	Vendor No	Vendor Name	Amount	Voucher
51569	09/04/2018	LONGBAY	Long Bay Enterprises, Inc	3,705.00	51,569
51570	09/04/2018	MALLORY	Mallory Paint Store	163.79	51,570
51571	09/04/2018	maren	Marenakos Rock Center	1,776.05	51,571
51572	09/04/2018	MAYVALEY	May Valley Excavation Inc.	24,288.00	51,572
51573	09/04/2018	MCELIECE	Michael McEliece	198.00	51,573
51574	09/04/2018	MINUTE	Minuteman Press	2,206.44	51,574
51575	09/04/2018	MORUP	Morup Signs Inc	1,034.00	51,575
51576	09/04/2018	NCMACH	N C Machinery Co.	1,341.40	51,576
51577	09/04/2018	NETRUCK	North End Truck Equip Inc	107.98	51,577
51578	09/04/2018	OTAK	Otak	21,187.98	51,578
51579	09/04/2018	PACE	Pace Engineers, Inc.	9,362.39	51,579
51580	09/04/2018	PACAIR	Pacific Air Control, Inc	1,542.57	51,580
51581	09/04/2018	PACCIVIL	Pacific Civil & Infrastructure Inc.	572,163.85	51,581
51582	09/04/2018	POA	Pacific Office Automation	1,685.65	51,582
51583	09/04/2018	PACOFF	Pacific Office Automation Inc.	184.80	51,583
51584	09/04/2018	PACSOIL	Pacific Topsoils, Inc	2,206.97	51,584
51585	09/04/2018	PERTEET	Perteet, Inc.	1,226.84	51,585
51586	09/04/2018	PHILIPSP	Philips Publishing Group	3,365.30	51,586
51587	09/04/2018	PLANTSCA	Plantscapes, Inc	28,157.80	51,587
51588	09/04/2018	Provac	PRO-VAC	5,428.50	51,588
51589	09/04/2018	PRRINC	PRR Inc.	2,359.99	51,589
51590	09/04/2018	RJTHOMAS	R J Thomas Mfg Co Inc	666.00	51,590
51591	09/04/2018	RHYTHM	Rhythm Engineering LLC	27,225.00	51,591
51592	09/04/2018	RICH	Rich Landscapiing, Inc.	3,162.51	51,592
51593	09/04/2018	HALF	Robert Half	12,810.50	51,593
51594	09/04/2018	RRJ	RRJ Company LLC	141,024.27	51,594
51595	09/04/2018	SAFEBUIL	Safebuilt Washington LLC	4,640.00	51,595
51596	09/04/2018	SAM	Sammamish Plateau Water Sewer	129.90	51,596
51597	09/04/2018	SECURITY	Security Contractor Services	572.00	51,597
51598	09/04/2018	SEQUOYAH	Sequoyah Electric, LLC	6,415.64	51,598
51599	09/04/2018	SIMPBREA	Breann Simpson	111.00	51,599
51600	09/04/2018	SITEONE	Site One Landscape Supply LLC	3,260.46	51,600
51601	09/04/2018	SPRAGUE	SPRAGUE	220.00	51,601
51602	09/04/2018	SUNBELT	Sunbelt Rentals	1,640.83	51,602
51603	09/04/2018	SUPERIOR	Superior Towing	746.63	51,603
51604	09/04/2018	SUTTER	Sutter Paving Inc	133,056.92	51,604
51605	09/04/2018	TAGS	Tags Awards & Specialties	51.15	51,605
51606	09/04/2018	TDC Grou	TDC Group	2,450.00	51,606
51607	09/04/2018	TERRACON	Terracon Consultants Inc	1,400.00	51,607
51608	09/04/2018	WATERSH	The Watershed Company	7,601.90	51,608
51609	09/04/2018	WORKWEAR	The Workwear Place	178.19	51,609
51610	09/04/2018	TRAFFIC	Trafficount Consultants, Inc	260.00	51,610
51611	09/04/2018	TRANSGRO	Transpo Group USA Inc.	2,995.10	51,611
51612	09/04/2018	TREESOLU	Tree Solutions Inc	3,435.00	51,612
51613	09/04/2018	TRI-TEC	Tri-Tec Communications, Inc	3,021.70	51,613
51614	09/04/2018	ULINE	ULINE Shipping Supplies	3,071.42	51,614
51615	09/04/2018	WAASPHAL	Wa Asphalt Pavement Assoc	190.00	51,615
51616	09/04/2018	WRPA	Wa Recreation & Parks Assoc	973.00	51,616
51617	09/04/2018	WAAUDIT	Wa State Auditor's Office	2,158.21	51,617
51618	09/04/2018	WAEXPADV	Washington Law Enforcement Explore	120.00	51,618
51619	09/04/2018	WALIFTRU	Washington Liftruck	4,125.00	51,619
51620	09/04/2018	WATSON	Watson Asphalt Paving Co	532,958.31	51,620
51621	09/04/2018	WERRE	Lisa Werre	71.38	51,621
51622	09/04/2018	WESCOM	Wescom	320.00	51,622
51623	09/04/2018	WC3	West Coast Code Consultants, Inc	3,575.00	51,623
51624	09/04/2018	YALWETEC	Yalin Wei Futurewei Tachnologies	500.00	51,624
51625	09/04/2018	ZUMAR	Zumar Industries, Inc.	1,450.57	51,625

Check	Date	Vendor No	Vendor Name		Amount	Voucher
				Check Total:	2,044,408.93	

Agenda Bill

City Council Regular Meeting
September 04, 2018

SUBJECT:	Inglewood Hill Road Overlay - WSDOT Local Agency Agreement
DATE SUBMITTED:	August 28, 2018
DEPARTMENT:	Public Works
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Move to authorize the City Manager to make minor revisions as necessary and execute the attached draft Local Agreement with WSDOT.
EXHIBITS:	1. Exhibit 1 - Local Agency Agreement, Inglewood Hill Road
BUDGET:	
Total dollar amount	$285,000.00
Fund(s)	Street Maintenance Fund (101-000-542-30-48-51)

☑ **Approved in budget**
☐ **Budget reallocation required**
☐ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☑ Transportation
☐ Communication & Engagement
☐ High Performing Government
☐ Environmental Health & Protection
☐ Community Safety
☐ Community Livability
☐ Culture & Recreation
☐ Financial Sustainability

NEEDED FROM COUNCIL:

Should City Council authorize the City Manager to execute the attached Local Agency Agreement?

KEY FACTS AND INFORMATION SUMMARY:

The City of Sammamish was successful in receiving federal grant funding to perform a pavement overlay of Inglewood Hill Road. As a condition of obligating and receiving these grant funds, the City must enter into the attached Local Agency Agreement with the Washington State Department of Transportation (WSDOT) who manages the federal funds on behalf of the Federal Highway Administration.

The contract for Inglewood Hill Road, from 212th Ave NE to East Lake Sammamish Parkway, was approved by Council on September 19, 2017. The overlay was completed in April of 2018.

Upon execution of this Local Agency Agreement, the City will seek reimbursement for the performed work.

FINANCIAL IMPACT:

The estimated cost to perform and administer the overlay work, stated on the Local Agency Agreement, is approximately $670,000. Of this cost, approximately $285,000 will be funded by Federal grant funding and is eligible for reimbursement.

The estimated cost for WSDOT to assist Sammamish with the administration is approximately $5,000 and is included in the total project costs.

OTHER ALTERNATIVES CONSIDERED:

Failure to authorize the City Manager to sign to Local Agency Agreement would result in the City losing out on the federal grant reimbursement funds.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

Transportation Comprehensive Plan

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

Washington State Department of Transportation

Local Agency Agreement

Agency Sammamish

Address 801 228th Ave SE
Sammamish, WA 98075-9509

CFDA No. 20.205
(Catalog or Federal Domestic Assistance)

Project No.

Agreement No.

For OSC WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) the policies and procedures promulgated by the Washington State Department of Transportation, and (5) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

Project Description

Name Inglewood Hill Road Overlay (SAM-6) Length 0.75 miles

Termini East Lake Sammamish Parkway to 212th Ave NE

Description of Work

This project will rehabilitate a three-quarter mile stretch of pavement on a minor arterial by milling, patching, preleveling and overlaying with HMA.

Project Agreement End Date October 31, 2019

Proposed Advertisement Date August 10, 2017

Claiming Indirect Cost Rate
☐ Yes ☑ No

Type of Work		Estimate of Funding (1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE %	a. Agency	$ 50,000.00	$ 50,000.00	
	b. Other			
Federal Aid Participation Ratio for PE	c. Other			
	d. State			
	e. Total PE Cost Estimate (a+b+c+d)	$ 50,000.00	$ 50,000.00	$ 0.00
Right of Way %	f. Agency			
	g. Other			
Federal Aid Participation Ratio for RW	h. Other			
	i. State			
	j. Total R/W Cost Estimate (f+g+h+i)	$ 0.00	$ 0.00	$ 0.00
Construction 86.5 %	k. Contract	$ 324,480.00	$ 43,805.00	$ 280,675.00
	l. Other Non Participation	$ 269,021.00	$ 269,021.00	
	m. Other SPW	$ 16,600.00	$ 16,600.00	$ 0.00
Federal Aid Participation Ratio for CN	n. Other			
	o. Agency			
	p. State	$ 5,000.00	$ 675.00	$ 4,325.00
	q. Total CN Cost Estimate (k+l+m+n+o+p)	$ 615,101.00	$ 330,101.00	$ 285,000.00
	r. Total Project Cost Estimate (e+j+q)	$ 665,101.00	$ 380,101.00	$ 285,000.00

Agency Official

By

Title City Manager

Washington State Department of Transportation

By

Director, Local Programs

Date Executed

DOT Form 140-039
Revised 05/2015

Construction Method of Financing (Check Method Selected)

State Ad and Award

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)

Method B - Withhold from gas tax the Agency's share of total construction coast (line 5, column 2) in the amount of

$ at $ per month for months.

Local Force or Local Ad and Award

✓ Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of hte federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on

, , Resolution/Ordinance No.

Provisions

I. Scope of Work

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

Method A – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

Method B – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

Method C – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends $750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

XII. Nondiscrimination Provision

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S. C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

(1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.

(2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.

(3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.

(4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

(a) Cancel, terminate, or suspend this agreement in whole or in part;

(b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and

(c) Refer the case to the Department of Justice for appropriate legal proceedings.

XIII. Liquidated Damages

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph.

XIV. Termination for Public Convenience

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

(1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
(2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
(3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
(4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
(5) The Secretary determines that such termination is in the best interests of the State.

XV. Venue for Claims and/or Causes of Action

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The approving authority certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed $100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

XVII. Assurances

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Additional Provisions

NATIONAL PREPAREDNESS MONTH 2018

Disasters Happen

PREPARE NOW LEARN HOW

FEMA Ready

City of Sammamish Washington

Sammamish, Washington

~ Proclamation ~

Emergency Preparedness Month

NATIONAL PREPAREDNESS MONTH 2018

Disasters Happen

PREPARE NOW LEARN HOW

FEMA Ready

WHEREAS, Emergency Preparedness Month creates an important opportunity for every resident of Sammamish to prepare their homes, businesses, and communities for any type of emergency including natural and human caused disasters; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our community; and

WHEREAS, the City of Sammamish, private businesses, and volunteer agencies are working to increase public activities in preparing for emergencies and to educate individuals on how to take action; and

WHEREAS, emergency preparedness is the responsibility of every citizen of Sammamish and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, all citizens of Sammamish are encouraged to participate in citizen preparedness activities, such as attending the annual Disaster Preparedness Fair and participate in Community Emergency Response Team (CERT) training offered through the Sammamish Citizen Corps Council.

NOW, THEREFORE BE IT RESOLVED that I, Mayor Christie Malchow, and the Sammamish City Council, do hereby announce and proclaim September, 2018 as **Emergency Preparedness Month**, and encourage all citizens and businesses to develop their own emergency preparedness plans, and work together toward creating a more disaster resilient society. Signed this 4th day of September, 2018.

INCORPORATED AUGUST 31, 1999 Sammamish WASHINGTON BUILDING COMMUNITY TOGETHER

_____

Mayor Christie Malchow

City of Sammamish Washington

Sammamish, Washington

~ Proclamation ~

EASTSIDE'S MONTH OF CONCERN FOR THE HUNGRY

SHARE WHAT YOU CAN

MAYOR'S MONTH OF CONCERN FOR THE HUNGRY

WHEREAS, our King County cities recognize adequate nutrition as a basic goal for each citizen; and

WHEREAS, no parent should have to send a child to school hungry, no baby should be without the comfort of the feedings needed for mental and physical growth, no elderly person's health should be jeopardized by lack of appropriate foods; and

WHEREAS, food banks, emergency and hot meal programs working with our cities, local churches, social service agencies, and hundreds of volunteers are striving day in and day out to stem the rising tide of hunger, still more help is needed; and

WHEREAS, we believe that when citizens hear of the especially desperate needs of the hungry as winter approaches and their low incomes must stretch to cover increasing fuel, electricity and rental costs—leaving even less money for monthly food purchase, an outpouring of community assistance will follow; and

WHEREAS, the Emergency Feeding Program of Seattle & King County coordinates an annual food drive to help support the efforts of their program and the area's food banks in fighting hunger which will be held at grocery stores throughout King County on Saturday, September 15, 2018 and

WHEREAS, the Cities of Kirkland, Redmond, Bellevue, Issaquah, Sammamish and Mercer Island would like to extend this effort into an entire Month of Concern for the Hungry, beginning on September 1, 2018;

NOW, THEREFORE, I, Mayor Christie Malchow, on behalf of Sammamish City Council do hereby proclaim:

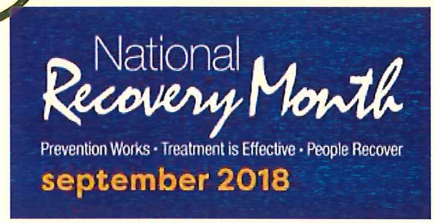
September 1, 2018 to September 29, 2018 as
The Eastside Month Of Concern For The Hungry

in the City of Sammamish, and strongly urge all citizens to join the Emergency Feeding Program, Hopelink, Issaquah Food Bank and other area food banks to "share what they can" to nourish those who are hungry.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the City of Sammamish this 4th day of September, 2018.

INCORPORATED AUGUST 31, 1999 Sammamish CITY OF BUILDING COMMUNITY TOGETHER

Mayor, Christie Malchow



Sammamish, Washington

~ Proclamation ~

Whereas, behavioral health is an essential part of one's overall health and wellness, and

Whereas, preventing and treating mental and/or substance use disorders is effective, and people recover in Washington and around the nation; and

Whereas, National Recovery Month is an avenue to provide resources and information about how to prevent behavioral health problems, recognize the signs of a disorder, and guide those in need to appropriate treatment and recovery support services; and

Whereas, this year's National Recovery Month theme is ***"Join the Voices for Recovery: Invest in Health, Home, Purpose, and Community"***, which explores how integrated care, a strong community, sense of purpose, and leadership contributes to effective treatments that sustain the recovery of persons with mental and substance use disorders; and

Whereas, to help more people achieve and sustain long-term recovery, the Washington State Department of Social and Health Services invites all Washingtonians to participate in National Recovery Month;

Now and therefore, I Mayor Christie Malchow on behalf of the Sammamish City Council, do hereby proclaim the month of September 2016 as

National Recovery Month

in the City of Sammamish and call upon the people of Sammamish to observe this month with appropriate programs, activities and ceremonies to support this year's National Recovery Month.

Signed this 4th day of September, 2018

Mayor Christie Malchow

City of Sammamish Washington

Sammamish, Washington

~ Proclamation ~

Childhood Cancer Awareness Month

WHEREAS, each year in the United States more than 15,000 children from birth to 19 years old were diagnosed with cancer, equal to about 42 childhood cancer diagnoses each day; and

WHERAS, each year worldwide, there are more than 300,000 new childhood cancer diagnoses, equal to about every 3 minutes a family will hear the words 'Your child has cancer'; and

WHEREAS, although the five-year survival rate for childhood cancers has reached 80 percent, nearly 2,000 American children under the age of nineteen still die each year from cancer, making it the leading killer of children by disease; and

WHEREAS, those that do survive will face at least one chronic health condition later on in life – not limited, but including – heart, liver, lung damage, infertility, secondary cancers and growth deficits; and

WHEREAS, the causes of childhood cancer are largely unknown and more studies are needed to understand which treatments work best for children; and

WHEREAS, cancer treatment for children often must differ from traditional adult treatments to take into account children's developmental needs and other factors; and

WHEREAS, children, including Layla Beckstrand, are among the hundreds of children being treated for cancer in Washington State; and

WHEREAS, Washington is a caring state and community that supports children and families;

NOW, THEREFORE, I, Mayor Christie Malchow on behalf of the Sammamish City Council, do hereby proclaim September 2018 as **Childhood Cancer Awareness Month**

INCORPORATED AUGUST 31, 1999 Sammamish WASHINGTON BUILDING COMMUNITY TOGETHER

Signed this 4h day of September, 2018

Mayor Christie Malchow

Agenda Bill

City Council Regular Meeting
September 04, 2018

SUBJECT:	Supplemental Agreement: Custodial Services Contract
DATE SUBMITTED:	August 15, 2018
DEPARTMENT:	Facilities & Fleet
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Move to authorize the interim City Manager to execute a supplemental agreement with Patriot Maintenance for additional custodial services in an amount not to exceed $15,572.65 (Exhibit 1).
EXHIBITS:	1. Exhibit 1 - Supplemental Agreement

BUDGET:

Total dollar amount	$15,572.65	☑ **Approved in budget**
Fund(s)	001-019-518-30-41-00	☐ **Budget reallocation required**
		☐ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☐	Transportation	☑	Community Safety
☐	Communication & Engagement	☐	Community Livability
☑	High Performing Government	☐	Culture & Recreation
☐	Environmental Health & Protection	☐	Financial Sustainability

NEEDED FROM COUNCIL:

Should the City amend its contract with Patriot Maintenance, Inc. to authorize additional funding due to additional work performed and an increase in prevailing wage?

KEY FACTS AND INFORMATION SUMMARY:

Summary

Patriot Maintenance was awarded a 16-month custodial services contract for City facilities and parks in August 2017. Included as Exhibit 1 is the proposed second supplemental agreement to that contract, which will cover the following unanticipated costs that were not included in the scope of work:

- Additional cleaning that was required to bring the facilities and restrooms up to City standards after the previous custodial contractor was terminated;
- Interior and exterior window cleaning at City Hall, MOC and Beaver Lake Lodge; and

- Prevailing Wage increase, per RCW 39.12.020 and WAC 296-127-023. The prevailing wage increase shall be paid after the first year if the contract duration is more than one year.

Background

In mid-2017, the City terminated it's custodial services contractor at the time for not meeting the City's standards of performance. On July 18, 2017, the Council approved a new custodial services contract with Patriot Maintenance, Inc that extends through the end of December 2018. The contract may be renewed at the City's option up to three additional one-year terms.

On December 5, 2017, the Council approved a supplemental agreement with Patriot for additional services to cover the new restroom at Sammamish Landing Park and to provide park gate and restroom openings on weekends.

FINANCIAL IMPACT:

The total cost for this supplemental agreement is $15,572.65, which is available in the Facilities Department Professional Services Fund (001-019-518-30-41-00). Costs for this agreement are broken down as follows:

Service	Cost
Additional cleaning for all facilities and restrooms	$5,920.00
Window cleaning at City Hall, MOC, Beaver Lake Lodge	$3,959.00
Prevailing wage increase from 9/1/18 – 12/31/18	$5,693.65
TOTAL	**$15,572.65**

OTHER ALTERNATIVES CONSIDERED:

If the City decides not to authorize additional funding, custodial services for all facilities and park restroom buildings will be significantly reduced from September through December, resulting in potentially unsanitary/unsafe conditions for the public and staff.

SUPPLEMENTAL AGREEMENT

Amendment Number: Two	Date: September 4, 2018
Project: Custodial Services for Parks & Facilities	City Project number:
Consultant: Patriot Maintenance, Inc.	Contract Number: C2017-215

The City of Sammamish desires to amend the agreement with Patriot Maintenance, Inc. for the 2017 -2018 Custodial Services Contract for Parks and Facilities. All provisions in the basic agreement remain in effect except as modified by this agreement.

The changes to this agreement are described as follows:

1. Increase the contract authorization by $15,572.65. The additional funds are needed to cover the expense for work performed that was not included in the contract and to pay the recent Prevailing Wage increase per RCW 39.12.020 and WAC 296-127-203.

Original Contract Amount:	**Current Contract Amount**	**Net Change This Amendment**	**Estimated Contract Total After Change**
$ 454,542.00	**$ 496,450.00**	**$ 15,572.65**	**$ 512,022.65**

Patriot Maintenance, Inc.	9/22/18 Date	Approved: City of Sammamish	Date

Agenda Bill

City Council Regular Meeting
September 04, 2018

SUBJECT:	Supplemental Agreement: Building Inspection Contract
DATE SUBMITTED:	August 24, 2018
DEPARTMENT:	Community Development
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Move to authorize the interim City Manager to execute a supplemental agreement with Safebuilt Washington, LLC for additional building inspection services in the amount of not to exceed $25,000 (Exhibit 1).
EXHIBITS:	Exhibit 1 - Supplemental Amendment Form

BUDGET:

Total dollar amount	$25,000	☑ **Approved in budget**
Fund(s)	001-058-524-20-41-02	☐ **Budget reallocation required**
		☐ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☐	Transportation	☑	Community Safety
☐	Communication & Engagement	☑	Community Livability
☑	High Performing Government	☐	Culture & Recreation
☐	Environmental Health & Protection	☑	Financial Sustainability

NEEDED FROM COUNCIL:

Should the City amend its contract with Safebuilt Washington, LLC to authorize additional funding due to an increase in building inspection requests and limited staff resources?

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement

This is the first supplemental agreement (Exhibit 1) to the building inspection support services contract with Safebuilt Washington, LLC and will cover unforeseen costs associated with the departure of a FTE building inspector and the subsequent 6 months that was taken to refill the position.

On October 17, 2017, City Council authorized a contract with Safebuilt Washington, LLC to provide building inspection services. The scope of work for this contract includes non-structural fire and life

safety inspections, structural inspections, Washington State Energy code inspections, barrier fee inspections, mechanical and plumbing inspections, and temporary erosion and sediment control inspections. The City relies on contract inspectors to perform these services in periods of workload surges beyond the capacity of our 3.0 FTE Building Inspector positions.

FINANCIAL IMPACT:

$200,000 is allocated in the 2018 Community Development Building Professional Services budget for consultant support services.

This is an amended contract with Safebuilt Washington, LLC for building inspection support services through the end of 2018 in the amount of $25,000. This amount is available in the Building Professional Services budget through a corresponding $25,000 with another support services contracts. Additionally, these contract inspections are revenue neutral meaning that the City recoups these funds through inspection fees paid by the applicant.

OTHER ALTERNATIVES CONSIDERED:

If the Council decides not to authorize additional funding, the building inspection support services utilized in periods of workload surges beyond staff capacity could cause significant delays in the City's ability to respond to inspection requests in a reasonable timeframe.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

This contract amendment supports the City Council priorities of High Performing Government, Community Livability and Safety as well as Financial Sustainability. Staff intend to use these professional services to minimize response time and improve customer service by supplementing in-house staff with consulting services on an as needed basis as building inspections services are essential for maintaining community livability and safety.

SUPPLEMENTAL AGREEMENT

Amendment Number: 1	Date: September 4, 2018
Project: Building Inspections Support Services	City Project number: N/A
Consultant: SAFEbuilt Washington, LLC	Contract Number: C2017-239

The City of Sammamish desires to amend the agreement with SAFEbuilt Washington, LLC for the building, plumbing, and mechanical inspection services. All provisions in the basic agreement remain in effect except as modified by this agreement.

The changes to this agreement are described as follows:

1. Increase the contract authorization by $25,000. The additional funds are needed to cover the building inspection services due to unforeseen costs associated with the departure of one FTE building inspector and the subsequent 6 months that has taken to refill the position.

Original Contract Amount: **$100,000.00**	**Current Contract Amount:** **$100,000.00**	**Net Change This Amendment:** **$25,000.00**	**Estimated Contract Total After Change:** **$125,000.00**
(Consultant) Date 08/23/2018 Thomas P. Wilkas, CFO, SAFEbuilt, LLC		Approved: City of Sammamish Date	

Draft

MINUTES
City Council Special Meeting

5:30 PM - July 10, 2018
City Hall Council Chambers, Sammamish, WA

Mayor Christie Malchow called the special meeting of the Sammamish City Council to order at 5:30 p.m.

Councilmembers Present:
Mayor Christie Malchow
Deputy Mayor Karen Moran
Councilmember Jason Ritchie
Councilmember Ramiro Valderrama
Councilmember Chris Ross
Councilmember Tom Hornish
Councilmember Pam Stuart

Deputy Mayor Moran arrived at 5:40 pm
Councilmember Ritchie arrived at 5:35 pm

Staff Present:
City Manager Lyman Howard
Management Analyst Mike Sugg
Director of Community Development Jeff Thomas
Senior Planner Doug McIntyre
Director of Public Works Steve Leniszewski
Deputy Director of Public Works Cheryl Paston
City Engineer Andrew Zagars
Director of Organizational Development Glenn Akramoff
City Attorney Michael Kenyon
City Clerk Melonie Anderson

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Hornish led the pledge.

Draft

APPROVAL OF AGENDA

MOTION: Councilmember Ramiro Valderrama moved to approve the agenda. Councilmember Tom Hornish seconded. Motion carried unanimously 5-0 with Deputy Mayor Karen Moran and Councilmember Jason Ritchie absent.

EXECUTIVE SESSION

Executive session to evaluate the qualifications of an applicant for public employment and to review the performance of a public employee pursuant to RCW.42.30.110(1)(g) and potential litigation pursuant to RCW 42.30.110(1)(i).

Council retired to Executive Session at 5:30 PM and returned at 7:05 PM. They took no action.

PUBLIC COMMENT

Deb Sogge, Representing the Sammamish Chamber of Commerce, reported on the Farmer's Market. She also spoke regarding the need for the Town Center.

Alan Finklestein, 1738 267th Court SE, spoke in favor of lifting the moratorium.

Janet Pritchart, Republic Services, she announced that she will no longer be Sammamish's solid waste representative.

Linda Dalton, 23117 E. Main Street, spoke regarding lifting the moratorum (available upon request of the City Clerk at manderson@sammamish.us).

John Galvin, 432 228th Avenue SE, spoke regarding the lifting of the moratorium.

Eva Otto, Representing Landowners in the Town Center, she encouraged the Council to let the moratorium expire.

Cheryl Hooper, 2002 252nd Court SE, spoke regarding concurrency.

Denise Tilderon, 2121 200 Avenue SE, encouraged Council to support the environment and not developers.She also asked the Council to support a plastic bag ban.

Karen Herring, 23684 SE 32nd St, spoke on various topics.

CONSENT CALENDAR

Resolution: Relating To Compliance With The Public Records Act, Specifically, Adopting Public Records Act Rules, Issuing A Formal Order That Maintaining An Index Would Be Unduly Burdensome, Ordering Publication Of This Resolution And The Public Records Act Rules (R2018-802)

Ordinance: Repealing Sammamish Municipal Code (SMC) Chapter 2.45 Related To Public Records Disclosure; Providing For Severability; And Establishing An Effective Date (O2018-463)

Draft

Bid Award: Louis Thompson Road Slide Repair and Drainage Improvements/RW Scott
Contract Amendment: Construction Management/David Evans & Assoc.

Interlocal Agreement: Zackuse Creek Fish Passage and Stream Restoration Project - Sammamish Plateau Water

Approval: 2018 Curb Ramp Retrofit and Sidewalk Repair Project - Change Order

Approval: Notes for the June 12, 2018 Study Session

Approval: Minutes for the June 19, 2018 Regular Meeting

Approval: Minutes for the June 23, 2018 Special Meeting

MOTION: Councilmember Tom Hornish moved to approve the consent agenda. Deputy Mayor Karen Moran seconded. Motion carried unanimously 7-0.

PRESENTATIONS / PROCLAMATIONS

PUBLIC HEARINGS

Public Hearing and Deliberation: Emergency Amendments to the Comprehensive Plan Related to Transportation Concurrency and Level of Service

Cheryl Paston, Deputy Public Works Director and Kendra Breiland consultant for Fehr & Peers gave the staff report and showed a PowerPoint presentation (presentation available here).

Public Hearing opened at 7:40 PM.

Public Comment

Karen McKnight, 21800 SE 28th Street, spoke in favor of the Town Center.

Julio Richburg , 1312 229th Place NE, spoke in favor of lifting the moratorium.

Deb Sogge, Chamber of Commerce, spoke in favor of lifting the moratorium.

Natalie Price, 14510 SE 60th St, Representing STCA, spoke regarding lifting the moratorium.

Kevin Jones, 12131 113th Avenue NE, Transportation Expert for STCA, spoke in support of the Comprehensive Plan amendments.

John Galvin, spoke previously, encouraged Council to support the proposed amendments.

James Eastman, 196th Avenue NE, urged Council to start working on the Transportation Master Plan.

Paul Stickney, 504 228th Avenue SE, suggested that housing diversity could help solve the problems of traffic.

Draft

Tom Odell, 2831 222th Place SE, urged support of the moratorium remaining in place.

Public Hearing closed at 8:11 PM.

Deputy Mayor Karen Moran moved to adopt the emergency amendments to the Comprehensive Plan as proposed, with the addition of a capacity table that will be carried forward into the Transportation Master Plan.

This motion was not voted on.

MOTION: Deputy Mayor Karen Moran moved to not approve any amendments tonight and add a capacity table into the Comprehensive Plan at a later date. Councilmember Ramiro Valderrama seconded. Motion carried 4-3 with Councilmember Ramiro Valderrama, Councilmember Jason Ritchie, and Councilmember Pam Stuart dissenting.

Steve Lenizewski, Public Works Director explained that the addition of the capacity table will required additional public process. Councilmember Hornish clarified that the motion Council is voting on is to continue with the Comprehensive Plan Amendment process with the addition of a capacity table.

City Manager Howard explained that the public hearing for the Comprehensive Plan Amendments will be cancelled and will be replaced by the scoping of the capacity table.

UNFINISHED BUSINESS

NEW BUSINESS

Discussion: Introduction of the Information Technology Gap Analysis and the GIS Strategic Plan Reports

Glenn Akramoff, Director of Organizational Development, gave the staff report and PowerPoint presentation (PowerPoint presentation available here).

MOTION: Councilmember Tom Hornish moved to extend meeting to 11:00 pm. Councilmember Jason Ritchie seconded. Motion carried 5-1 with Councilmember Ramiro Valderrama dissenting, Councilmember Jason Ritchie abstaining.

Discussion: Police Services Study Progress Update

Mike Sugg, Senior Management Analyst, gave the staff report and introduced Kristin Maidt, Brian Murphy and Virginia Gleason, consultants from Berk Consulting (presentation available here).

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

Discussion: State Lobbyist Selection.

Draft

Mike Sugg gave the staff report.

MOTION: Councilmember Pam Stuart moved to to extend the meeting to 11:15 pm. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Pam Stuart moved to approve the contract selecting the Arledge Group as the City Lobbyist. Councilmember Ramiro Valderrama seconded. Motion failed 3-4 with Mayor Christie Malchow, Deputy Mayor Karen Moran, Councilmember Chris Ross, and Councilmember Tom Hornish dissenting.

Report: Mayor Malchow - She asked for feedback on funding sources for the Homeless Initiative that she can convey to the Sound Cities Public Involvement Committee.

CITY MANAGER REPORT

ADJOURNMENT

The meeting adjourned at 11:15 pm.

MOTION: Deputy Mayor Karen Moran moved to adjourn. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

Melonie Anderson, City Clerk

Christie Malchow, Mayor

Draft

MINUTES
City Council Regular Meeting

6:30 PM - July 17, 2018
City Hall Council Chambers, Sammamish, WA

Mayor Christie Malchow called the regular meeting of the Sammamish City Council to order at 6:30 p.m.

Councilmembers Present:
Mayor Christie Malchow
Deputy Mayor Karen Moran
Councilmember Jason Ritchie
Councilmember Ramiro Valderrama
Councilmember Chris Ross
Councilmember Tom Hornish
Councilmember Pam Stuart

Deputy Mayor Moran arrived at 6:34 pm
Councilmember Hornish left the meeting at 10:13 pm

Staff Present:
Director of Community Development Jeff Thomas
Deputy Director of Community Development David Pyle
Senior Planner Doug McIntyre
Management Analyst Mike Sugg
Deputy Director of Parks & Recreation Anjali Myer
Director of Finance & Risk Management; Assistant City Manager Aaron Antin
Director of Public Works Steve Leniszewski
Deputy Director of Public Works Cheryl Paston
City Engineer Andrew Zagars
Communications Manager Kellie Stickney
City Attorney Kim Pratt
Deputy Clerk Lita Hachey

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Draft

Councilmember Valderrama led the pledge.

APPROVAL OF AGENDA

Councilmember Hornish requested to remove Item # 7 from the Consent Calendar and place it after the Executive Session.

MOTION: Councilmember Ramiro Valderrama moved to approve the agenda as amended. Councilmember Pam Stuart seconded. Motion carried unanimously 6-0 with Deputy Mayor Karen Moran absent.

EXECUTIVE SESSION

Executive session to evaluate the qualifications of an applicant for public employment and to review the performance of a public employee pursuant to RCW.42.30.110(1)(g), potential litigation pursuant to RCW.42.30.110(1)(i) and potential land acquisition pursuant to RCW.42.30.110(1)(b)

Mayor Malchow extended the executive session for an additional thirty minutes.

Council retired to an executive session at 6:33 pm and returned at 7:59 pm with the following action:

MOTION: Deputy Mayor Karen Moran moved to approve the separation agreement between the City and City Manager, Lyman Howard, which includes a separation date of August 1, 2018 and other terms as described in the separation agreement labeled Attachment A that was given to Council for its consideration. Councilmember Jason Ritchie seconded. Motion carried 5-2 with Councilmember Ramiro Valderrama and Councilmember Tom Hornish dissenting.

Councilmember Pamela Stuart abstained.

MOTION: Councilmember Pam Stuart moved to appoint Glenn Akramoff as the Acting City Manager. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

Contract: Interim City Manager Services/Prothman

MOTION: Councilmember Tom Hornish moved to table the contract with Protham Services. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

PUBLIC COMMENT

Deb Sogge, 704 228 Ave NE, Sammamish Chamber of Commerce, stated that the chamber will miss working with Lyman Howard. She reported on the Sammamish Nights happening on the City Hall Plaza on August 18 after the Sammamish Days Cultural event. She hopes that the City can move forward with the Town Center and development of senior facilities.

Deveshi & Nimisha Thakur, Rayan Krishnan, 23509 SE 6 St, spoke regarding the Sustainability Summit. The are all Sustainability Ambassadors.

Draft

Natalie Price, 14510 SE 60 St, spoke regarding the Town Center and STCA.

Don Gerend, Citizens for Sammamish, 22730 SE 23 Pl, He thanked Lyman Howard for his years of service to Sammamish. He spoke about transportation, the Town Center and lifting the moratorium.

Dave Levin, 2322 216 St, spoke regarding stormwater and the surface water requirements on his property. He is in a critical drainage area near Pine Lake and his permit is being held up.

Karen Herring, 23684 SE 42 St, spoke to the Water Quality, Stormwater and Community Safety.

Mary Wictor, 408 208 Ave NE, thanked Lyman Howard for his service. She requested that Council think outside the box.

CONSENT CALENDAR

Approval: Claims For Period Ending July 17, 2018 In The Amount Of $2,501,028.17 For Check No. 51022 Through 51148

Resolution: Appointing Three Members to the Sammamish Arts Commission (R2018-803)

Resolution: Identifying A Methodology For Prioritizing Stormwater Capital Improvement Projects (R2018-804)

Bid Award: Sahalee Way Stormwater Tightline Project

Bid Award: 2018 Intersection Improvements Project

Bid Award: 2018 Flashing Yellow Arrow Signals Project

~~**Contract:** Interim City Manager Services/Prothman~~

Contract: George Davis Creek Fish Passage Project – Preliminary Design Phase 1 – PBS Engineering and Environmental

Contract: ADA Transition Plan

Contract Amendment: Issaquah Fall City Road

Approval: Zackuse Creek Fish Passage and Stream Restoration Project - Interagency Agreement with King County Department of Natural Resources and Parks, Parks and Recreation Division

Approval: Notes for the June 4, 2018 Joint Study Session with Planning Commission

Approval: Minutes for the July 9, 2018 Special Meeting

MOTION: Councilmember Tom Hornish moved to approve the consent agenda as amended. Deputy Mayor Karen Moran seconded. Motion carried unanimously 7-0.

PRESENTATIONS / PROCLAMATIONS - NONE

PUBLIC HEARINGS - NONE

Draft

UNFINISHED BUSINESS

Discussion: Draft Transportation Concurrency and Level of Service Policy

Cheryl Paston, Deputy Director of Public Works and Kendra Breiland with Fehr and Peers spoke regarding the draft transportation Concurrency, LOS policy, adding segments to the current proposed intersection only concurrency policy and showed a presentation found here.

MOTION: Councilmember Ramiro Valderrama moved to exclude East Lake Sammamish Parkway from concurrency. Councilmember Pamela Stuart seconded.

MOTION: Councilmember Tom Hornish moved to call the question. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Ramiro Valderrama moved to exclude East Lake Sammamish Parkway from concurrency. Councilmember Pam Stuart seconded. Motion carried 5-2 with Mayor Christie Malchow and Councilmember Tom Hornish dissenting.

MOTION: Councilmember Jason Ritchie moved to only include 244th Ave NE, north of NE 8th St, and provide staff with as much clarity and specification.
Councilmember Ramiro Valderrama seconded. Motion failed 3-4 with Mayor Christie Malchow, Deputy Mayor Karen Moran, Councilmember Tom Hornish, and Councilmember Pam Stuart dissenting.

Councilmember Ritchie asked that the previous motion and vote be reconsidered.

MOTION: Councilmember Jason Ritchie moved to have staff provide the data only for 244th Ave NE , north of NE 8th St, with as much clarity and specification. Councilmember Ramiro Valderrama seconded. Motion carried 5-2 with Councilmember Tom Hornish and Councilmember Pam Stuart dissenting.

Councilmember Pam Stuart moved to schedule two Public Hearings and comment periods on the September 4, 2018 Council meeting for the intersection only level of service, comprehensive plan amendments and code amendments.

MOTION: Councilmember Pam Stuart moved to extend the meeting 15 minutes until 10:15 pm.
Councilmember Tom Hornish seconded. Motion carried unanimously 7-0.

AMENDMENT: Councilmember Ritchie moved to amend Councilmember Stuarts motion by adding the following to the motion.

MOTION: Councilmember Pam Stuart moved to schedule the two Public Hearings for Sept. 18, 2018 for intersection only LOS and 2 segments on 244th, and comprehensive plan and code amendments and incorporating the public comment periods.
Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

NEW BUSINESS - NONE

Draft

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

Report: Mayor Christie Malchow submitted a written report

Report: Councilmember Valderrama attended an Eastside Fire & Rescue Board of Director's meeting with discussions that on July 24th, Fall City will return with a drop-dead on whether they will merge with District 10.

MOTION: Councilmember Pam Stuart moved to adjourn. Councilmember Tom Hornish seconded. Motion failed 3-4 with Deputy Mayor Karen Moran, Councilmember Jason Ritchie, Councilmember Ramiro Valderrama, and Councilmember Chris Ross dissenting.

MOTION: Deputy Mayor Karen Moran moved to lift the moratorium on the Phase 1 of the Town Center and short plats. Councilmember Jason Ritchie seconded. Motion was withdrawn by Deputy Mayor Moran.

MOTION: Councilmember Ramiro Valderrama moved to recess for 30 minutes at 10:15 pm. Councilmember Jason Ritchie seconded. Motion carried 4-3 with Mayor Christie Malchow, Councilmember Tom Hornish, and Councilmember Pam Stuart dissenting.

EXECUTIVE SESSION

Executive Session Potential litigation pursuant to RCW.42.30.110(1)(i)

Council retired to an executive session at 10:41 pm and returned at 11:02 pm with no action.

ADJOURNMENT

The meeting adjourned at 11:03 pm.

MOTION: Councilmember Jason Ritchie moved to adjourn the meeting. Deputy Mayor Karen Moran seconded. Motion carried 5-1 with Councilmember Ramiro Valderrama dissenting, Councilmember Tom Hornish absent.

Lita Hachey, Deputy City Clerk

Christie Malchow, Mayor

Draft

NOTES
City Council Meet & Greet

6:30 PM - August 14, 2018
City Hall Executive Briefing Rm (111), Sammamish, WA

NEW BUSINESS

1. State Lobbyist Candidates Meet & Greet

- Luke Esser & Nick Federici 6:30 pm to 7:30 pm
- The Arledge Group 7:30 pm to 8:15 pm
  Cody Arledge & Jeff DeVere

ADJOURNMENT

The meeting adjourned at 8:15pm.

Draft

MINUTES
City Council Special Meeting

6:30 PM - August 23, 2018
City Hall Council Chambers, Sammamish, WA

Mayor Christie Malchow called the regular meeting of the Sammamish City Council to order at 6:30 p.m.

Councilmembers Present:
Mayor Christie Malchow
Deputy Mayor Karen Moran
Councilmember Jason Ritchie
Councilmember Ramiro Valderrama
Councilmember Chris Ross
Councilmember Tom Hornish
Councilmember Pam Stuart

Councilmember Tom Hornish attended via Teleconference Call.
Deputy Mayor Moran and Councilmember Ritchie arrived late, during the Executive Session.

Staff Present:
Acting City Manager Glenn Akramoff
Communications Manager Kellie Stickney
City Attorney Michael Kenyon
Deputy Clerk Lita Hachey

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Stuart led the pledge.

APPROVAL OF AGENDA

MOTION: Councilmember Ramiro Valderrama moved to approve the agenda. Councilmember Pam Stuart seconded. Motion carried unanimously 5-0 with Deputy Mayor Karen Moran and Councilmember Chris Ross absent.

EXECUTIVE SESSION

Draft

Potential Litigation pursuant to RCW42.30.10(i)

Council retired to executive session at 6:35 pm and returned at 6:57 pm with no action.

PUBLIC COMMENT

Mary Wictor, 408 208th Ave NE, spoke regarding the public comment process and gave suggestions for improvements.

John Galvin, 19502 SE 16th Street, spoke regarding the current state of the City.

UNFINISHED BUSINESS

1. **Contract:** Interim City Manager Services/Prothman

MOTION: Councilmember Chris Ross moved to approve the agreement with Prothman Services. Deputy Mayor Karen Moran seconded. Motion carried 4-3 with Councilmember Jason Ritchie, Councilmember Ramiro Valderrama, and Councilmember Pam Stuart dissenting.

MOTION: Deputy Mayor Karen Moran moved to approve the Interim City Manager agreement regarding expenses in an amount not to exceed $4000. per month. Councilmember Chris Ross seconded. Motion carried 4-3 with Councilmember Jason Ritchie, Councilmember Ramiro Valderrama, and Councilmember Pam Stuart dissenting.

2. **Discussion:** Concurrency - Growth Management Act (GMA) Requirements for the East Lake Sammamish Parkway North of Inglewood

The City Attorney, Michael Kenyon gave an explanation the requirements of the GMA to meet concurrency. He stated that the State Department of Commerce guidelines state that the GMA does not mandate any particular level of service or any particular way of measuring level of service (LOS). This gives Council broad discretion to determine how to establish your level of service. Council does need to comply with the black and white terms of the Growth Management Act. The GMA does require the City to, by whatever means you choose to assess concurrency LOS, you must include all arterials in the City, no exceptions.

NEW BUSINESS

3. **Discussion**: Acting City Manager Employment

MOTION: Councilmember Pam Stuart moved to approve the contract for the Acting City Manager, Glenn Akramoff. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

4. **Direction:** City Council direction to Acting City Manager to begin Request For Proposal (RFP) process for Permanent City Manager.

Draft

MOTION: Councilmember Jason Ritchie moved to direct the City Manager to begin a request for proposal (RFP) process to search to hire a permanent City Manager and include up to three Councilmembers in the process.
Councilmember Pam Stuart seconded. Motion carried 4-3 with Mayor Christie Malchow, Councilmember Chris Ross, and Councilmember Tom Hornish dissenting.

5. **Nominated to the committee:** Councilmember Chris Ross, Councilmember Pamela Stuart and Deputy Mayor Karen Moran as the three councilmembers to participate in the process.

   Councilmember Pamela Stuart formally thanked Glenn Akramoff for his service as the Acting City Manager.

CITY MANAGER REPORT - NONE

ADJOURNMENT

The meeting adjourned at 7:55 pm.

MOTION: Councilmember Ramiro Valderrama moved to adjourn. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Lita Hachey, Deputy City Clerk

Christie Malchow, Mayor

Agenda Bill

City Council Regular Meeting
September 04, 2018

SUBJECT:	A presentation on the 2018 Housing Strategy - Sammamish Home Grown: A Plan for People, Housing, and Community.
DATE SUBMITTED:	August 29, 2018
DEPARTMENT:	Community Development
NEEDED FROM COUNCIL:	☐ Action ☐ Direction ☑ Informational
RECOMMENDATION:	No action required. A Public Hearing to consider a Resolution approving the 2018 Housing Strategy "Sammamish Home Grown" is scheduled for September 18, 2018.
EXHIBITS:	Exhibit 1 - Planning Commission Recommendation Exhibit 2 - Sammamish Home Grown - A Plan for People, Housing, and Community Exhibit 3 - Housing Element Goals and Policies - Redlined Version Exhibit 4 - Housing Element Background Chapter-Redlined Version Exhibit 5 - City Council Presentation

BUDGET:

Total dollar amount	N/A	☐ **Approved in budget**
Fund(s)	N/A	☐ **Budget reallocation required**
		☑ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☐	Transportation	☐	Community Safety
☑	Communication & Engagement	☑	Community Livability
☑	High Performing Government	☐	Culture & Recreation
☐	Environmental Health & Protection	☐	Financial Sustainability

NEEDED FROM COUNCIL:

A presentation on the 2018 Housing Strategy - Sammamish Home Grown: A Plan for People, Housing, and Community.

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement

The purpose of the 2018 Housing Strategy "Sammamish Home Grown" is to guide the implementation of the goals and policies adopted in the Housing Element of the 2015 Comprehensive Plan. The Housing Element establishes goals and policies for the preservation, improvement, diversification and development of housing in Sammamish. It also seeks to retain the character of existing neighborhoods through having new development be compatible with its surroundings.

Housing Element policy H.6.1 provides direction for the City to adopt a Housing Strategy to outline benchmarks, steps, and milestones for the implementation of this element. The Housing Strategy has not been updated since 2006. After the Housing Element was amended in 2016 to respond to a Growth Management Hearing's Board (GMHB) compliance order, the City Council directed staff to commence work on updating the Housing Strategy.

The public process for Sammamish Home Grown began in September 2017, with the Planning Commission acting as the lead advisory body and the Human Services Commission providing additional input related to housing affordability and special needs housing. City staff and A Regional Coalition for Housing (ARCH) staff assisted these commissions with developing a draft framework for the strategy, utilizing existing planning documents including the 2015 Comprehensive Plan and the Town Center Plan as well as monitoring other planning efforts currently underway including the Urban Forest Management Plan.

Public outreach and engagement in identifying Sammamish's housing needs and priorities were critical components in the drafting of Sammamish Home Grown. These efforts included an open house event, a community-wide survey, a project website, a panel discussion hosted by the Planning Commission on June 7, 2018, and stakeholder interviews and surveys. Additionally, Planning Commission meetings were held regularly to review specific elements of the strategy, allow staff to provide updates and solicit feedback on different components and ultimately consider a recommendation to send to City Council.

Sammamish Home Grown is focused on prioritized strategies recommended by the Planning Commission corresponding to each goal in the Housing Element. While many strategies were considered, the top strategies were selected and prioritized based on community input, timeliness, and anticipated effectiveness. Once Sammamish Home Grown is approved, top strategies as identified by City Council will be incorporated into current and future work programs for further evaluation and implementation as appropriate.

Comprehensive Plan Amendment

Sammamish Home Grown will be incorporated by reference into the Housing Element of the Comprehensive Plan. The proposed amendment to the Comprehensive Plan will achieve this and remove the 2006 Housing Strategy. Review of the proposed amendment to the Comprehensive will occur after completion of City Council review and approval of Sammamish Home Grown.

Planning Commission Recommendation

The Planning Commission unanimously recommends City Council approve the 2018 Housing Strategy "Sammamish Home Grown" as presented
(Exhibit 2) and the subsequent Comprehensive Plan Amendment (Exhibit 3 and Exhibit 4).

Next Steps

A Public Hearing to consider a Resolution approving the 2018 Housing Strategy "Sammamish Home Grown" is scheduled for September 18, 2018.

A Public Hearing to consider an Ordinance to amend the Housing Element of the Comprehensive Plan to incorporate the 2018 Housing Strategy "Sammamish Home Grown" by reference and remove the 2006 Housing Strategy is scheduled for October 2, 2018.

FINANCIAL IMPACT:

N/A

OTHER ALTERNATIVES CONSIDERED:

N/A

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

The City's housing policy is mainly contained within the Housing Element of the Comprehensive Plan; however, housing policy is developed and implemented in multiple ways, including via the Sammamish Town Center Subarea Plan, the ARCH Housing Trust Fund, and others. Links to such documents are provided below:

1. 2015 Sammamish Comprehensive Plan
2. Housing Element of the Comprehensive Plan (Volume I)
3. Technical Background for the Housing Element of the Comprehensive Plan (Volume II)
4. Sammamish Town Center Documents
5. ARCH Website

City of Sammamish Washington

Planning Commission

801 228th Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: www.sammamish.us

August 28, 2018

Dear Mayor Malchow and Members of the Sammamish City Council,

On behalf of the Planning Commission, we are pleased to forward to the City Council this recommendation on the adoption of the 2018 Housing Strategy Plan, Sammamish Home Grown. This plan guides the implementation of the goals and policies adopted in the Housing Element of the Comprehensive Plan. The purpose of the document is to help transform these policies into near-term strategies and prioritize those that seem most promising.

For the past year, Planning Commission with support from the Human Services Commission, has led the development of Sammamish Home Grown. This was a significant effort as we know how important this topic is for our city and its residents. Over the course of the past year the Commission has met ten times, spending over 20 hours, to learn about and discuss this topic. This included studying demographic and housing data for Sammamish as well as the surrounding region to identify housing needs in our community, listening to residents' and other key stakeholders' thoughts and comments and taking extra time to review additional data and conduct further outreach and research. All of this information was used to assist us in developing, refining and prioritizing the housing strategies you see included in Sammamish Home Grown.

Listening to the needs and priorities of our community members including local residents, educators, businesses, and service providers was a priority for us so we utilized a variety of methods in an effort to reach them:

Audience	Purpose	Outreach Method
Those who live and work in Sammamish	To better understand community perspectives and desires related to housing.	Community Survey
Residents and other Stakeholders	To provide an opportunity for people to further engage and learn more about the City's current housing supply, the City's goals and policies related to housing, and the purpose of a housing strategy plan.	Community Workshop
Local Public-School Staff	To understand how Sammamish's current housing market impacts local schools and gain an understanding of the housing needs of school staff who represent a large percentage of Sammamish's workforce.	Focus Group
Social & Human Service Providers, Local Businesses	To better understand the housing needs and priorities of current and potential future residents of Sammamish.	Online Surveys & Phone Interviews
Market-rate and Affordable Housing Developers	To see a variety of perspectives on the housing strategies being explored and get insights into what might be most effective in addressing the housing needs of Sammamish and our region.	Panel Discussion

We believe that the strategies we have chosen to prioritize help ensure that Sammamish continues to be a strong, vibrant, and attractive place to live and work now and in the future. We want our city to remain a desirable place where people want to live. During our deliberations, we discussed and considered many issues of importance to

the City of Sammamish and the City Council, including transportation improvements and attractive and distinctive neighborhood character. We decided to develop Sammamish Home Grown based on the assumption that growth within Sammamish will continue and that the strategies proposed are intended to improve the outcome of that growth. We acknowledge that the implementation of many of the proposed strategies may necessitate future discussions related to transportation improvements and other long range planning projects.

As Sammamish residents who care deeply about our city and its residents, we unanimously agree that the document before you addresses many of the current needs in our community while laying a strong foundation for the future of our city. It is our hope that you evaluate the priority rankings of our top strategies and assist staff in developing a work plan and allocating resources to support the implementation of these strategies.

Thank you,

Shanna Collins Chair, Planning Commission	8-24-18 Date	Larry Crandall Vice Chair, Planning Commission	8/21/18 Date
Eric Brooks Planning Commissioner	8/23/18 Date	Roisin O'Farrell Planning Commissioner	8/21/'18 Date
Jane Garrison Planning Commissioner	8/27/18 Date	Mark Baughman Planning Commissioner	8/23/2018 Date
Rituja Indapure (e-signature) Rituja Indapure Planning Commissioner	8/21/2018 Date		

SAMMAMISH HOMEGROWN

A PLAN FOR PEOPLE, HOUSING, AND COMMUNITY

The 2018 Sammamish Housing Strategy

Planning Commission Recommended Draft September 4, 2018

Cover Images

Sammamish Neighborhood, City of Sammamish

SAMM Apartments by SeaLevel Properties, John G Wilbanks Photography, Inc

Sammamish Townhomes, Ichijo Technology Homes

Acknowledgments

Sammamish Home Grown: A Plan for People, Housing and Community has been made possible by many stakeholders, staff members, elected and appointed officials, and members of the public.

The Sammamish City Council adopted this plan on Date, 2018.

Sammamish City Council 2018

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

Retired City Council 2017

Bob Keller
Don Gerend
Kathy Huckabay
Tom Odell

City of Sammamish

Larry Patterson, Interim City Manager
Jeffrey Thomas, Director of Community Development
David Pyle, Deputy Director of Community Development
Kellye Hilde, Planning Manager
Miryam Laytner, Management Analyst
Jasvir Singh, GIS Technician
Arthur Sullivan, Program Manager, ARCH
Mike Stanger, Associate Planner, ARCH

Former City of Sammamish Staff

Lyman Howard, City Manager
Doug McIntyre, Senior Planner

Sammamish Planning Commission 2018

Shanna Collins, Chair
Larry Crandall, Vice Chair
Mark Baughman
Eric Brooks
Jane Garrison
Rituja Indapure
Roisin O'Farrell

Retired Planning Commission 2017

Matt Petrich
Nancy Anderson

Human Services Commission 2018

Tom Ehlers, Chair
Larry Wright, Vice Chair
Jodi Nishioka
Nushina Mir
Stanley Gunno
CJ Kahler
Joyce Bottenberg

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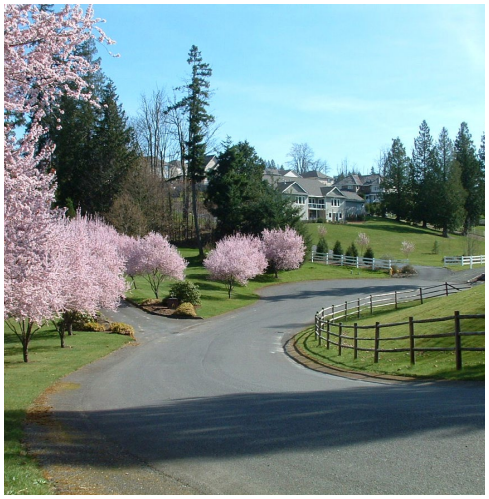

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Appendix A	Commission Meeting Summary
Appendix B	Summary of Existing Local Housing Strategies
Appendix C	Housing Needs - Demographic, Economic and Housing Data
Appendix D	Stakeholder and Focus Group Summary
Appendix E	Community Survey
Appendix F	Community Feedback
Appendix G	Gap Analysis
Appendix H	Housing Strategy Matrix

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01 | Introduction

Housing supply and housing demand in the Puget Sound region have become issues at the forefront of regional concern. As the region continues to experience an unprecedented economic boom, the concerns over rising housing prices, availability of housing, and neighborhood character are emerging as issues in need of focused solutions at the local and regional levels.

Housing markets are not defined by city boundaries. In fact, Sammamish is generally considered part of a housing market area that includes 15 other east King County cities. These cities share many commonalities and the City of Sammamish consequently deals with similar issues as these other east King County cities. This is important because housing issues are better addressed from a regionally collaborative standpoint.

Agencies such as A Regional Coalition for Housing (ARCH) help coordinate regional collaboration to address a variety of housing issues for cities such as Sammamish. One tool that ARCH cities use is a Housing Strategy Plan, which helps to implement each city's housing policies by creating a short-term work program for City Councils to set housing priorities.

In March 2018, the Housing Strategy Plan was renamed to "Sammamish Home Grown: A Plan for People, Housing, and Community." This name change was done to better reflect the goal the Plan. The Plan is not exclusively about households, housing types, or neighborhoods; the Plan encompasses all of these elements of housing and community throughout Sammamish. By using a comprehensive approach to all housing in Sammamish, the City's housing policies will help create a stronger, more vibrant community for many years to come.

02 | Housing Strategy Plan Function

The purpose and objective of Sammamish Home Grown is to guide the implementation of the goals and policies adopted in the Housing Element of the 2015 Sammamish Comprehensive Plan. The City of Sammamish's Housing Strategy Plan was last updated in 2006. An updated Housing Strategy Plan is needed to help the City implement the policies it adopted as part of the Housing Element of the Comprehensive Plan in 2015, later amended in 2016 to respond to a Growth Management Act (GMA) compliance challenge. In addition to the new policy framework, the updated housing strategy allows the City to further respond to more recent market trends and economic data.

Sammamish Home Grown serves as a work plan that helps the City transform policies into near-term actions and determine priorities for the preferred strategies. Sammamish Home Grown is not an action plan, nor is it a policy document in and of itself. Sammamish Home Grown identifies the strategies that align with the City's policies and address key housing gaps to consider for action in the short term.

The policy direction established in the Comprehensive Plan is broad and covers a 20-year time frame. The Plan's purpose is to set the scope of work for the next three to five years. Specific actions related to each strategy area will be determined based on more detailed study and analysis and include opportunities for more community input as each strategy is evaluated. In some cases, the outcome could result in maintaining the status quo.

03 | Policy Direction

The Goals and Policies outlined in the 2015 Sammamish Comprehensive Plan Housing Element provide a framework for which the housing strategies are organized. Sammamish's Land Use and Housing Element establishes goals and policies to accommodate expected housing growth in the City, and the variety of housing necessary to accommodate a range of income levels, ages, and special needs. At the same time, the element seeks to preserve existing neighborhood character by including policies that will keep new development compatible.

Housing Element Goals

Neighborhood Vitality and Character
Promote safe, attractive, and vibrant residential and mixed-use neighborhoods. Encourage housing design that is sensitive to quality, design, and intensity within neighborhoods and with surrounding land uses. Land use policies and regulations should emphasize compatibility with existing neighborhood character. In areas where the existing character is in transition, new development should be designed to incorporate the qualities of well-designed neighborhoods.

Housing Supply and Variety
Ensure that Sammamish has a sufficient quantity and variety of housing to meet projected needs, preferences, and growth of the community.

Housing Affordability
Provide for a range of housing opportunities to address the needs of all economic segments of the community

Housing for People with Special Needs
Support a variety of housing opportunities to serve those with special needs.

Regional Collaboration
Actively participate and coordinate with other agencies in efforts to meet regional housing needs.

Monitoring
Implement Housing Element goals in a manner that is effective, efficient and transparent.

04 | Process and Public Engagement

The effort to update the City's Housing Strategy Plan was launched in September 2017. The Sammamish Planning Commission acted as the lead advisory body and the Sammamish Human Services Commission provided additional input related to the housing categories of affordability and special needs housing.

City staff worked with ARCH to prepare for the Housing Strategy Plan planning process and also referred to City planning documents and efforts including the 2015 Comprehensive Plan, the Transportation Master Plan, the Town Center Plan and the Urban Forest Management Plan.

Open public Planning Commission meetings were regularly held to update the Commission on the progress of the project, garner feedback on certain issues, and ultimately recommend and approve the final product. Meetings with the Planning Commission and the Human Services Commission occurred during all stages of the planning process. Meetings with the City Council started after the Planning Commission completed its work and recommended a draft Plan to the City Council. A summary of Commission meetings can be found in Appendix A.

Public outreach and engagement were critical components to the Housing Strategy Plan update effort. Staff sought input on housing needs and gaps as well as the community's ideas related to specific efforts the City can undertake in the short-, medium-, and long-term to enhance our housing stock and address affordability issues. Efforts included, an open house event, a community-wide survey, development of a project website, as well as key stakeholder input through panel discussions, surveys, and interviews. See Appendices D-F for more details on input gathered.

[PLACEHOLDER – any necessary substance relating to City Council review]

05 | Plan Organization

The following sections of this plan identify the top strategies recommended by the Planning Commission and Human Services Commission (Section 06 | General Themes and Section 07 | Top Strategies). The General Theme section provides some context based on Commission work session public meetings and input from the Community Survey, focus groups, and stakeholder interviews on the top strategies identified.

In both sections, Housing Strategies are grouped by the following key themes:

- Neighborhood Vitality and Character
- Housing Supply and Variety
- Housing Affordability
- Housing for People with Special Needs
- Regional Collaboration

In order to build a user-friendly strategy plan, the top ranked strategies for each theme are excerpted and shown in Section 07. The full strategies matrix is included in this Plan as Appendix H and exhibits all high-, medium-, and low-priority strategies.

The remaining sections of the Housing Strategy Plan provide more insight into the elements that informed the selection of the top strategies as well as how those strategies relate to current housing efforts.

06 | General Themes

In the Community Survey (Appendix E) over 60% of respondents indicated a desire for a range of housing options for households at all stages of life. What is less clear from the survey is exactly what shape and affordability that housing should come in, with different levels of support for different ideas. There was more consensus, however, on how it should be done. Most notably, that in the future, housing should protect critical environmental features, preserve character of existing community, and to a lesser degree, employ a diversity of architecture. Following are additional observations for each of the five categories of housing strategies that helped shaped the Planning Commission's development of priority strategies in Sammamish Home Grown - A Plan for People, Housing and Community.

A. HOUSING THEME - NEIGHBORHOOD VITALITY AND CHARACTER

In the Community Survey over two-thirds of respondents did not feel that new housing was well-designed and fit with the character of the neighborhood. The Commission heard this perspective and spent time thinking about how to address it. They explored ideas such as including design standards that require better integration of new homes/development into existing neighborhoods. Other thoughts that should be explored to inform strategies in this area include:

- Neighborhood character is influenced by our roadways and pedestrian systems. We should evaluate how design of homes along streets, especially arterials, impacts neighborhood character. We should look at how street design can incorporate artwork and reinforce community character and how sidewalks and trails can weave around trees and ponds. We can also create trails that connect different parts of the City.
- While being budget-driven, infrastructure can also impact and augment neighborhood vitality and character. For example, changes to small infrastructure features (e.g. signage, street lights) and public art can give an identity to a neighborhood and bring a community together while replacing aging infrastructure.
- Sub-area plans provide an opportunity for implementing various housing strategies, especially those related to neighborhood vitality and character. The City has considered subarea plans for its centers (Inglewood, Pine Lake and Klahanie). Consideration should be given to doing plans for other neighborhoods as well. Sub-area plans provide an opportunity to focus on the broader community (e.g. parks, greens spaces, accessibility to services, and safe sidewalks), and go beyond strategies that focus just on features of individual properties (setbacks, architectural features). While sub-area plans offer the opportunity to plan on a neighborhood scale, the plans should also complement one another so that they collectively contribute to the overall sense of place in Sammamish.
- A focus on sub-area plans will allow the City to continually assess its approach to growth, with a particular emphasis on Town Center and the density allowed by the current zoning, as well as housing balance and densities outside of Town Center. Sub-area plans should be reevaluated on a regular basis to synchronize with the eight-year periodic Comprehensive Plan update to ensure effective timing, taking into account present and future housing needs and

General Themes

striving for community and environmental health.

- While not a significant issue currently, the increasing age of the City's housing over time is worthy of ongoing consideration. Just under 20% of the City's housing was built before 1980, and another 50% was built between 1980 and 2000. Aging housing supply creates both opportunities (ability to preserve some relatively affordable housing) and challenges (deferred maintenance impacting neighborhood stability). This is a topic that will only grow in the future and some strategies are intended to address the challenges and opportunities of aging housing.

B. HOUSING THEME - HOUSING SUPPLY AND VARIETY

Strategies related to increasing overall housing supply and variety were framed by information and various data on our existing community:

- The changes to the demographics of the community and households in the community meant there are more diverse types of households such as empty nesters, multi-generational families, people with disabilities, and single parent households. There are few housing options available currently in Sammamish to address the range of needs households experience over time. Also with growing housing costs, it is more difficult for young families, single individuals and young adults to become part of the community.

- The relatively low proportion of teachers and school staff, City staff, and local retail workers in Sammamish who live in the City. These jobs are vital to the quality of life in Sammamish. Employers report that many of their employees have difficult commutes that frequently lead to turnover.

- The Community Survey reinforced some of these demographic changes and a desire to address these needs. Under existing conditions, the majority of respondents indicated there are few housing opportunities for families, especially younger households; affordable housing options are hard to come by; and there is a lack of small housing in neighborhoods. In terms of visions for the future, two of the strongest responses included providing a range of housing options for households at all stages of life, and providing a range of opportunities to age in place, either in existing homes or in the community.

Focused on this background information, a variety of themes emerged that should be considered as work continues on strategies that address the supply and variety of housing in the City.

- While there are more obvious areas of need (e.g. seniors, persons with disabilities, and people experiencing homelessness), there are also market gaps for other types of households, including moderate- and middle-income families, smaller families (e.g. single-parent households), and multi-generational families. An overall objective is to have housing options that provide the ability to move through life, from responding to the needs of young adults through addressing the needs of empty nesters.

General Themes

- What may constitute "all stages of life" might be somewhat different in Sammamish than other cities. Ongoing efforts should include consulting with realtors, community agencies and others to understand the needs and market demands in Sammamish. New forms of housing should be tracked to assess their level of demand (such as the two new projects in Town Center that have a relatively high proportion of one-bedroom and studio units). This will help to understand if, for example, Sammamish has a low proportion of young single households due to a lack of appropriate housing, or due to other factors like limited amenities and access to frequent public transportation.
- It is important to have housing options for people who live in the community but who do not have high disposable incomes. This will allow seniors who want to remain with their friends, social networks, and community to stay here. One component of this is providing support, through public and community programs, to middle- and low-income households who do not have money to repair their homes.
- One tool for creating housing diversity is re-zoning. There is an opportunity for the City to create a process that ties re-zoning to the demonstration of a clear and compelling need and public benefit (in addition to locational criteria).
- The City has a small proportion of multi-family housing that is relatively expensive compared to county-wide rents. It is acknowledged that multi-family housing (rental and ownership) is a way to address some of the community's housing gap areas. A greater diversity of housing, including rental and ownership multi-family housing, could provide housing types that could assist in recruiting and retaining high quality teachers and other employees supporting Sammamish residents. The City should continue to evaluate and seek opportunities to balance the available housing types with the needs of the community.
- The concept of clustering residential development as a means of protecting environmentally sensitive areas could provide innovative opportunities for housing variety while also respecting the environment.
- Not all options will be suitable in all locations. The City may need to consider features such as location near or on arterials, or in sensitive or hazards areas (e.g. creeks or drainage areas). Availability of transit could be another consideration. The sub-area planning process provides an opportunity to consider different forms of housing on a neighborhood scale.
- Some efforts to increase diversity could also help address needs for moderate- and middle-income households (e.g. accessory dwelling units, tiny homes, cottages).

C. HOUSING THEME - HOUSING AFFORDABILITY

- Of the questions related to current conditions in Sammamish In the Community Survey, the strongest response was that affordable housing options are hard to come by.

General Themes

- One area of apparent need is more affordable forms of ownership housing for moderate- and middle-income households. This was reinforced in conversations with the local school district relative to recruiting and retaining employees. While the needs of very low-income households were not prioritized in the community survey, both social service providers and local businesses highlighted the need for rental and ownership options for low- and very low-income households that were located near public transportation.
- As the City moves forward it should continue to refer to demographic information and talk with local organizations and low-income residents regarding local needs for affordable housing to help shape local efforts.
- The Housing Diversity section of the Community Survey mentioned the needs of aging residents. Many seniors do not have high disposable incomes, thus serving the needs of seniors is also a housing affordability issue. As was mentioned previously, the future housing goals that received one of the highest responses in the Community Survey is that there are opportunities to "age in place". Other populations with special needs also often have limited incomes and thus housing affordability challenges.
- Affordable housing and economic diversity should be increased and dispersed throughout the City with affordable housing integrated into the community as much as possible.
- It is important to support middle- and low-income families who do not have money to repair their homes.
- The City should move expeditiously to create affordable housing opportunities. Efforts could include increasing inclusionary and incentive zoning provisions (i.e. requirements or incentives for developers to include affordable housing within their projects), while finding some opportunities for very low-income households (30% AMI).

D. HOUSING THEME - HOUSING FOR PEOPLE WITH SPECIAL NEEDS

As the City matures there could be shifts in the City's population and demographics, including those households which may have special housing needs. Housing for people with special needs generally refers to people or households which need some type of assistance in addition to their housing.

The proportion of City residents over the age of 55 is still lower than other cities in East King County, but it increased from 11% to 17% from 2000 to 2010. Homeless students in East King County schools increased from just under 500 students in 2007 to almost 800 in 2013, with about 380 homeless students in the Issaquah and Lake Washington School Districts. Currently the City has less than 100 residents living in group homes, a rate less than a third of other cities in East King County. These circumstances suggest more attention needs to be paid to housing appropriate for people with special needs.

- Previous sections have already identified the value of providing options to allow seniors to age in their home or community. To do this, a range of housing options are needed, including affordable housing options that allow residents to downsize and congregate housing options.

General Themes

- Housing for people with special needs, particularly those living with disabilities and those experiencing homelessness, should also be prioritized, with options beyond group homes explored. The Zoning Code should be reviewed to ensure it allows various options through reasonable accommodation or other means.
- It is important to support the special needs community, including the homeless, in a variety of ways. Efforts to engage the broader community to provide forms of support beyond monetary donations could help build personal connections among neighbors and build a sense of community among all of Sammamish's residents.
- There are City residents in need of special needs housing. For example, Friends of Youth serves young adults experiencing homelessness in Sammamish who currently have very few options to stay in Sammamish while they get back on their feet. Many of the organizations that provide services and housing to those with special needs (homeless, persons with developmental disabilities) work throughout East King County. Local efforts should complement broader regional efforts and support should be provided for opportunities located in neighboring cities as well as in Sammamish.

E. HOUSING THEME - REGIONAL COLLABORATION

While the City undertakes a variety of efforts to address the type, design, variety and affordability of housing within the City, there are also external regional factors to consider. Sammamish is part of a larger housing market area that is impacted by a variety of factors. For example, the regional employment market significantly impacts demand for housing within the City. Given this reality, it is in the City's best interest to participate in broader efforts when there are issues and policies that could impact housing conditions and address needs of residents in Sammamish. These efforts can range from supporting federal and state legislation that provides a wider range of tools for the City to utilize; to creating resources that can supplement local resources to address local needs, especially for affordable housing; to participating in regional joint planning efforts to address housing needs and the needs of those experiencing homelessness.

07 | Top Strategies

This section contains summaries of strategies identified by elected and appointed officials as high-priority strategies that will enhance the usability and implementation of Sammamish Home Grown. These summaries have been excerpted from the Housing Strategy Matrix (Appendix H) which contains all housing strategies, with examples and considerations for each, as well as other information about the intent of each strategy. Appendix H represents the full implementation plan for the Housing Element of the Sammamish Comprehensive Plan and provides a more robust understanding of the Housing Strategy Plan.

The summary is shown on the following pages in Table 1: Top Strategies and are grouped by Housing Theme.

Top strategies were selected by the Planning and Human Services Commissions after extensive research and discussion. Over the course of several months, Commission meetings were spent reviewing data and information on housing gaps, existing housing strategies, and other relevant topics. After this, the Planning Commission and Human Services Commission began substantive discussions on housing strategies before providing detailed input on the strategies and their relative importance for inclusion in Sammamish Home Grown. Staff used this input to re-order strategies to reflect the priorities that Commissioners identified.

Once strategies were re-ordered, Planning Commissioners were briefed on key stakeholder input from builders and affordable housing developers, local schools, social and human service providers, and local businesses. Commissioners also received public testimony through a public hearing. Following this they held further discussion to come to consensus on the preferred priorities amongst the strategies in each housing category. Commissioners felt that each housing category necessitated an identification of the top three most important strategies for implementation; these are reflected in the Top Strategies below.

Top Strategies

TABLE 1: TOP STRATEGIES (Refer to Appendix H for the full Housing Strategy Matrix with examples)	
A. Housing Theme - Neighborhood Vitality and Character	
A.1	**Community Design Standards -** Develop community design standards to reflect the desired characteristics of each neighborhood planning area or designated community center.
A.2	**Sub-Area Plans -** Develop Sub-Area Plans for central neighborhoods (i.e. the Inglewood, Pine Lake and Klahanie Centers), as well as other neighborhoods.
A.3	**Subdivision Code Update**
B. Housing Theme - Housing Supply and Variety	
B.1	**Incentives to Expand Housing Choice -** Provide incentives for diverse housing opportunities that meet community needs.
B.2	**ADUs -** Track production of ADUs and evaluate effectiveness of land use regulations in encouraging production while balancing maintaining neighborhood compatibility. Explore other actions for encouraging additional creation.
B.3	**Mixed-Use Design Standards -** Develop mixed use design standards and development regulations in City centers, including Inglewood, Pine Lake and the Town Center planning area.
B.4	**Transit Oriented Housing Development -** Consider potential sites and appropriateness of land use regulations that could allow for Transit Oriented Housing Development near existing or planned transportation facilities.
C. Housing Theme - Housing Affordability	
Regulatory	
C.1	**Dispersed Affordable Housing -** Ensure that affordable housing is dispersed throughout the community through zoning and sub-area planning.
C.2	**Criteria for Rezones Requiring Affordable Housing -** Establish standards and criteria for rezones to require the provision of affordable housing on- or off-site. Criteria to include clear and compelling need and public benefit.
C.3	**Zoning to Allow Range of Housing Affordability -** Establish a range of residential densities to meet community housing needs and consider compatibility with the character of the City.

Top Strategies

Direct Assistance	
C.6	**ARCH Housing Trust Fund** - Participate in local, inter-jurisdictional programs, such as the ARCH Housing Trust Fund, to coordinate and distribute funding of affordable and special needs housing.
C.7	**Public Land Survey** - Develop and maintain an inventory of surplus and underutilized public lands. Review survey to determine if such lands are suitable for housing and other public uses.
C.8	**Support the Preservation of Existing Affordable Housing** - Identify the most strategic opportunities for preserving existing properties, e.g. location, condition, bank-owned, growth areas.
D. Housing Theme - Housing for People with Special Needs	
D.1	**Accessibility** - Encourage Universal Design features that improve housing accessibility for people with disabilities.
D.2	**Senior Housing** - Review senior housing land use regulations. Ensure that regulations support senior housing and recognize smaller household sizes.
D.3	**Support organizations** serving those with special housing needs.
E. Housing Theme - Regional Collaboration	
E.1	**Federal and State Housing Legislation** Review, and as appropriate, provide comment on county, state and federal legislation affecting housing in Sammamish.
E.2	**Housing Balance** - Work cooperatively with other jurisdictions to achieve a regional fair share housing balance and maximize housing resources, e.g. ARCH.
E.3	**Regional Housing Finance Strategy -** Work with other jurisdictions to develop and implement a new regional housing finance strategy.

08 | Monitoring Activities

One benefit of Sammamish Home Grown is to assist the City in preparation for the next periodic Comprehensive Plan update, due in 2023. There are a number of strategies that do not directly result in the creation of housing. These strategies generally fall into the area of monitoring local efforts to understand local needs, track what's being done, and evaluate the effectiveness of specific strategies.

Monitoring also helps inform future planning efforts. It often requires some level of ongoing effort in order to identify changes in local conditions and to assess the impact of different strategies that were implemented. "Monitoring" efforts have been listed separately from the other strategies and they are grouped into three categories:

- General monitoring: Includes efforts to track general housing supply and costs (affordability).
- Previous City efforts monitoring: Involves City policies or regulations in place that should be monitored to assess whether they are accomplishing their intended results (e.g. City's update to zoning code and permit process).
- Specific issues monitoring: Includes tracking items that are not currently significant issues in the City, but have been significant in other cities and could become more prominent (e.g., regulating micro-apartments or conversions of single-family homes to student rentals).

Table 2 lists specific monitoring suggestions for each of these areas. An explicit effort to predefine annual monitoring and data collection activities is recommended. Assessment of these efforts is necessary to ensure that adequate information is available to determine the effectiveness of the City's efforts.

Monitoring Activities

	TABLE 2: MONITORING	Policy No.
MONITORING ACTIVITIES – GENERAL		
Routine, on-going data collection and reporting for planning purposes, program evaluation, etc.		
	Monitor the City's housing supply, type and affordability including measurable progress toward meeting a significant share of the county-wide need for affordable housing for very low-, low-, and moderate-income households.	H.6.3
	• Evaluate and report on how the goals and policies of this Housing Element are being achieved.	H.6.4
	Regional Land and Housing Monitoring - Collect housing information on a regular basis needed for regional Benchmarks, Buildable Lands and OFM housing reports.	H2.1
	Regional Benchmarks. Work with other jurisdictions to develop regional benchmarks and, as needed, collect information for regional benchmarks.	H.6.2
	Housing Strategy Plan - Prepare a Housing Strategy Plan to develop strategies to address low and moderate income housing targets consistent with the County-wide policies. Update every three years.	H.6.1
MONITORING ACTIVITIES – PREVIOUS EFFORTS		
Gathering information to evaluate effectiveness of recently adopted regulations, recently funded programs, etc.		
	Impact Fee Reductions - (Examples may include permit fees, impact fees, hook-up fees. Evaluate which fees and if done programmatically or case-by-case).	H.3.4
	Innovative Housing Development - Review effectiveness of housing regulations and approval process to allow/encourage a variety of housing types to meet community housing need. Innovative housing types may include: Accessory units; small lot SF; attached SF; carriage houses or cottages; townhouses; mixed-use residential; multiplexes ("great-house" that resembles a SF dwelling unit); and transit-oriented housing development. If a need is determined, consider incentives and programs to encourage	H.2.4, H.2.5, H.2.6, H.2.7
	Manufactured Housing - Allow manufactured housing in all residential zones consistent with Senate Bill 6593 requiring local governments to regulate manufactured housing in the same manner as other housing.	H.2.7
	Housing Supply - Monitor development and evaluate the affects new regulations and/or rezones may have on the housing supply/land capacity, and the community vision. Monitor progress in meeting housing needs and report to City Council.	H.2.3, H.6.3
	Fair Housing Act Consistency - Review group homes standards for consistency with the Federal Fair Housing Act. Ensure codes provide opportunities for special needs housing, including emergency housing, transitional housing, assisted living, independent living, family based living and institutions.	H.2.11, H.4.3

Monitoring Activities

MONITORING ACTIVITIES – POTENTIAL EMERGING ISSUES		
Tracking issues for potential future action.		
	Single Family Neighborhoods - Monitor zoning guidelines and development to ensure single-family dwellings are the principal use in the City's established single family neighborhoods.	LU.1.1
	Infrastructure Improvements - Monitor infrastructure improvements and maintenance in residential neighborhoods consistent with City's capital Facilities and subarea plans.	H.6.1
	Inventory older neighborhoods for redevelopment at higher densities and with greater affordability.	

09 | Housing Needs

In order to craft effective strategies, it was imperative to understand the housing needs relative to the demand and supply for housing in Sammamish. The housing data for Sammamish led to an identification of the housing gaps in Sammamish for both household types and housing types (Appendix G). Outlining the housing gaps helped Sammamish's elected and appointed officials rank, prioritize, and revise the proposed strategies.

Currently, the majority of housing stock in Sammamish is comprised of single-family detached units with 3-4 bedrooms that are only affordable to those with household incomes over 100% of the Area Median Income (AMI). Data shows that housing needs in Sammamish for very low-, low-, moderate- and middle-income households are significant regardless of household type. Housing cost burden (when a household pays 30% or more of their income for housing) impacts a large number of Sammamish households, especially those that have family members who are disabled and those with lower incomes.

Most Sammamish residents commute to jobs located outside the City. The limited affordable housing stock combined with the fact that the majority of jobs available in Sammamish are service jobs that are lower paying, means that most people working in Sammamish struggle to afford to live in the City. This situation impacts the quality of life of all Sammamish residents because, among other things, it impacts local and regional congestion. Please see Appendices C-F for more background information on Sammamish's housing needs.

Based on the data, the following gaps were identified in the City's supply of the following housing types:

- Single-family detached housing and single-family attached housing (townhomes, duplexes and condos) affordable to very low-, low-, and moderate-income households.
- Multi-family rental housing affordable for very low-, low-, and moderate-income households.
- Senior housing for all income levels.
- Homes under 1,000 square feet for all income levels.
- Transit oriented housing for all income levels.
- Housing walkable to services and employment for all income levels.
- Emergency shelters for all income levels.
- Group homes for all income levels.

Housing Needs

- College student housing for all income levels.

While the Sammamish Planning Commission and the Sammamish Human Services Commission identified many unmet housing needs, they prioritized single-family attached and multi-family rental housing for all income levels as well as senior housing. Additionally, they saw a need for emergency shelter and group homes for all income levels.

In regards to housing gaps related to household types, the following gaps were identified:

- People living alone that are very low-, low-, moderate-, and middle-income including young adults and other singles.
- Couples without children that are very low-, low-, and moderate-income including empty-nesters and other couples.
- Couples with children that are very low-, low-, and moderate-income including small families and large families.
- Single parent households that are very low-, low-, and moderate-income.
- Seniors (in one- or two-person households) that are very low-, low-, moderate-, and middle-income.
- Extended, multi-generational families that are very low-, low-, and moderate-income.
- Unrelated roommates that are very low-, low-, and moderate-income.
- People with disabilities that need on-site services of all income levels.
- People experiencing homelessness of all income levels.

The Sammamish Planning Commission and the Sammamish Human Services Commission prioritized senior households, couples with children, single parent households and people experiencing homelessness for all income levels. They also saw significant housing needs for couples without children and people with disabilities that need on-site services also both at all income levels.

Please see Appendix G for the summary of the Housing Gaps Analysis conducted.

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Appendix A | Commission Meeting Summary

PLANNING COMMISSION MEETINGS

September 6, 2017 - Project Kick-off

Staff walked the Planning Commission through the basic purpose of a Housing Strategy Plan, including some of the elements of the City's existing Housing Strategy Plan from 2006, as well as the Commission's role in the update of the Housing Strategy Plan. Commissioners also gained an understanding of Sammamish housing policy and the planning framework and how those affect the housing supply.

December 7, 2017 – Work Session #1

The Planning Commission took the next step in understanding the Housing Strategy Plan at the first work session. There was a heavier focus on data about Sammamish's housing needs and characteristics. Furthermore, specific information was provided to the Planning Commission regarding strategies that are in the current Housing Strategy Plan and strategies that other local jurisdictions use. Planning Commission learned about how staff transforms housing policy into actionable strategies that can be implemented in the short term.

January 18, 2018 - Work Session #2

The Planning Commission provided direction on the types and amount of data that was desired for future work sessions to help facilitate substantive conversations on housing strategies. They also provided input on the outreach strategy and the plan to synthesize public input to transform community desires into strategies that can be implemented in the short term or studied for future implementation.

February 1, 2018 – Work Session #3

Staff compiled and presented data for the City of Sammamish in the context of the larger region, including King County and east King County. This demographic and housing data allowed the Planning Commission to better understand Sammamish's current characteristics and housing supply in preparation for analyzing the gaps that exist between the current housing supply and the community need for housing.

March 1, 2018 – Work Session #4

ARCH presented an overview of the housing strategies included in the City's 2006 Housing Strategy Plan and discussed how those strategies have been used and could still be used in Sammamish. Following the presentation by ARCH, the Planning Commission began discussing potential key housing gaps in Sammamish.

June 7, 2018 – Work Session #5

Housing industry professionals provided the Planning Commission with an industry perspective (via a Question and Answer Panel format) for the Planning Commission to consider as Commissioners continue to discuss and deliberate housing strategies. The goal for this work session was for Commissioners to better understand the real world context in which these strategies get implemented.

July 5, 2018 – Public Hearing and Deliberation

Appendix A | Commission Meeting Summary

The Planning Commission received input on stakeholder focus groups that were held between the June 7th and July 5th Planning Commission meetings. Commissioners also learned about the revisions that Staff made to the housing strategies matrix (Exhibit 1) in response to input received in previous meetings. The July 5th meeting was also the first opportunity for the Planning Commission to review a draft plan (Exhibit 2). The Commission also took public testimony regarding the draft Plan, housing strategies, and Comprehensive Plan Amendment for consideration in deliberations prior to a formal recommendation to the City Council.

July 19, 2018 – Deliberation and Recommendation

The Planning Commission continued deliberations on Sammamish Home Grown, discussing strategies, examples, and their priorities. Commissioners each had the opportunity to provide feedback and then propose amendments to the Plan and the strategies matrix. Following deliberations and amendments, the Commission voted 6:0 to recommend the amended version of Sammamish Home Grown - A Plan for People, Housing, and Community to City Council for adoption.

HUMAN SERVICES COMMISSION MEETINGS

March 14, 2018 – Work Session #1

Staff from ARCH presented a brief overview of housing data and helped the Human Services Commission understand the framework within which the City conducts its planning efforts. These were the first steps in helping the Commission prepare to discuss potential key housing gaps in Sammamish so that they could provide input on housing affordability and special needs housing strategies.

April 11, 2018 – Work Session #2

Commissioners discussed housing gaps building on the exercise conducted at the Joint Planning and Human Services Commission Meeting Work Session to ensure full participation of all Commissioners. Staff also provided a review of the housing strategies included in the City's 2006 Housing Strategy Plan and discussed how those strategies have been used and could still be used in Sammamish.

May 9, 2018 – Work Session #3

Commissioners reviewed the list of potential housing strategies, focusing on those related to housing affordability and special needs housing and discussed how those strategies have been used or could be used in Sammamish. The Human Services Commission also reviewed the full results of the housing gap exercise from the previous work session in preparation for the upcoming Joint Planning Work Session.

JOINT PLANNING COMMISSION AND HUMAN SERVICES COMMISSION MEETINGS

April 5, 2018 – Work Session #1

Commissioners participated in a housing gaps exercise to identify areas that should be focused on in the development of Sammamish Home Grown. Following the exercise, Commissioners participated in a discussion on housing strategies that the City can use to address housing gaps throughout Sammamish. The discussion was a preliminary step toward the identification of strategies that will be included in Sammamish Home Grown.

Appendix A | Commission Meeting Summary

May 24, 2018 – Work Session #2

Commissioners provided detailed input on the strategies and their relative importance for inclusion in Sammamish Home Grown. This input was provided to staff so that they could re-order the strategies to reflect the priorities identified and then shared with Housing Industry Panelists who were attending the Planning Commission Work Session in June.

CITY COUNCIL MEETINGS

September 4, 2018 – Work Session #1

(Placeholder)

September 18, 2018 – Work Session #2

(Placeholder)

October 2, 2018 – Deliberation

(Placeholder)

October 16, 2018 – Adoption

(Placeholder)

Appendix B | Summary of Existing Local Housing Strategies

Since approving the 2006 Strategy Plan, the City has taken action in a number of areas, including:

Types, Variety, and Amount of Housing:

- Town Center. The City's 2008 Town Center Plan calls for up to 2,000 dwelling units to promote development of housing that may not otherwise be built in the City, through a mixture of multi-family units in mixed-use and stand-alone structures, townhouses, cottages, and detached single-family dwellings. The Town Center Code (Title 21B SMC) allows more homes and a wider variety of housing types in the Town Center. Moreover, these homes will have convenient walking access to shopping, open space, and transit.
- Transfer of Development Rights (TDR) incentives. As another catalyzing mechanism in the Town Center, the City amended its code to enable developers to build more housing units by purchasing development rights from property owners located in four low-density residential zones of the City.
- Low-impact development (LID) incentives. The City now rewards developments that use one or more of the preferred techniques for reducing the environmental impacts of new residential development. The incentives include density bonuses and the allowance of attached housing.
- Accessory dwelling units (ADUs). The City has adopted regulations allowing ADUs, and in 2011 amended the code to allow attached ADUs on any sized lot and to waive additional off-street parking requirements.
- Townhomes and apartments are allowed in all zones. Additionally, to promote the development of housing in proximity to shopping and services, limited commercial uses are allowed in multi-family zones.
- Duplex homes. Duplexes are now allowed in all residential zones except R-1(subject to design standards).
- Cottage housing. The City has approved two projects under a pilot program for cottage housing in the R-4 and R-6 zones.
- Manufactured housing. Consistent with state law, the City allows manufactured (i.e., factory-built) homes in all residential zones and otherwise regulates them in the same manner as other housing.

Housing Affordability:

- Town Center. The Town Center Code ensures that at least ten percent of new housing units in the Center will be affordable to moderate-income households (or fewer, if the units are even more affordable). In exchange, developers have more options with respect to building types, height, and density. In addition, developments may receive two bonus market-rate units for each affordable unit provided above the required ten percent.
- Surplus land. In 2011, the City Council approved the transfer of City property (the former Lamb house) to Habitat for Humanity to provide long-term affordable home ownership for low- and moderate-income families.
- Duplex homes. Duplexes that satisfy conditions for affordable housing will count as one-half of a dwelling unit for purposes of density regulation.
- Impact fee waivers. City impact fee provisions include waivers of school impact fees for low- and moderate-income housing, and partial waivers for road and park impact fees (depending on levels of affordability and size of project).

Appendix B | Summary of Existing Local Housing Strategies

- ARCH Trust Fund. The City has provided approximately $300,000 to support a variety of low- and moderate-income housing projects throughout East King County.

Special Needs Housing:

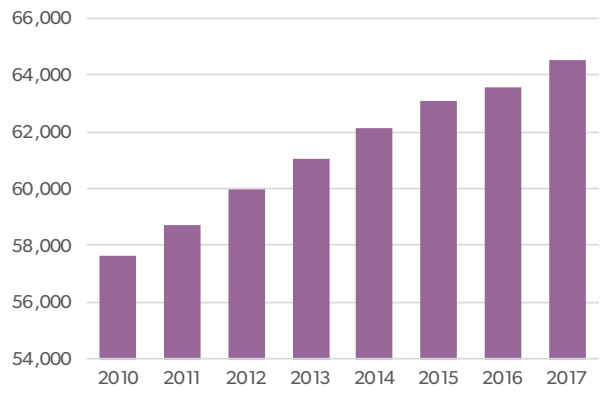
- Group Residences. Group homes are allowed as-of-right in medium-density residential zones and as part of mixed-use development in commercial zones, as well as a conditional use in low-density residential zones.

Appendix C | Housing Needs

People - Demographic Data

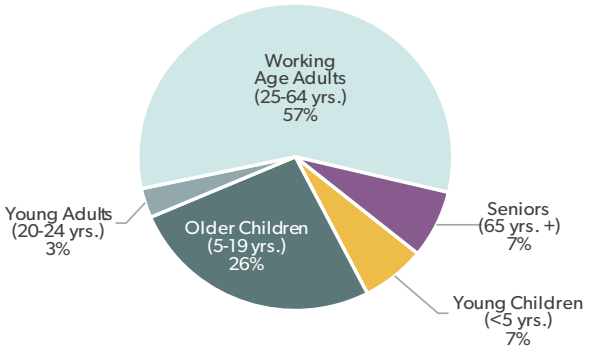
The below data was the most instrumental in the Housing Strategy Plan. More detailed and historical housing and demographic data are included in the East King County Housing Analysis, which is part of the 2015 Sammamish Comprehensive Plan.

Sammamish Population Estimates



Source: American FactFinder

Sammamish Age Estimates

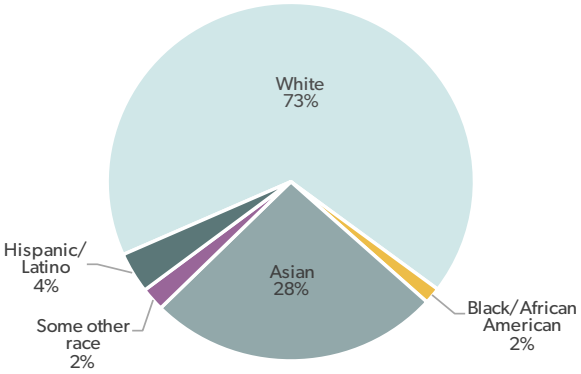


Source: American FactFinder

In 2017, Sammamish had an estimated population of 64,548.

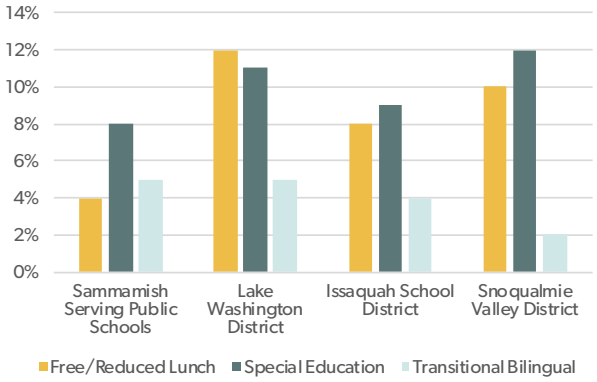
The population of Sammamish is estimated to have increased 12% since 2010. Additionally, 25% of area residents are foreign born, compared to 10% in 2000. Children under the age of 18 years make up approximately 31% of Sammamish's population.

Race & Ethnicity of Sammamish Residents



Source: American FactFinder

Public School Demographics



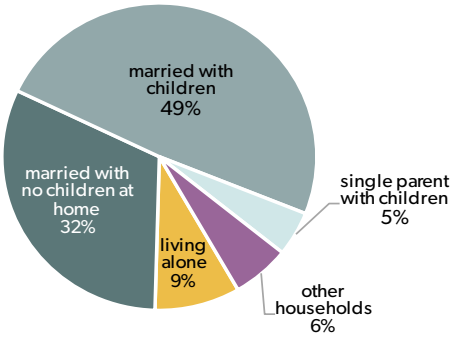
Source: Office Superintendent of Public Instruction Washington State Report Card, 2016-17

Appendix C | Housing Needs

People - Demographic Data

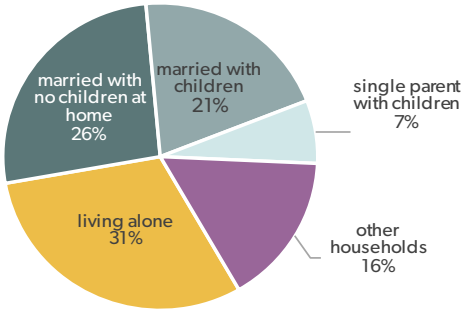
Household Types

Sammamish



Source: American Community Survey, 2015

King County



Source: American Community Survey, 2015

One & two person households make up 40% of Sammamish households, but represent 65% of households county-wide.

While Sammamish differs from the rest of King County in terms of household type, as residents age and children move out, Sammamish household types will shift to become more reflective of King County's.

Other Household Characteristics By Income

	Sammamish Total Households	Sammamish Renters			King County Total Households
		Total	Very Low-Income	Low-Income	
Households	15,000	1,600	195	64	796,600
More than 1 family	1%	1%	0%	0%	2%
Child 6 yrs. or younger	26%	35%	13%	58%	15%
Person with a disability	17%	22%	35%	0%	29%
Small families	75%	59%	49%	66%	62%
Large families	11%	4%	8%	0%	6%
Elderly households	12%	8%	33%	0%	20%

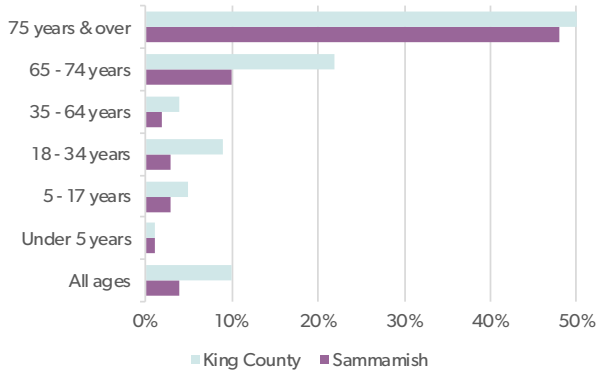
Source: U.S. Dept. of Housing & Urban Development, Comprehensive Housing Affordability Strategy, 2012

Appendix C | Housing Needs

People - Demographic Data

Disabilities included in the chart to the right include cognitive, vision, hearing and mobility impairments.

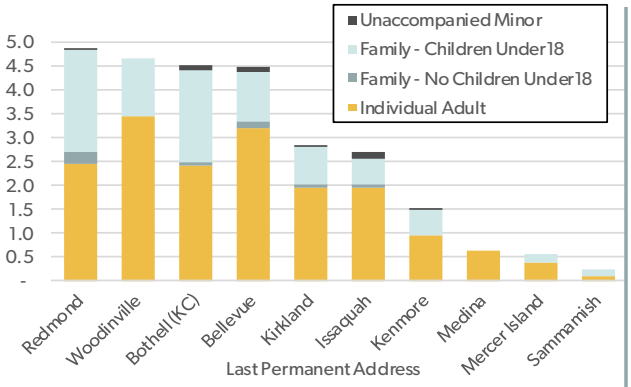
Population with Disabilities



Source: American Community Survey, 2016

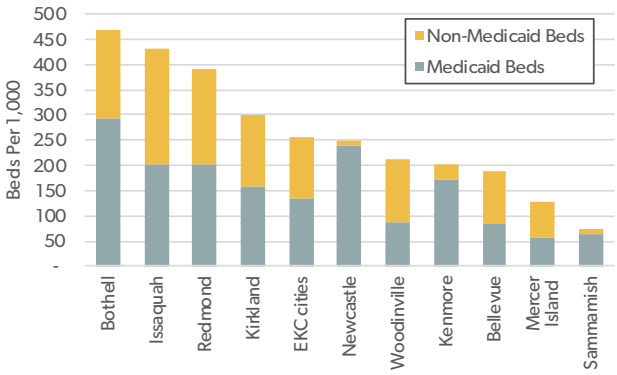
39% of Sammamish households that have a family member with a disability are cost burdened (paying more than 30% of their income for housing) compared to 28% of all Sammamish households.

People Entering the King County Homeless System in 2016, per 1,000 Residents



Source: King County Homelessness Information Management System, 2017

Licensed Assisted Living, Nursing Homes & Adult Family Homes



Source: Washington Department of Social & Human Services, 2016

Appendix C | Housing Needs

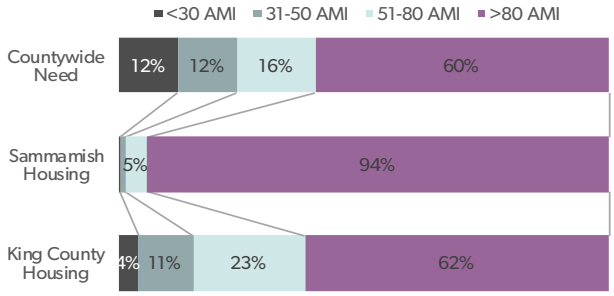
Community - Economic & Housing Data

Area Median Income (AMI)

AMI is the middle household income for households in a select region. AMI is established annually by the U.S. Department of Housing and Urban Development. Median is used instead of average because it eliminates outliers.

The Housing Policy included in Sammamish's Comprehensive Plan is consistent with the Growth Management Act and County-wide planning policies which have goals to address the existing and future housing needs of all economic segments of the county's households.

Housing Needs by Affordability



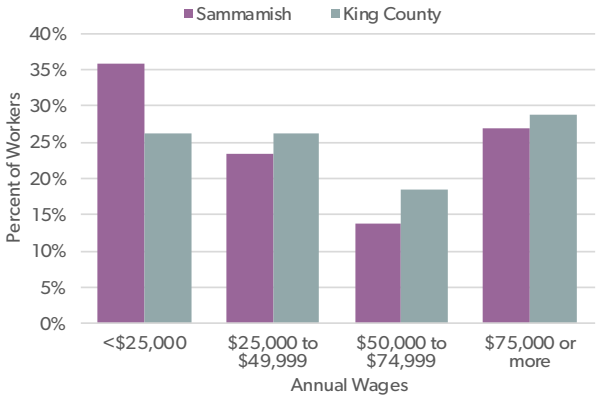
Source: U.S. Dept. of Housing & Urban Development, Comprehensive Housing Affordability Strategy, 2012

While the entire county is struggling to address the needs of lower income households, the graphic to the right highlights how the three lowest Area Median Income levels have extremely limited housing options in Sammamish.

60% of jobs in Sammamish pay less than $50,000 a year.

82% of Sammamish jobs are filled by workers that commute to Sammamish.

Wages of Sammamish Jobs



Source: American Community Survey, 2015

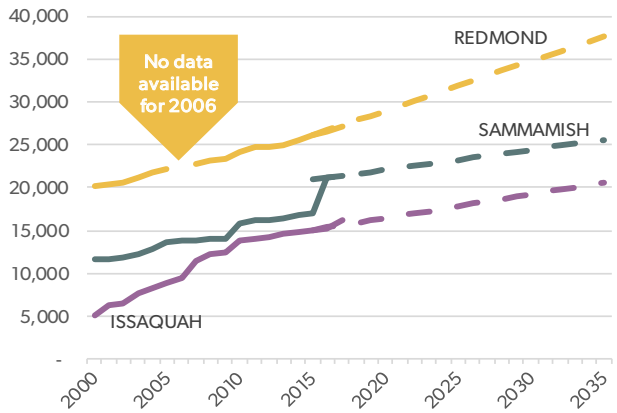
Appendix C | Housing Needs

Places - Housing Data

Sammamish had an estimated 21,310 housing units in 2017 and a target of 25,584 households by 2035.

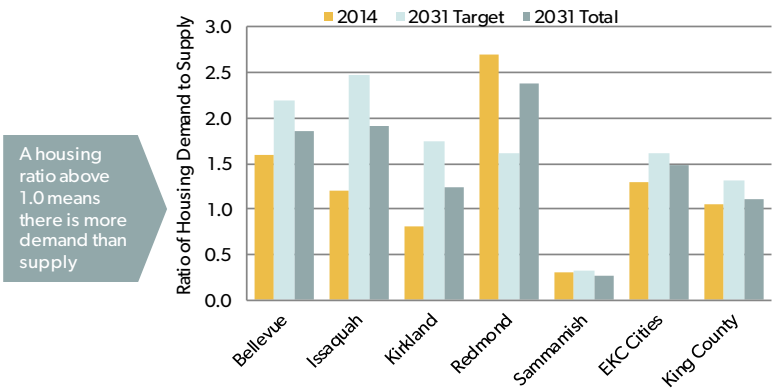
The Household Growth Chart to the right shows Sammamish's growth compared to surrounding cities and what that growth will look like as it continues toward the growth target established under the Growth Management Act. Note that the jump in number of households for Sammamish in 2016 was related to the annexation of Klahanie.

Household Growth



Source: Washington Office of Financial Management, 2017

Jobs-to-Housing Ratio



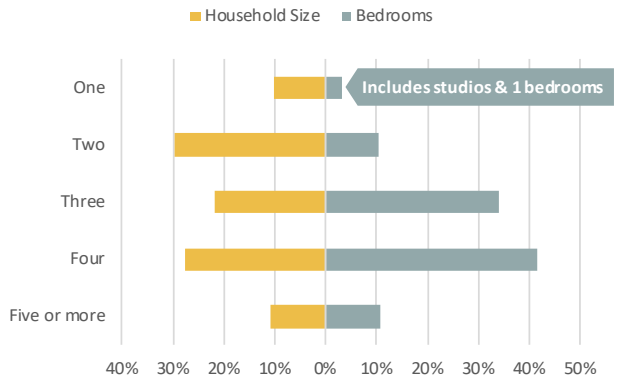
Source: A Regional Coalition for Housing (ARCH), 2014

While Sammamish has a low demand for housing from the local workforce, it is important to think about how Sammamish is influenced by the rest of the region. Job growth is expected to exceed housing growth in many of the cities surrounding Sammamish, which will put pressure on the Sammamish housing market.

Appendix C | Housing Needs

Places - Housing Data

Housing Matched to Household Size

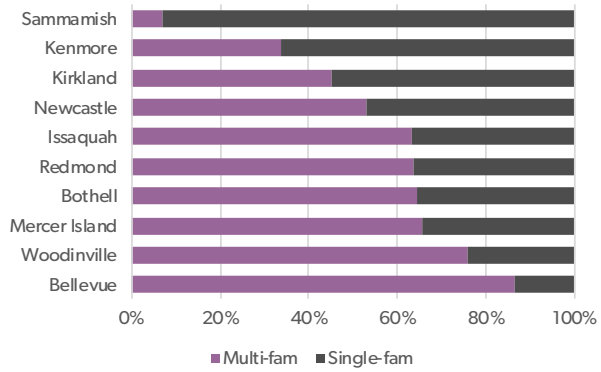


Source: American Community Survey, 2016

Sammamish developed for many years as an unincorporated area and as a result has a large number of single family homes compared to surrounding cities.

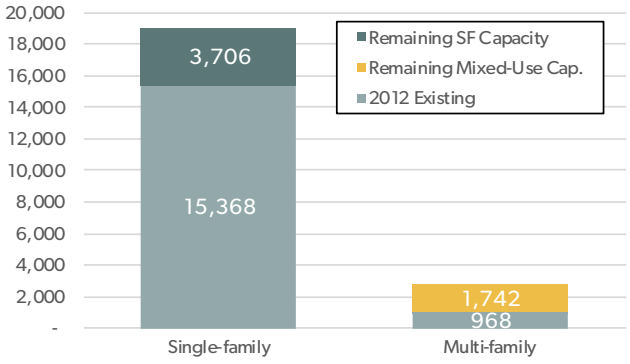
The chart on the left indicates that there's a greater demand for fewer bedroom units than what is currently available.

Issued Building Permits, 2005-2015



Source: Puget Sound Regional Council, A Regional Coalition for Housing (ARCH)

Residential Development Capacity in Sammamish



Source: King County Buildable Lands Report, 2014

In 2014, Sammamish had capacity remaining to develop 3,706 more single-family homes and 1,742 multifamily homes. Most other cities' charts would show Single-Family and Multi-Family at almost equal heights but Sammamish has more zoning for single-family homes.

Appendix C | Housing Needs

Places - Housing Data

Housing Incomes & Affordability

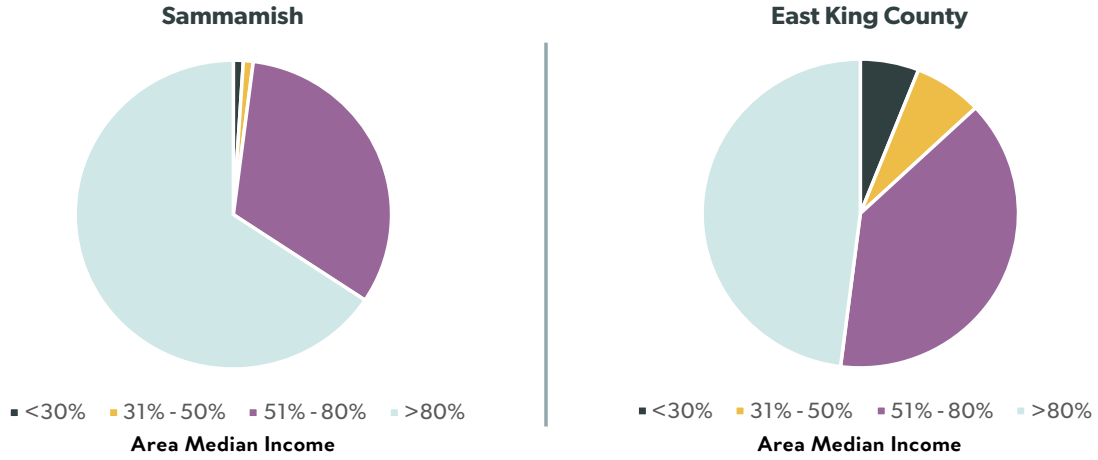
	Studio (1 person)	1 Bedroom (2 people)	2 Bedroom (3 people)	3 Bedroom (4 people)
30% AMI (Very Low Income)				
Household Income	$20,160	$23,040	$25,920	$28,800
Max. Affordable Rent	$504	$576	$648	$720
50% AMI (Low Income)				
Household Income	$33,600	$38,400	$43,200	$48,000
Max. Affordable Rent	$840	$960	$1,080	$1,200
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

Source: A Regional Coalition for Housing (ARCH), 2017

The average monthly rent for a one bedroom apartment in East King County was $1,673 in 2017.

The table above shows the maximum affordable rent for the three lowest income brackets in King County.

Existing Rental Affordability



Source: Comprehensive Housing Affordability Strategy, 2012

Appendix C | Housing Needs

Places - Housing Data

Housing Incomes & Affordability

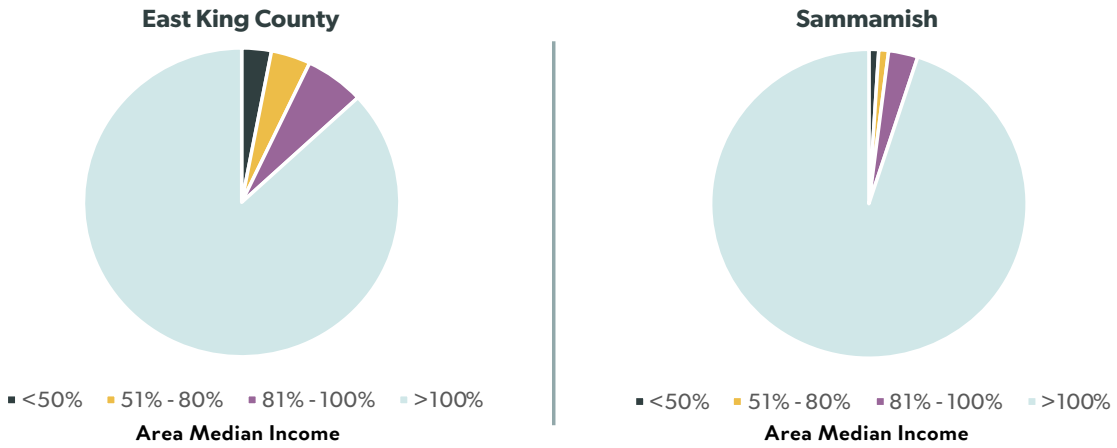
	Studio (1 person)	1 Bedroom (2 people)	2 Bedroom (3 people)	3 Bedroom (4 people)
50% AMI (Low Income)				
Household Income	$33,600	$38,400	$43,200	$48,000
Max. Affordable Purchase	$113,165	$129,331	$149,752	$170,172
80% AMI (Moderate Income)				
Household Income	$53,760	$61,440	$69,120	$76,800
Max. Affordable Purchase	$198,930	$227,350	$260,020	$292,700

Source: A Regional Coalition for Housing (ARCH), 2017

The table above shows the maximum purchase price for low and moderate income brackets in King County.

Homeownership in Sammamish is no longer affordable for those with lower and moderate incomes.

Existing Homeownership Affordability

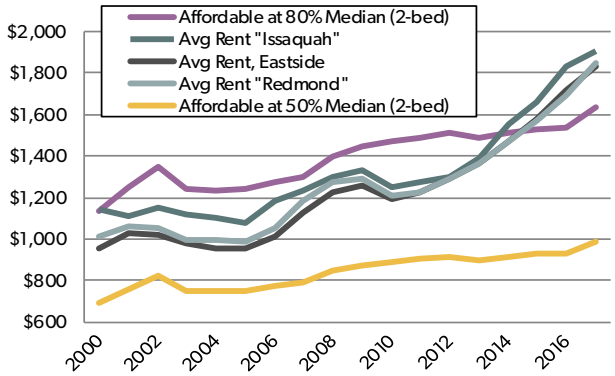


Source: Comprehensive Housing Affordability Strategy, 2012

Appendix C | Housing Needs

Places - Housing Data

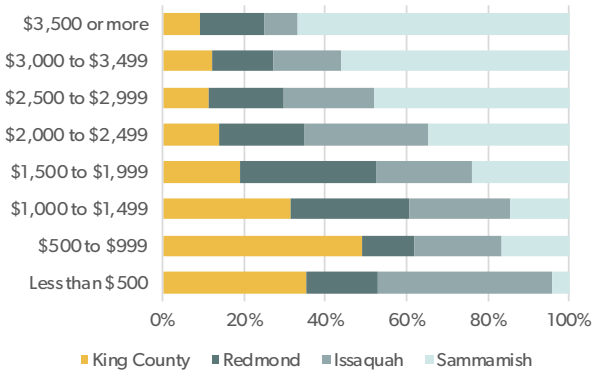
Actual & Affordable Rent in Sammamish



Source: Dupre & Scott Apartment Advisors, 2017

Redmond & Issaquah market areas include Sammamish in the chart above.

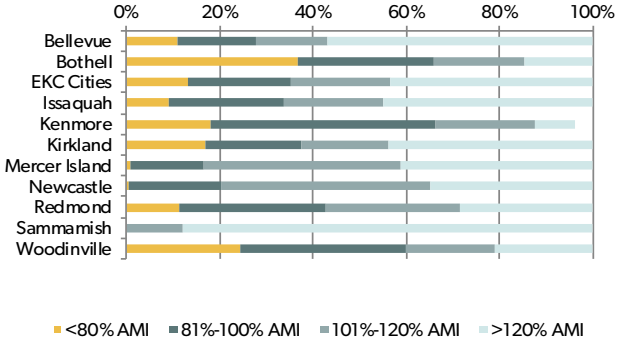
Gross Rents



Source: American Community Survey, 2016

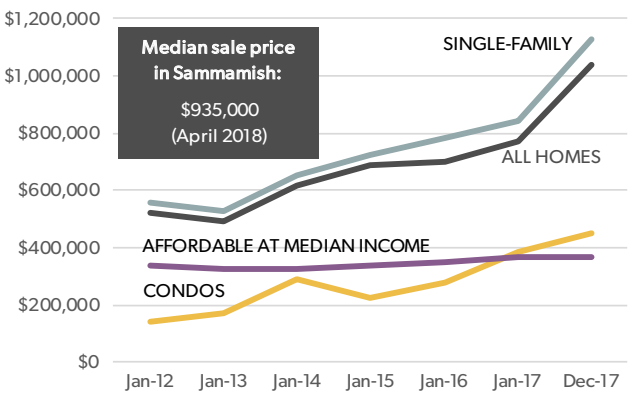
Gross rents include all housing expenses including utilities in the chart above.

Affordability of New Attached Housing Units, 1994-2015



Source: A Regional Coalition for Housing (ARCH)

Actual & Affordable Sale Prices in Sammamish

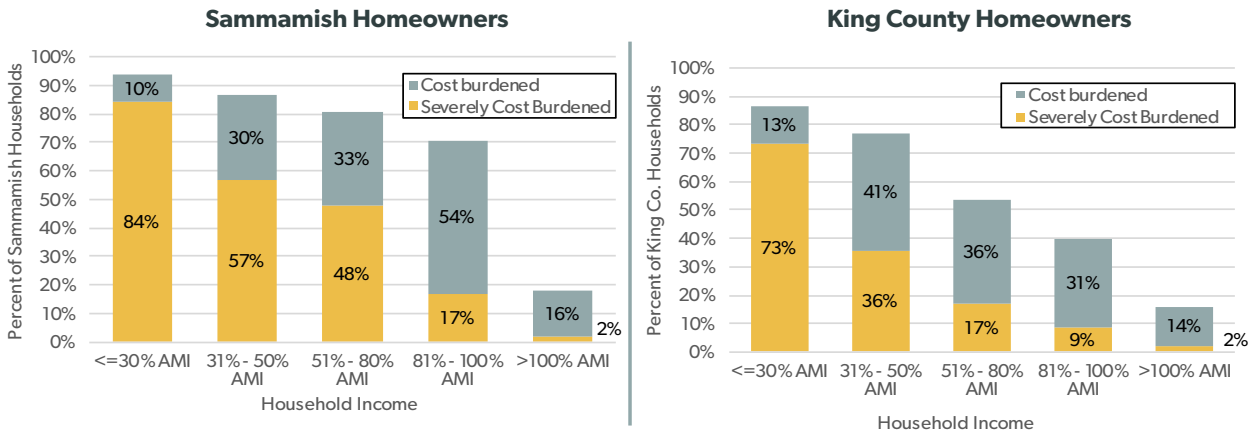


Source: Redfin, 2018

Appendix C | Housing Needs

Places - Housing Data

Housing Cost Burden for Homeowners



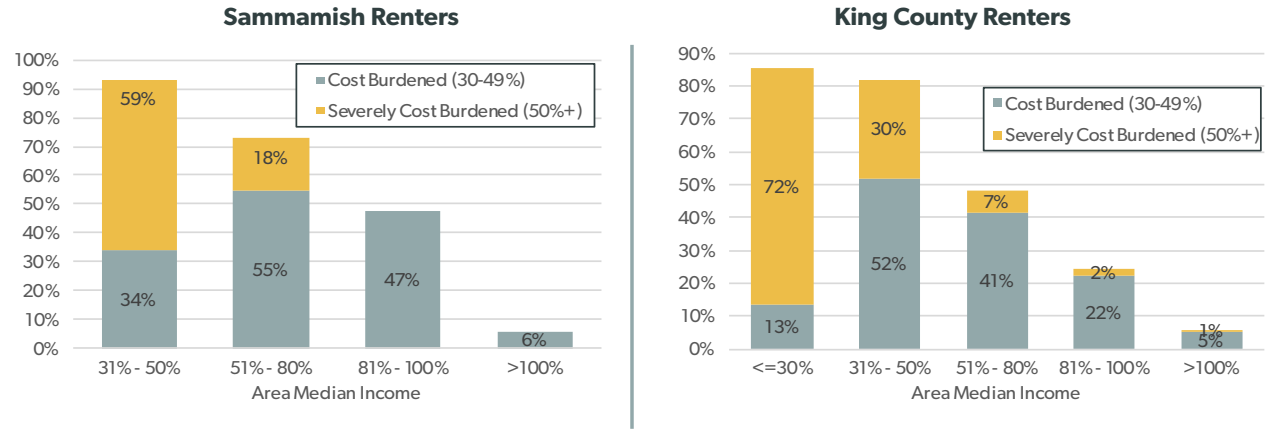
Source: U.S. Dept. of Housing & Urban Development, Comprehensive Housing Affordability Strategy, 2012

Source: U.S. Dept. of Housing & Urban Development, Comprehensive Housing Affordability Strategy, 2012

Overall, 28% of Sammamish households are housing cost burdened.

A household is housing cost burdened when it pays more than 30% of its income for housing. This means that the household may have difficulty affording other basic needs like food, transportation, and medical care. Severe cost burden means that a household is paying more than 50% of its income towards housing.

Housing Cost Burden for Renters



Source: U.S. Dept. of Housing & Urban Development, Comprehensive Housing Affordability Strategy, 2012

Source: U.S. Dept. of Housing & Urban Development, Comprehensive Housing Affordability Strategy, 2012

Appendix C | Housing Needs

Places - Housing Data

Affordable Housing Units Created in the Past 20 Years

	Low Income Units				Moderate Income Units			
	Direct Assistance	Land Use	Market	Total	Direct Assistance	Land Use	Market	Total
Bellevue	1,028	-	18	1,046	530	467	1,209	2,206
Issaquah	274	4	-	278	46	204	251	501
Kirkland	365	3	43	411	194	184	262	640
Redmond	467	14	45	526	649	564	464	1677
Sammamish	5	-	-	5	5	75	-	80
East King County	**2,497**	**30**	**122**	**2,649**	**1,578**	**1,882**	**3,138**	**6,598**

Source: A Regional Coalition for Housing (ARCH)

Direct Assistance in the chart above refers to reduced-price or donated land, funding, or fee waivers. Land Use refers to programs like density incentives, mandatory affordable units and ADUs. Market refers to market rate units that are usually studios or college housing.

Accessory Dwelling Units Constructed

	2016	Total	ADUs per 1,000 SF Detached Homes	Annual Average	Average Last 5 Years
Beaux Arts	-	2	15.5	0.2	-
Bellevue	12	135	4.5	5.9	6.0
Bothell	2	8	0.9	0.3	1.2
Clyde Hill	1	5	4.1	0.3	0.4
Hunts Point	-	-	-	-	-
Issaquah	3	44	7.4	2.0	1.8
Kenmore	5	50	8.7	3.3	3.8
Kirkland	11	54	7.5	7.0	6.6
Medina	-	1	0.8	0.1	-
Mercer Island	1	226	31.4	10.3	2.4
Newcastle	-	33	10.4	2.1	3.0
Redmond	5	18	1.7	0.8	1.4
Sammamish	2	32	1.8	2.1	3.6
Woodinville	-	3	1.1	0.1	0.4
Yarrow Point	-	-	-	-	-
EKC cities	42	711	6.1	30.9	30.6

Source: A Regional Coalition for Housing (ARCH)

Accessory Dwelling Units (ADUs)

ADUs increase housing supply without impacting neighborhood character and causing minimal disruption. The large majority of ADUs are built into homes, typically in daylight basements. ADUs support aging in place and multi-generational households but can also be used as rental units.

Appendix D | Stakeholder and Focus Group Summary

Housing Industry Input

Feedback Method	Panel discussion and Q&A with Sammamish Planning Commission
Institutions Engaged	Gina Estep (Murray Franklyn); Patrick Tippy (Catholic Housing Services); Aaron Hollingberry (Toll Brothers); Rand Redlin (Homestead Community Land Trust); Steve Yoon (Mill Creek Residential); Tim Walter (King County Housing Authority)
Summary	Panelists shared their perspectives on the range of housing strategies being explored by the Sammamish Planning Commission. In addition to providing their insights into what they think would be most effective and impactful in addressing the housing needs of Sammamish and our region, they also shared some thoughts on additional strategies and items for the City to consider.
Sammamish's Biggest Housing Needs	Panelists had a range of input. Some highlighted the need for more affordable homeownership options and others discussed the need to provide more opportunities for residents to age-in-place. Others mentioned how attitudes and preferences relating to housing are changing even with suburban residents. All panelists agreed that there should be clear goals established related to housing development and that the strategies selected should be high impact options that work toward these goals. Finally, they agreed that all strategies should be simple and clear so that they can easily guide homeowners and developers in implementation.
Strategies to Address Housing Issues	There were many potential strategies that panelists thought could have a positive impact on Sammamish's long term housing needs and quality of life. These included: • Utilizing incentives, tax exemptions and/or financing options to make it easier to build affordable housing. • Creating public/private partnerships and utilizing public lands and/or properties of faith institutions for affordable housing. • Allowing for flexible development standards and innovative housing options like cottage housing. • Preserve existing housing stock which creates opportunities for sweat equity.
Additional Thoughts Related to Housing in Sammamish	Panelists encouraged the Commission to think long-term about what will lead to meaningful outcomes. They urged the City to increase the housing options available, to continually review development regulations and to avoid layering regulations. They also recommended that Sammamish be proactive about housing and consider the demands of the region and the state when thinking about the local market because they relate to one another. Additionally, panelists shared that for each of them, the decision to develop a project is based on the numbers (profit for market rate developers and subsidies/debt financing for affordable housing developers) and suggested that the Commission take time to understand the business model associated with each of the housing strategies.

Appendix D | Stakeholder and Focus Group Summary

Social & Human Services Provider Input

Feedback Method	Online Survey and Phone Interviews
Institutions Engaged	City staff reached out to Friends of Youth, LifeWire, St. Vincent de Paul, Issaquah Food & Clothing Bank, India Association of Western Washington, Hopelink, and Issaquah Community Services. Four organizations chose to complete online surveys and two chose phone interviews.
Summary	While organizations serve a wide range of people with varying demographics, feedback from all organizations stressed not only the need for affordable housing in Sammamish (especially for those at or below 30% AMI) but also that the affordable housing be located close to public transportation that transports people to employment centers throughout the region.
Sammamish's Biggest Housing Needs	Organizations reported that many of those they serve would be interested in moving to Sammamish but are unable to do so due to lack of affordable housing options and limited access to public transportation. Additionally, limited rental units and the distance from housing to employment centers and services present challenges. The high quality schools have attracted families of all income levels to come live in Sammamish. Several organizations report that currently in Sammamish, there are a large number of single parents living in the available affordable housing units, many of whom have fled domestic violence situations and are starting to rebuild their lives. There are also young families and young adults living in and around Sammamish that struggle with housing instability and homelessness. The distance from housing to public transportation forces many of these parents to walk several miles with their children in order to get to buses that will take them to daycare and employment.
Strategies to Address Housing Issues	Suggestions on how to address the housing needs mentioned above included: • Negotiating with developers to include adequate affordable housing in new developments. • Increasing public transportation frequency and routes. • Providing indoor multicultural spaces for communities to interact. • Partnering with nonprofits during the planning process and talk with potential residents to better understand their needs. • Partnering with nonprofits to develop targeted housing (either through ARCH or by donating underutilized city land and facilities) • Providing fee waivers to make it easier for nonprofits to develop affordable housing. • Working to create a climate where city staff, local businesses, religious institutions and others are thinking creatively about how to work together to create a more divers socio-economic community.
Additional Thoughts Related to Housing in Sammamish	Rising housing costs are forcing families to cut other critical expenses like food, utilities, and other basic needs. A large majority of requests for assistance in and around Sammamish are housing related. Additionally, Issaquah Food and Clothing Bank reports a massive increase in demand for food related support programs.

Appendix D | Stakeholder and Focus Group Summary

Local Business Input

Feedback Method	Online Survey
Institutions Engaged	City staff partnered with the Sammamish Chamber of Commerce to reach out to local businesses and ask them to complete an online survey. They sent the survey to MOD Pizza, Sammamish Café, McDonald's, the YMCA, the Water District, QFC and Metropolitan Market. Four businesses chose to complete the survey.
Summary	Local businesses reported that both the lack of affordable housing as well as the limited types of housing available have a huge impact on their ability to recruit and retain good workers. This impacts their ability to maintain the quality of service and hours of operation that Sammamish residents demand.
Sammamish's Biggest Housing Needs	Increasing low-cost rentals units was seen as the biggest housing need among the local businesses. The majority of their staff are commuting from areas like Everett and Renton to get to Sammamish. In order to attract them to work in Sammamish, some businesses are having to provide additional compensation to employees. Thinking about their employees that would be interested in living in Sammamish, the most common household types are single individuals without children, couples with children, and single parents. On average, most of these employees have an annual income of $45,000 or less.
Strategies to Address Housing Issues	In addition to creating more affordable housing (particularly affordable rental housing) included: • Partnering with Central Washington to create degree programs that attract college students to stay in Sammamish. • Consider subsidizing housing to make it affordable for those who are working in Sammamish.

Appendix D | Stakeholder and Focus Group Summary

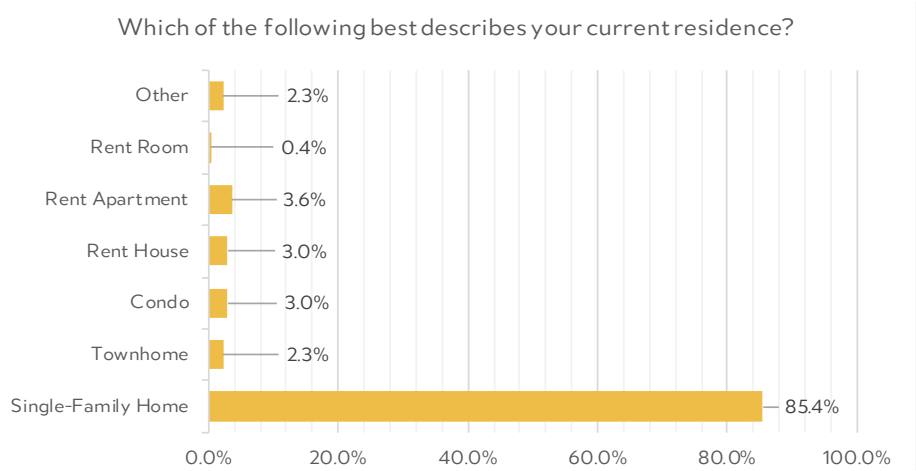
Local School Input

Feedback Method	Focus group
Institutions Engaged	A Regional Coalition for Housing (ARCH) and City staff met with staff from Lake Washington School District to discuss how the local housing market impacted their staff.
Summary	Most staff and teachers in Sammamish commute from all over the region (Mill Creek, Everett, Maple Valley as well as Seattle). As surrounding areas like Fall City, Snoqualmie, North Bend, Carnation get more expensive and traffic gets worse, it's getting harder to retain teachers. There are no affordable homes in Sammamish for entry level teachers who are usually single. Additionally, there are no affordable starter homes in Sammamish for school staff that are beginning to have families. Sammamish schools are losing teachers annually and struggling to find staff. One school had 14 teachers leave last year, 9 of whom said it was because their commute was too long and/or they couldn't find housing to meet their needs. School staff in Sammamish have a higher percentage of people who leave after 2-4 years, which is unusual for the education field and is a loss for the school which after 2-4 years has invested a significant amount of money in teachers' professional development.
Sammamish's Biggest Housing Needs	A variety of housing types that are affordable including apartments, condos, and townhomes would best address the range of housing needs teachers have throughout their careers and would allow them to live in the community where they work. Additionally, walkable, family friendly communities that have sidewalks, playgrounds and are easily accessible by a variety of transportation modes (bikes, walking, buses) would likely also appeal to most school staff, especially those with children.
Strategies to Address Housing Issues	In addition to creating more affordable housing (particularly affordable homeownership for young families), explore the idea of prioritized affordable housing or special housing units for public employees working in Sammamish. There is sufficient demand from the local workforce and there are some successful program models operating in California that could be evaluated for replication.
Additional Thoughts Related to Housing in Sammamish	People move to Sammamish because of the high quality schools but the expensive housing market and limited housing stock is putting school quality at risk as it is becoming increasingly difficult for the district and schools to attract and retain high quality teachers and staff.

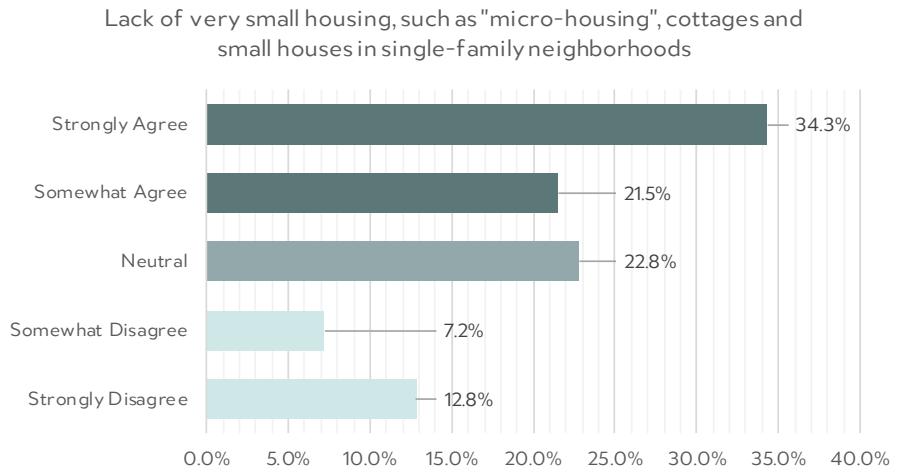
Appendix E | Community Survey

The City heard from 474 individuals responding to an online survey allowing staff to gauge the level of understanding and the general impressions of the public on the topic of housing. The community survey ran from March 19 through April 9, 2018 and provided the City with a better understanding of community perspectives and desires.

Survey Results

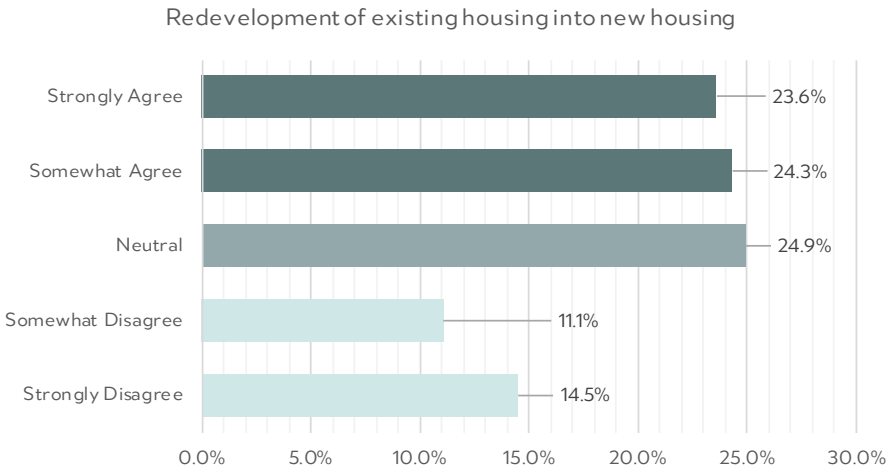


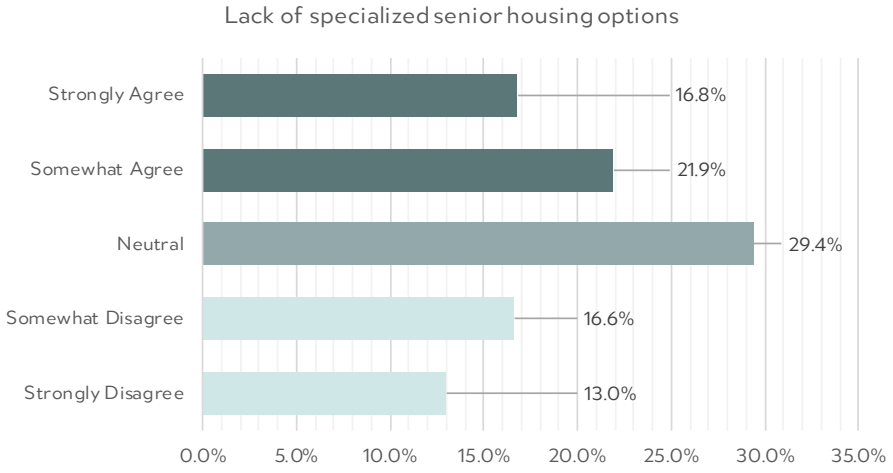
Which of these statements reflect Sammamish today?



Appendix E | Community Survey

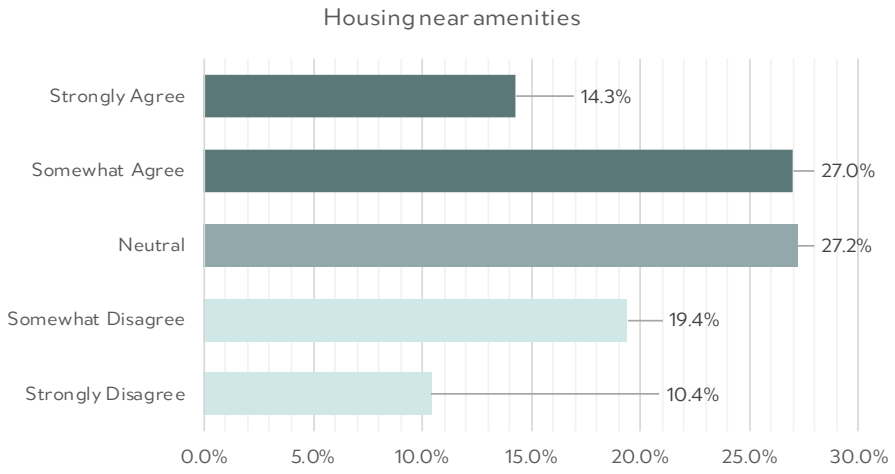
Which of these statements reflect Sammamish today? (continued)

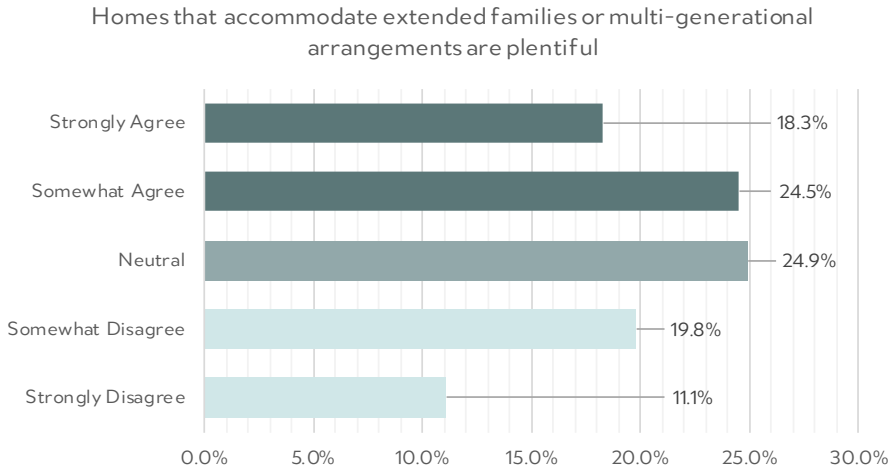




Appendix E | Community Survey

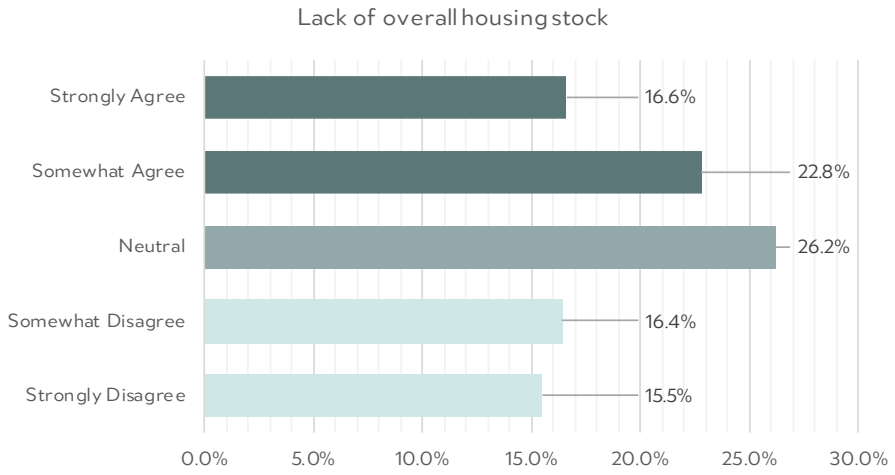
Which of these statements reflect Sammamish today? (continued)

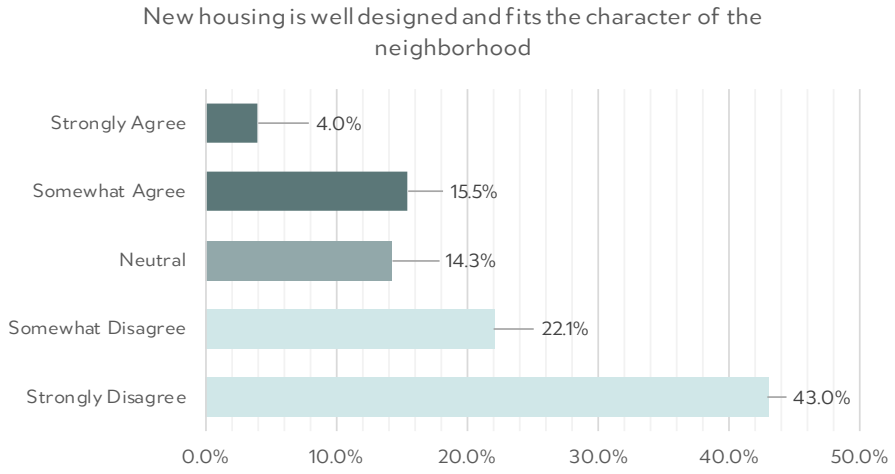




Appendix E | Community Survey

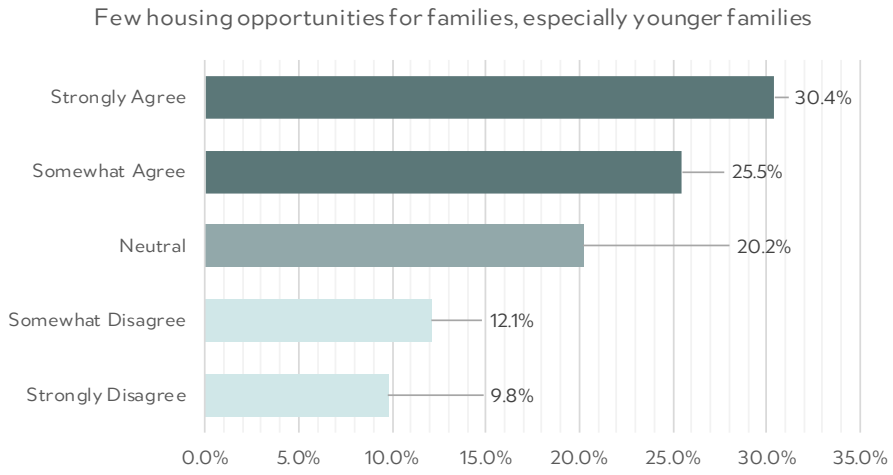
Which of these statements reflect Sammamish today? (continued)

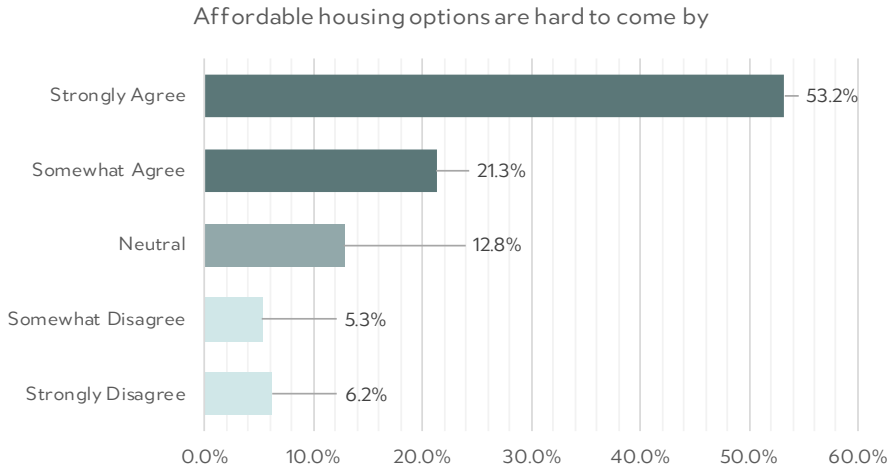




Appendix E | Community Survey

Which of these statements reflect Sammamish today? (continued)

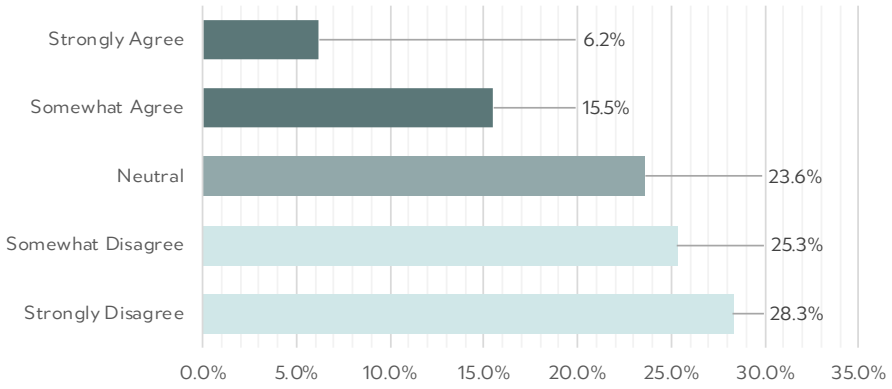




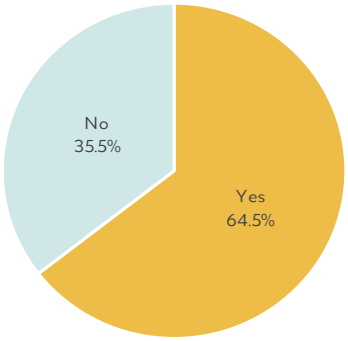
Appendix E | Community Survey

Which of these statements reflect Sammamish today? (continued)

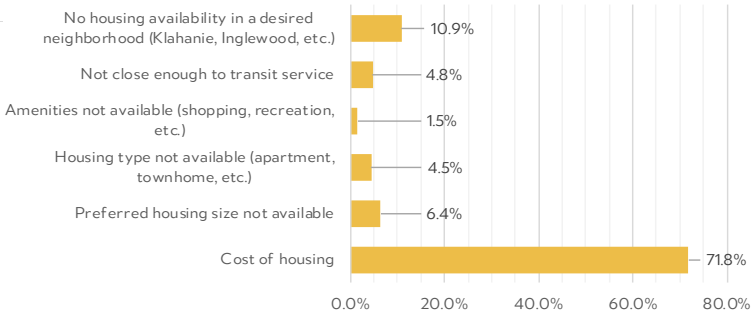
There are a variety of housing types that have easy access to transit



Have you, or anyone you know, had trouble finding a place to live in Sammamish in the last five years?

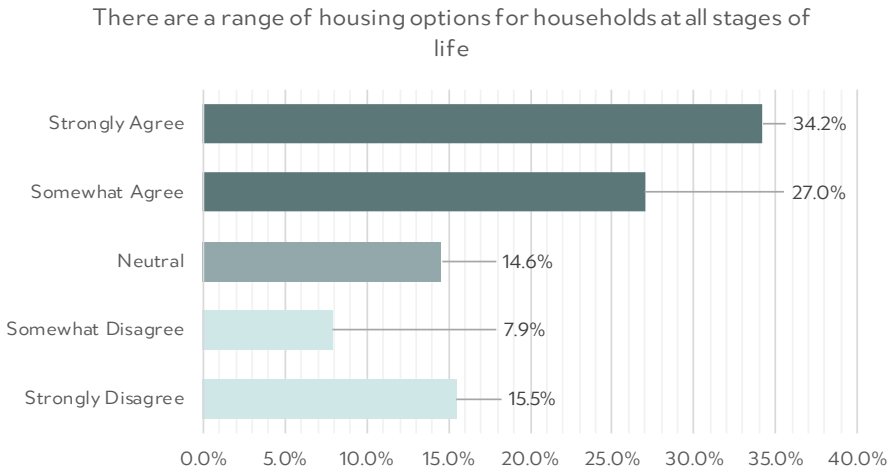


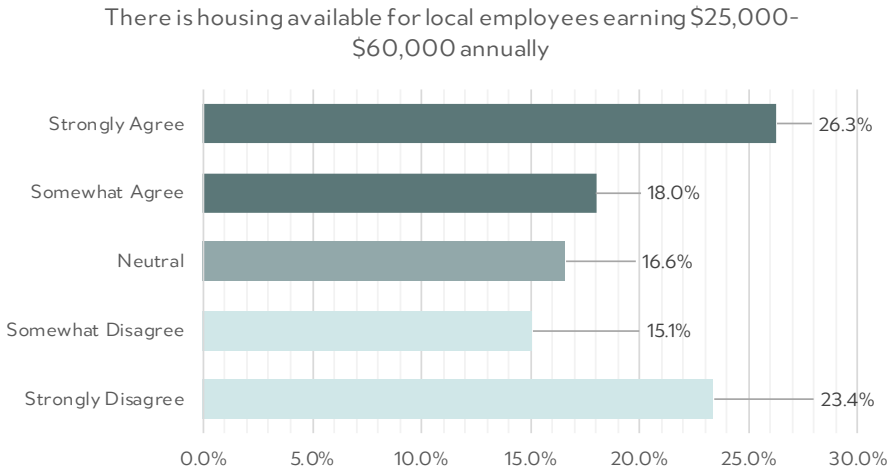
If yes, what kept you, or someone you know, from finding a place to live?



Appendix E | Community Survey

Which of these statements are successful outcomes for Sammamish in the next 20 years?

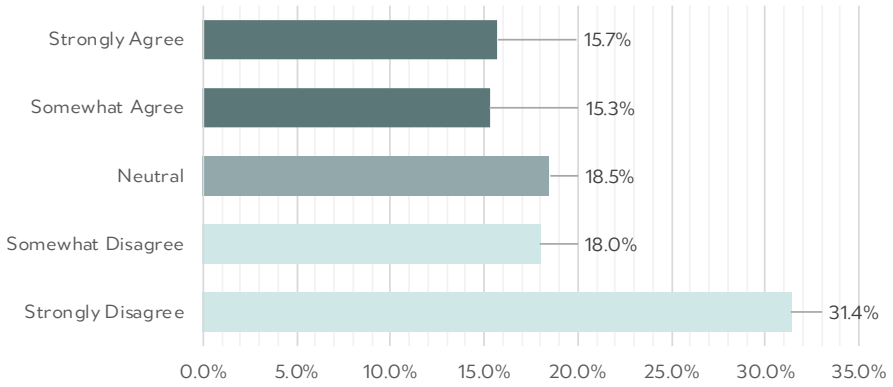




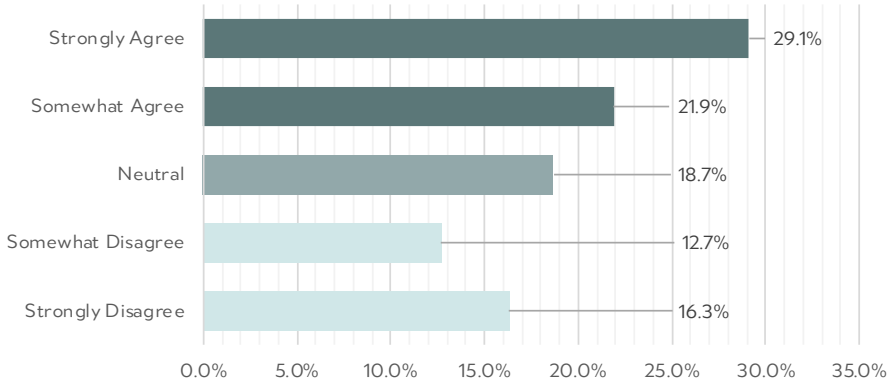
Appendix E | Community Survey

Which of these statements are successful outcomes for Sammamish in the next 20 years?

There is a range of housing affordable to a wide range of incomes, including lower incomes (less than $25,000)

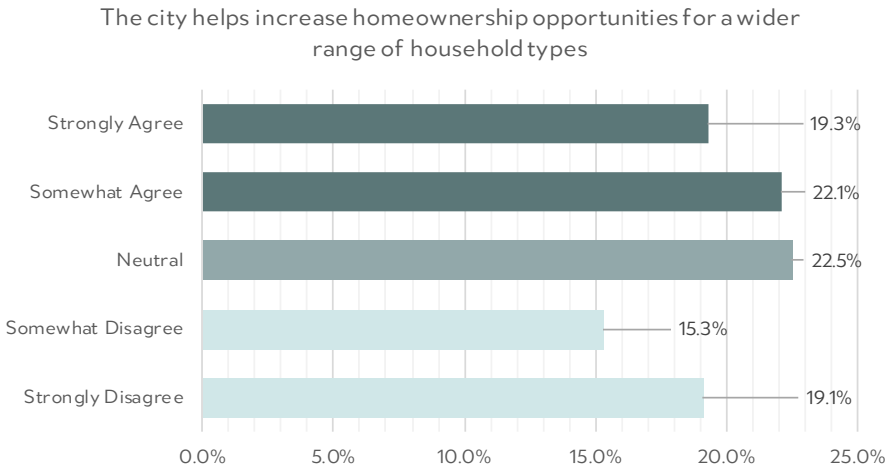


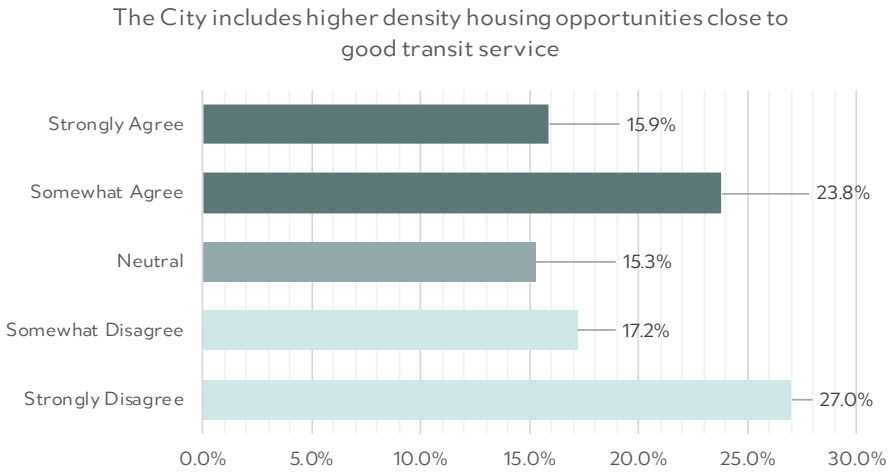
The city helps stabilize neighborhoods by preserving existing housing and maintaining its relative affordability



Appendix E | Community Survey

Which of these statements are successful outcomes for Sammamish in the next 20 years?





Appendix E | Community Survey

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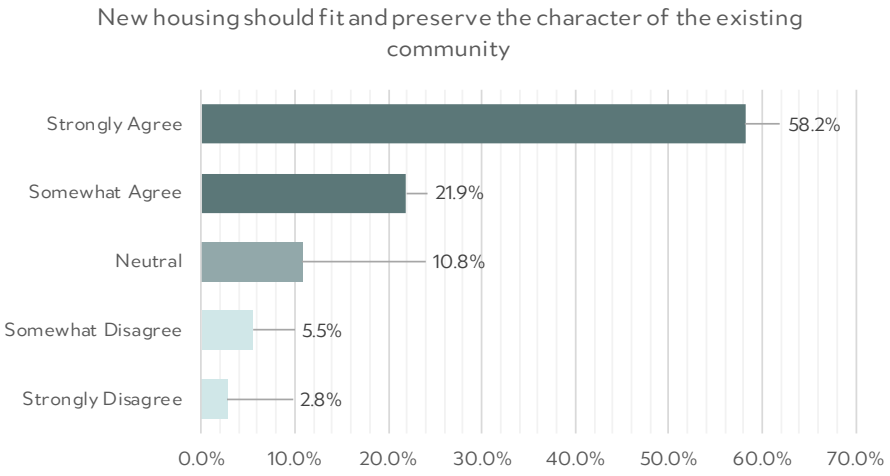

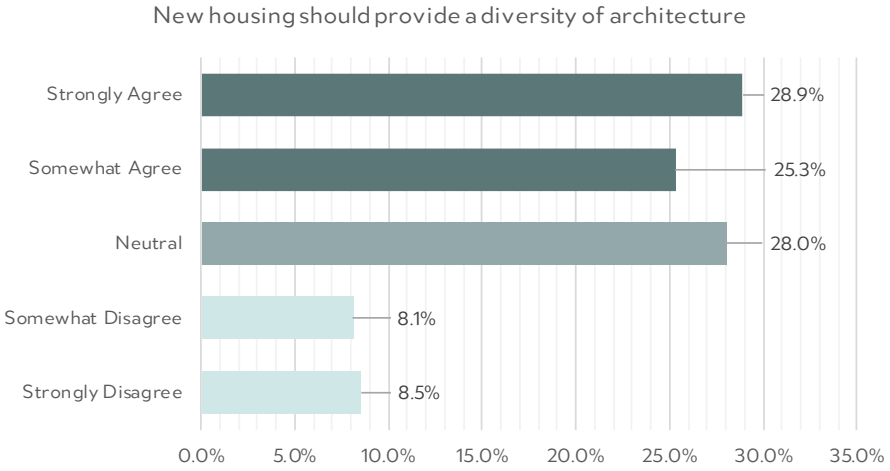

Appendix E | Community Survey

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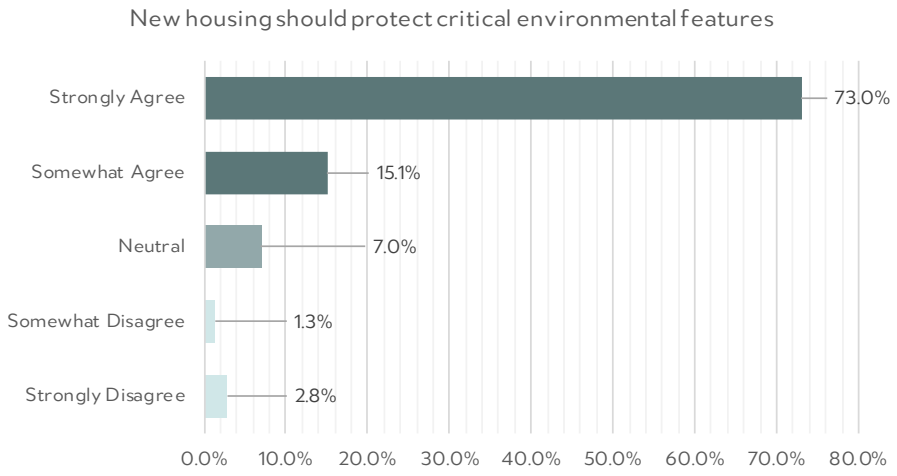

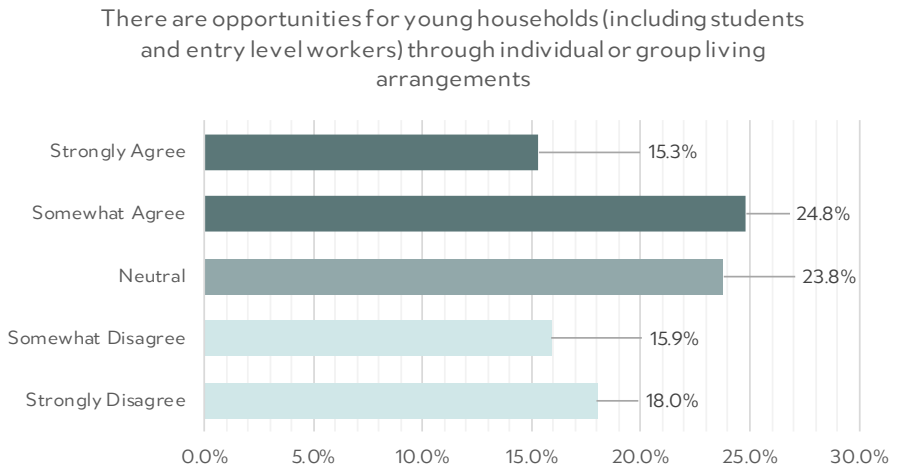

Appendix E | Community Survey

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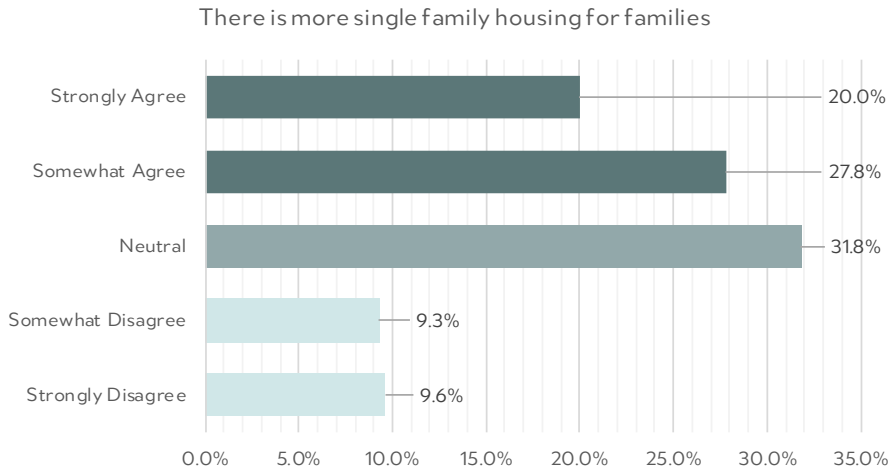
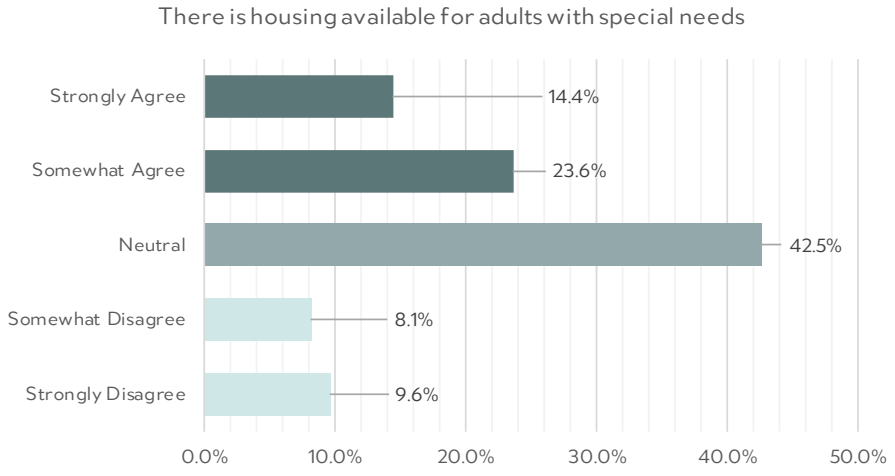
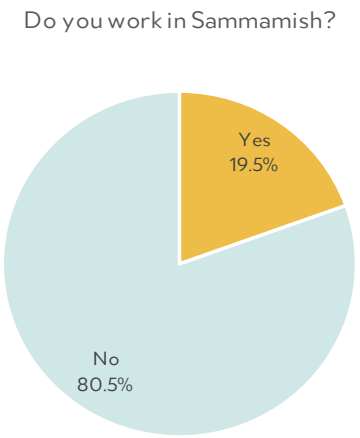
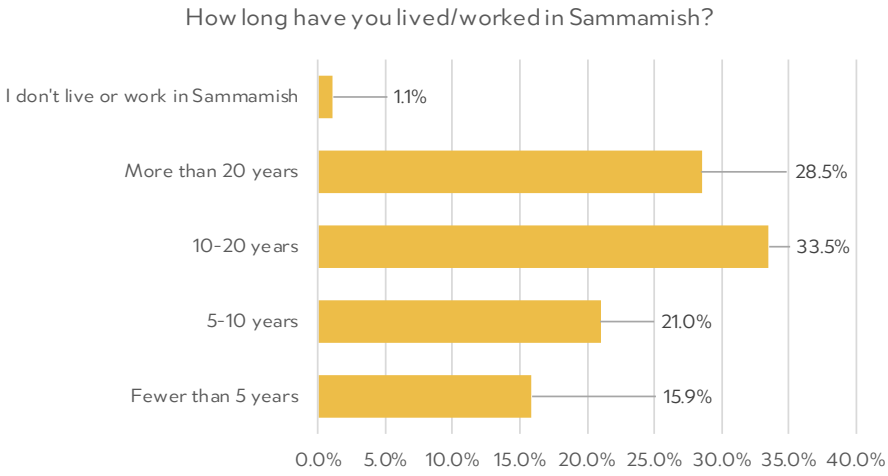


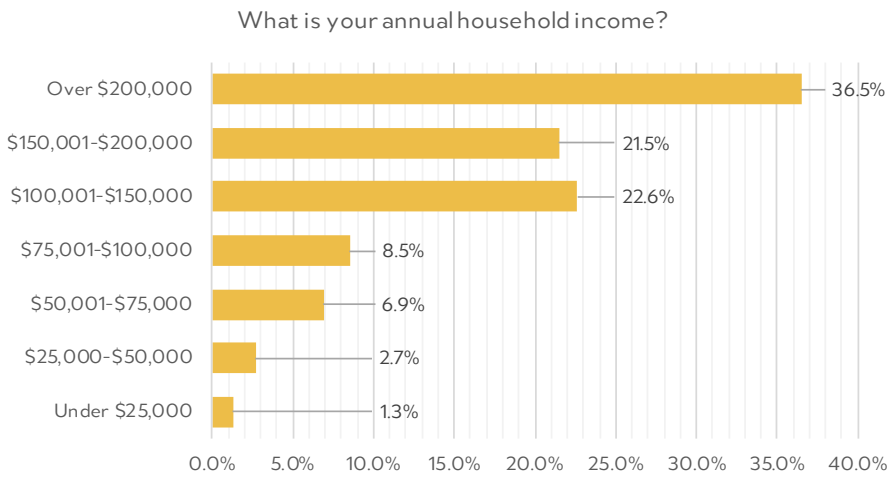


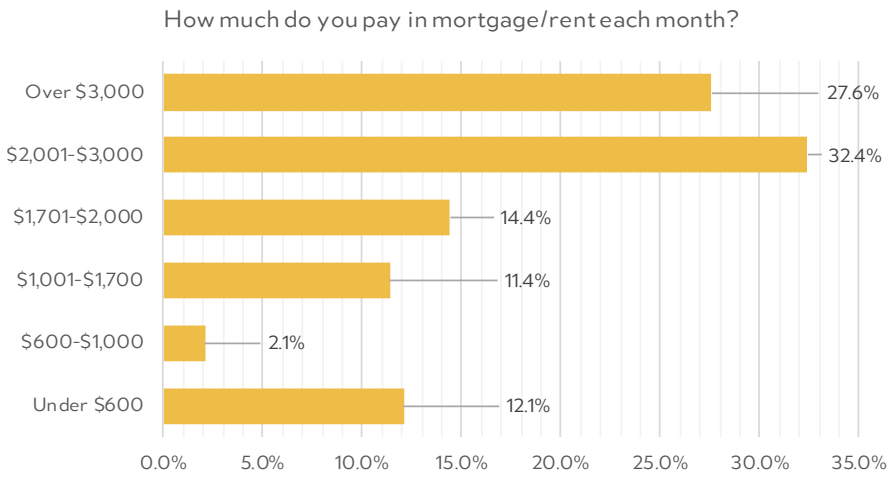
Appendix E | Community Survey





Appendix E | Community Survey





Appendix F | Community Feedback

Public Comments

Feedback Method	Comment cards completed at Community Workshop on April 25, 2018, emails received, and presentations conducted during public comment at Planning Commission meetings
Summary	Residents shared a range of concerns, ideas, and suggestions related to housing needs, development standards, and transportation issues impacting Sammamish residents.
Sammamish's Biggest Housing Needs	The needs of seniors in Sammamish was the most common area of concern among feedback received. This included concerns about the lack of housing options that allow seniors to age-in-place, as well as one-story housing options adaptable for seniors and those with disabilities. Additionally, there were comments about tax-relief for seniors with limited financial means. Transportation was another key theme. This included how Sammamish residents were going to access the light rail as well as concerns about traffic congestion on the Sammamish Plateau, particularly as it becomes more dense over time. Finally, there were concerns about the physical appearance of housing and commercial development. Some were concerned that the style of new construction didn't blend well with the area. Others were concerned about dense housing on small lots.
Strategies to Address Housing Issues	There were many suggestions for what the City could do to address housing and related needs in Sammamish. These included: • Provide utility/property tax breaks for seniors with limited incomes; • Allow for larger Accessory Dwelling Units (ADUs); • Simplify and reduce the cost of permitting and mitigation for new construction; • Encourage the development of single floor condos with enhancements for seniors; • Create condos with elevators and secure parking for the elderly/disabled that are located near amenities; • Provide a range of housing options for seniors, recognizing that some seniors prefer to live in communities with a diverse range of ages; • Build housing on bigger lots to reduce density; • Develop architectural standards for all multi-family housing and commercial spaces to ensure the style reflects the area and that it has lasting appeal; • Focus on amending the Comprehensive Plan to increase density in Town Center and down-zone other neighborhoods; • Provide more transit-oriented housing options; and • Consider code changes or incentives that allow people to experiment with new technologies to address issues related to stormwater and other areas and allow construction in restricted areas.

Appendix G | Gap Analysis

After the Sammamish Planning Commissioners and Sammamish Human Services Commissioners reviewed extensive demographic and housing data provided by A Regional Coalition for Housing (ARCH) and City staff, they asked City staff to use the data to identify unmet areas of housing need currently in Sammamish.

Using two charts, one of which compared Household Types and the other of which compared Housing Types, City staff noted categories that had a shortage of housing as well as categories that had an adequate supply. Once this was complete, ARCH and City Staff led the Planning Commissioners and Sammamish Human Services Commissioners in a Housing Gap Analysis to help provide some guidance as Commissioners prioritized the strategies to be included in Sammamish Home Grown.

City staff asked Commissioners to identify the top three categories in each chart that they felt were the most important to address in the Housing Strategy Plan. The results of this exercise can be seen on the following pages of Appendix G.

Following the exercise, Commissioners participated in a discussion on housing strategies that the City can use to address housing gaps throughout Sammamish.

Appendix G | Gap Analysis

Household Type	Any Income	Very Low Income	Low Income	Moderate Income	Middle Income	Upper Income
Living Alone Includes young adults & other singles 9% of Sammamish & 31% of King County	1	✹	✹	✹	✹	
Couples without Children Includes empty-nesters & other couples 32% of Sammamish & 26% of King County	4	✹	✹	✹		
Couples with Children Includes small families & large families 49% of Sammamish & 21% of King County	2	1	✹	3	1	
Single Parent Households 5% of Sammamish & 7% of King County	5	1	✹	✹	✹	
Seniors 1 or 2 person households 12% of Sammamish & 20% of King County	11	✹	1	✹		
Extended Families Multi-generational households 1% of Sammamish & 2% of King County	2	✹	✹	✹		
Unrelated Roommates 6% of Sammamish & 16% of King County		✹	✹	✹		
People with Disabilities Those needing on-site services	4					
People Experiencing Homelessness	5					
Transitional Populations						

2 Commissioner priority (including number of Commissioner votes)

5 Staff identified as shortage of housing & Commissioner priority (including number of Commissioner votes)

✹ Staff identified as shortage of housing

Appendix G | Gap Analysis

Housing Type	Any Income	Very Low Income	Low Income	Moderate Income	Middle Income	Upper Income
Single Family Detached Ownership 78% of Sammamish & 47% of King County	10	✹	✹	✹	✹	
Single Family Attached Ownership; townhomes, duplexes, etc. 4% of Sammamish & 4% of King County		✹	✹	✹		
Multi-family Rental	8	1	✹	3	1	
Homes Under 1,000 SF Ownership & rental; ADUs, cottages, etc.	5	1	✹	✹		
Senior Housing Ownership & rental; independent & assisted living, nursing homes, etc.	6	✹	1	✹	✹	
Transit-Oriented Ownership & rental; located near bus routes	1	✹	✹	✹		
Walkable to Services & Employment	1	✹	✹	✹		
Emergency Shelter	3					
Group Homes	3					
College Student Housing						

2 Commissioner priority (including number of Commissioner votes)

5 Staff identified as shortage of housing & Commissioner priority (including number of Commissioner votes)

✹ Staff identified as shortage of housing

	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
A. Housing Theme - Neighborhood Vitality and Character												
A.1	**Community Design Standards** - Develop community design standards to reflect the desired characteristics of each neighborhood planning area or designated community center.	• Design criteria for SF dwellings on individual lots. • Compatibility with surrounding uses. • Buildings of a scale and character appropriate to the site. • Personal safety and reduction of vandalism. • Landscape and open space requirements that residential development fit in with the natural landscape; protects the privacy of other residences; and maintains the character of the nearby neighborhoods. • Sidewalks and Trails Systems that connect neighborhoods internally and externally. • Streetscape (including arterials): How homes appear to motorists and pedestrians (looking like a small town, use artwork/discourage garage lined streets). • Promote public notification and community participation/input. • Protect critical environmental features. • Requirements for design variety (e.g. varied setback) while providing for designs with distinctive local character.	Regulatory	H.1.1, H.2.2, H.1.1, H.1.4, LU.1, LU.1.4						Survey		High
A.2	**Sub-Area Plans** - Develop Subarea Plans for central neighborhoods (i.e. the Inglewood, Pine Lake, Klahanie Centers) as well as other neighborhoods.	• Reflect local geography and the environment including greenbelts, parks, and tree canopy considerations. • Provide zoning variety rather than blanket regulations. • Opportunity to pursue multiple housing strategies in one planning effort, such as B.1 Expanding Housing Choice. • Promote meaningful community participation to develop effective zoning and development regulations. • Use buffers and greenbelts to promote non-motorized linkages. • Encourage the use of TDRs to preserve areas of the City while focusing density in sub-area(s). • Target infrastructure improvements in sub-areas to allow for non-motorized enhancements and transit. • Increase the production of multi-family and condo development. • Consider future planning trends in the development of sub-area plans to meet neighborhood needs. • Require that all sub-area plans, Town Center, commercial centers, and residential neighborhoods be developed or evaluated along with the next Comprehensive Plan Update and shall include housing balance and densities that reflect future trends as well as the needs of local citizens. • Prioritize all planning, incentives and related City ordinance changes in a way that ensures any increases in total housing planning or required in the City are focused on multi-family housing in centers and planned neighborhood sub-areas, not in additional new single-family homes. • Focus on provision of net-zero buildings and building techniques in Sammamish. • Focus on community and environmental health in sub-area planning.	Regulatory	H.1.2, LU.1, LU.3.2								High
A.3	**Subdivision Code Update**	**Provisions related to home design:** • Adjacent residential structures provide design variety including façade variation, setback, and floor plan mix. • Utilize FAR requirements for Single Family Homes. • Reevaluation of dimensional standards related to home separation and height (e.g. the method for calculating maximum height). **Provisions related to neighborhood design:** • Allow clustering of new residential development as a means of protecting environmentally sensitive areas. • Pedestrian and/or transit connectivity improvements and enhanced public spaces. • Review street tree standards within neighborhoods. • Review minimum street widths. • Require variety of housing sizes in long subdivisions (e.g. for each 5BR there must be one 3BR). • Provide incentives to include sustainable options such as rain gardens, solar panels, pollinator friendly landscaping, etc. • Encourage community artwork in new neighborhoods via incentives or offsets.	Regulatory	H.1.1, LU.1.1								High

	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
A. Housing Theme - Neighborhood Vitality and Character (continued)												
A.4	**Housing Repair and Preservation** - Promote preservation of existing housing by City support of organizations and programs involved in housing repair and education.	• Partner with the King County Housing Repair Program or non-profit organizations such as Rebuilding Together to assist low-income residents maintain and repair the health and safety features of their homes. • Educating the community about Housing Repair programs through community fairs, brochures, City website etc. (including language resources). • Revise property maintenance codes and/or increase enforcement. • Explore if other community organizations can assist with housing repairs. • Support the preservation of the City's historically significant housing.	Other Support/ Regulatory	H.1.2, H.1.3, LU.10.1, LU.10.3						Survey		Medium
A.5	**Provide Infrastructure Improvements that contribute to Neighborhood Enhancement**	• Regular infrastructure maintenance in residential neighborhoods. • Provide support for individuals and organizations that promote neighborhood enhancement and public art. • Pedestrian and/or transit connectivity improvements and enhanced public spaces (e.g. create buffer green spaces around new developments). • Implement a coordinated program with Sammamish Police to dedicate resources to neighborhood patrols with focus on speed enforcement. • Work with PSE to review and correct locations with missing streetlights in residential neighborhoods. • Consider that retention ponds be designed to enhance the natural surroundings and the proposed development, creating an amenity that is both safe and attractive.	Other Support/ Funding	H.1.2, H.1.4								Medium
A.6	**Compatible Infill in Transition Areas & Areas with Certain Services** - Develop Community Design Standards for compatible infill, especially in areas which (1) transition between SF residential and other uses or densities; (2) are served by an arterial street system with sidewalks; (3) are located within one quarter mile of a neighborhood park or recreation area; (4) have nearby pedestrian access to public transit services; and (5) allow access by service alleys when compatible with topography.	• Require that new developments that physically connect to existing neighborhoods maintain street types at connection. Natural speed and features must be maintained at connecting roadways.	Regulatory	LU.1.2, LU.2.1, LU.2.8								
A.7	**Community Education/Awareness Activities** to enhance neighborhood/community character.	• Educational program for neighborhoods to encourage earthquake preparedness: bracing water heaters, preparedness kits, etc. • Educational program for neighborhoods that may want to consider converting to secure deliver mailboxes. • Allocate funding for neighborhood events that promote safety, education, and/or community celebrations. Where possible, include (as appropriate) a member of the Samm. PD, Eastside Fire, or City Representative to • Develop and maintain a list of all active neighborhood associations including contact information. Require new developments to comply.	Other Support/ Funding	H.1.2								

	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
B. Housing Theme - Housing Supply and Variety												
B.1	**Incentives to Expand Housing Choice** - Provide incentives for diverse housing opportunities that meet community needs.	**Housing to consider include:** • Diverse housing opportunities in City centers that may include MF, mixed use and mixed income residential located close to services and arterials (e.g. Inglewood, Pine Lake, the Sammamish Commons SSA, and properties along 228th that may be affected by the Sammamish Commons). Incentives may be considered for community friendly development in centers, such as innovative design, walkway connections, public open spaces, below grade parking and ground floor commercial. • Affordable or Workforce Housing including Multi-Family close to services and arterials, such as near Inglewood Center, Pine Lake Center, and Sammamish Commons SSA. **Incentives to consider include:** • Flexible development standards, e.g. reduced/flexible minimum lot area, setbacks, lot dimensions, height regulations or transitional area buffers. • Provide residential density incentives where project demonstrates clear and compelling need and public benefit. Height incentives, e.g. allowing modified Type V wood frame construction up to 5 stories in R-6 & R-8 (current limits 35'); R-12 & R-18 (current limits 60'). • Innovative parking designs. • Strategic capital investments, infrastructure improvements. • State provision (Chapter 84.14 RCW) to allow 10 year multifamily tax exemptions in Urban Centers. • Permit expediting, streamlined administrative process.	Regulatory	H.2.2, H.2.5						Builders; Survey; Schools; Businesses; Human Srv. Orgs		High
B.2	**ADUs** - Track production of ADUs and evaluate effectiveness of land use regulations in encouraging production while balancing maintaining neighborhood compatibility. Explore other actions for encouraging additional creation.	• Streamlined permits. • Revise existing ADU regulations (more flexible, less restrictive, reduce procedural requirements) to encourage additional ADU creation while addressing neighborhood compatibility. Include evaluation of, and potentially reducing parking requirements. • Make ADU permits available on mybuildingpermit.gov. • Set goal for ADUs (e.g. 5% of single-family lots within 10 years). • No separate utility hook-ups for ADUs. • Develop education and community outreach efforts to increase awareness of ADUs. • Look at VRBO and Airbnb and impact on ADUs.	Regulatory/ Other Support	H.2.6						Affordable Housing Dev's		High
B.3	**Mixed Use Design Standards** - Develop mixed use design standards and development regulations.	• Attractive street fronts with human scale. • Connecting walkways. • Horizontal façade regulations to ensure variation in facade, rooflines and other building design features to give a residential scale and identity. • Adaptive re-use of existing structures. • Innovative design techniques. • Promote public notification and community participation/input.	Regulatory	H.2.4, H.2.5, H.1.4, LU.3								High
B.4	**Transit Oriented Housing Development** - Consider potential sites and appropriateness of land use regulations that could allow for Transit Oriented Housing Development (TOHD) near existing or planned transportation facilities.		Regulatory	H.2.4, LU.2.8, LU.3.1						Schools; Businesses; Human Srv. Orgs		High
B.5	**Criteria to Allow MF Zoning Increase** - Establish criteria for evaluating rezone requests that would establish "demonstration of a clear and compelling need and public benefit"; as well as location criteria; e.g. should be located close to arterials served by public transit and within walking distance of commercial activities, parks and recreational	• Improve docket process for screening rezone applications to based on community goals/needs.	Regulatory	H.2.3						Schools; Businesses; Human Srv. Orgs		Medium

	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
B. Housing Theme - Housing Supply and Variety (continued)												
B.6	**Innovative Housing** - Provide regulatory flexibility to allow innovative housing compatible with SF neighborhoods or SF transition areas. Housing types may include accessory units, small lot SF, attached SF, carriage houses or cottages, townhouses, manufactured housing; and multiplexes ("great-house" that resembles a SF unit).	• Innovative housing demonstration projects. • Mixing attached and detached housing in appropriately zoned areas.	Regulatory	H.2.5, H.2.6, H.2.7						Builders; Schools		Medium; Monitor
B.7	**Growth Phasing for Residential Development** - Adopt residential development growth phasing that guides the location and timing of residential growth, recognizing environmental capacities and level of service standards, while providing for residential housing targets, including affordable housing. Account for on-going review.		Regulatory	H.2.1, LU.5								
B.8	**SEPA Planned Action EIS tool** - Encourage the implementation of SEPA Planned Action EIS where appropriate to streamline development in denser areas of the City.		Regulatory	H.3.4								
B.9	**Minimum Density Requirements** - Adopt minimum density requirements to the R-8, R-18, NB, CB and O zones.		Regulatory	H.2.10, LU.2.3								
B.10	**SEPA flexibilities** - Review the allowed thresholds for categorical exemptions.		Regulatory	H.3.4								
B.11	**Construction Standards** - Allow pre-fabricated and new building technologies, e.g. cross-laminated		Regulatory	H.2.8								
B.12	**Off-street Parking Policies and Standards** - Review the benefits or impacts of transit access (using special studies).	• Use of innovative programs such as a "cap and trade" demonstration.	Regulatory	H.2.8, LU.2.3						Builders		
B.13	**Ground floor commercial requirements** in mixed-use zones.		Regulatory	H.2.4								
B.14	**Capital Investments to Support Mixed-Use and Mixed Income Housing** - Include investment strategies, e.g. planned and existing infrastructure, for Town Center planning area that adequately encourages mixed use and mixed income residential neighborhoods.		Funding	H.2.4, CF.4.7						Schools; Businesses; Human Srv. Orgs		
B.15	**Technical Assistance and Education** - Provide technical assistance to establish innovative and diverse housing concepts.	• Housing tours for public officials and interested citizens that recognize good quality design, reasonable construction costs, and community acceptance in housing projects. • Information workshops to increase developer interest and capacity for innovative, well-designed infill housing. • Print ads to promote housing choice and diversity. • Residential design awards that recognize good quality design, reasonable construction costs, and community acceptance in housing projects.	Other Support	H.3.5								

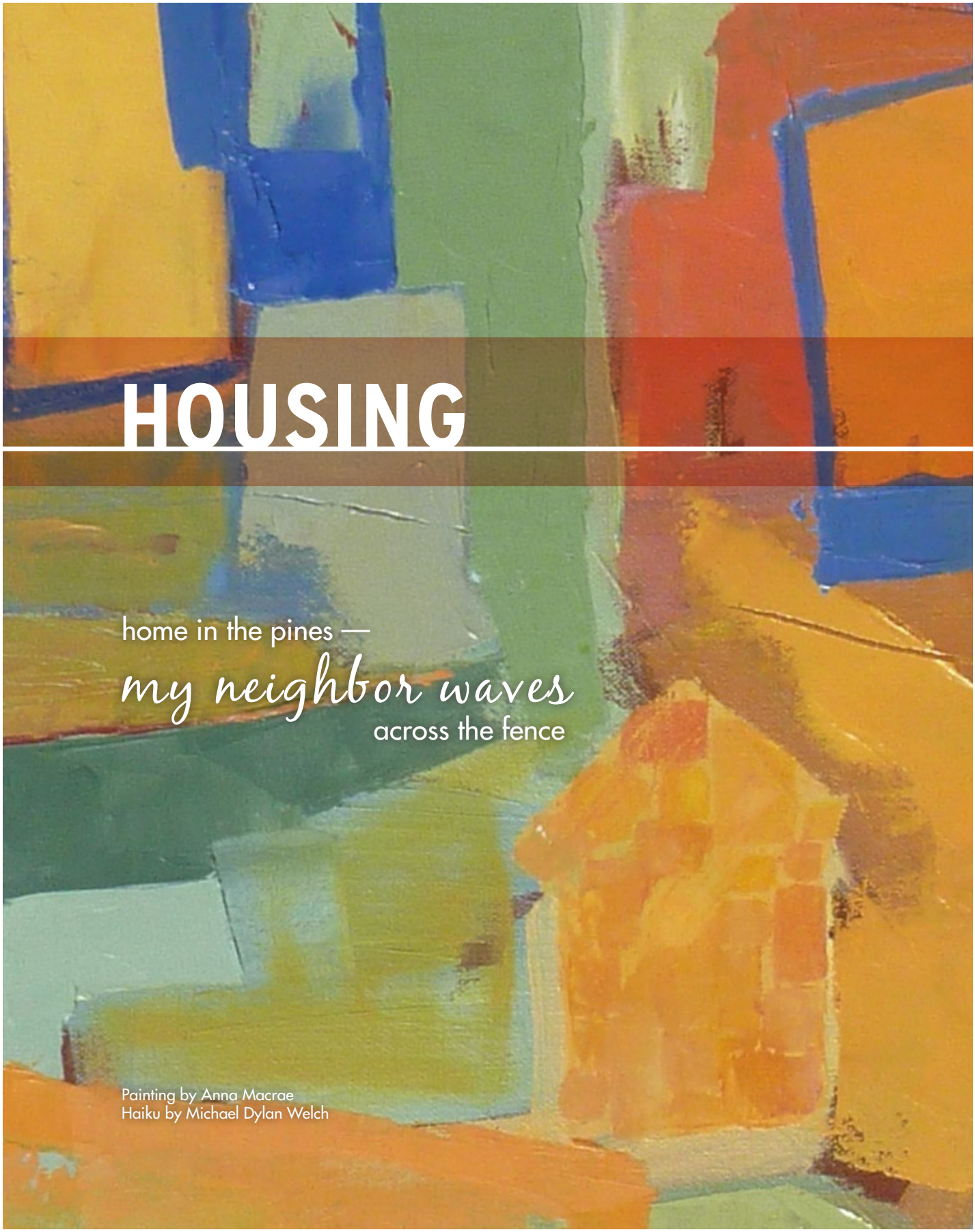
	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
C. Housing Theme - Housing Affordability												
REGULATORY												
C.1	**Dispersed Affordable Housing** - Through zoning and subarea planning ensure that affordable housing is dispersed throughout the community.	• Incorporate affordable housing into market rate development through land use tools and other city incentives. • Seek to provide funding assistance to affordable housing located in different areas of the city. • Promote preservation of existing, relatively affordable, market-rate homes.	Regulatory	H.3.7						Schools; Businesses; Human Srv. Orgs		High
C.2	**Criteria for Rezones Requiring Affordable Housing** - Establish standards and criteria for rezones to require the provision of affordable housing on- or off-site.	• Demonstrate a clear and compelling need and public benefit. • Consider alternative means of compliance. • Combine with other incentives (e.g. fee waivers, short term property tax incentives) in order to achieve a greater level of affordability.	Regulatory	H.3.3						Builders; Affordable Housing Dev's; Schools; Businesses; Human Srv. Orgs		High
C.3	**Zoning to Allow Range of Housing Affordability** - Establish a range of residential densities to meet community housing needs and considering compatibility with the character of the City.	• Create provisions for shared housing, e.g. rooming/boarding houses. • Emphasize family-sized affordable units. • Support use of-faith communities' property to provide shelter and/or affordable housing on surplus land.	Regulatory	H.3, H.4.2, LU.1.1						Builders		High
C.4	**Procedures and Regulations** - Streamline review procedures and regulation to minimize unnecessary costs and time delays. Balance this objective with maintaining opportunities for public involvement and review, public safety, and other explicitly stated City policies.	• Fees. Evaluate the cumulative impact of fees, including off site mitigation, to reduce negative impacts to housing costs without unduly compromising environmental protection, public safety, design, and public review. • Permit process. Evaluate timeliness of permit process to reduce negative impacts to housing costs without unduly compromising environmental protection, public safety, design, and public review. • Expedite permitting for projects with affordable housing. • Review land use code for redundant or overly restrictive regulations, particularly those which result in increased housing costs. Examples may include: allow rounding up of mf units at a lower fraction; increasing the distance between streetlights, reducing rights-of-way and street widths. • Review administrative procedures for ease of administration and consistency with procedures used in other jurisdictions. • Promote location-efficient and energy-efficient housing choices through incentives and other means. • Create a rental housing inspection program. • Consider limitations on condominium conversions. • Reduce parking requirements for projects with affordable housing.	Regulatory	H.2.8 H.2.12 H.3.4						Builders; Survey; Schools; Businesses; Human Srv. Orgs		
C.6	**ARCH Housing Trust Fund** - Participate in local, interjurisdictional programs, such as the ARCH Housing Trust Fund, to coordinate and distribute funding of affordable and special needs housing.	• Rental housing affordable to lower income local employees, including preserving existing housing. • Assistance for ownership programs such as Habitat for Humanity and down payment assistance loans. • Grants to organizations for special needs housing.	Funding	H.5.3						Affordable Housing Dev's; Human Srv. Orgs		High
C.7	**Public Land Survey** - Develop and maintain an inventory of surplus and underutilized public lands. Review survey to determine if such lands are suitable for housing and other public uses.	• Evaluate all forms of public land, including state and county owned property. • Consider shared use with housing and other public use on underutilized public property (e.g. park and ride).	Other Support/ Funding	H.3.9						Builders; Affordable Housing Dev's; Human Srv. Orgs		High
C.8	**Support the Preservation of Existing Affordable Housing** - Identify the most strategic opportunities for preserving existing properties, e.g. location, condition, bank-owned, growth areas.	• Transfer of Development Rights (TDRs). • Loans for upgrade/weatherization/energy efficiency improvements in exchange for affordability requirements. • Assist affordable housing agencies with purchasing existing housing to rehabilitate and preserve affordability.	Other Support	H.3.2, H.3.6						Builders; Affordable Housing Dev's		High

	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
C. Housing Theme - Housing Affordability (continued)												
	DIRECT ASSISTANCE											
C.9	**Applications to Other Funders** - Provide support for funding applications and other efforts by market and not-for-profit developers to build new or rehabilitate existing housing. Support efforts of affordable housing agencies and health and human service agencies to address housing needs for all economic segments of the population.		Other Support	H.3.6						Human Srv. Orgs		Medium
C.10	**Identify New Revenue for Direct Assistance** for affordable housing - Explore potential for a more dedicated revenue source that could be targeted toward affordable housing.	• Cash mitigation from new developments, possibly including commercial properties (on entire project or increased capacity). • Portion of sales or property tax from new residential construction. • Affordable housing property tax levy. • Support efforts to create private "Human investment" funds. • Short term multifamily property tax exemption in mixed use neighborhoods.	Funding	H.3.6						Builders; Human Srv. Orgs		Medium
C.11	**Potential Uses of Local Resources**	• Explore local rental or operating subsidies for the lowest income households. • Homeowner Assistance - Promote and/or support home repair program for low-income homeowners. Provide resources for homeowners facing foreclosure, e.g. support to financial counseling programs and a pool for higher-risk home repair loans. • Cash Contributions for Development and Redevelopment - Infrastructure investments to support projects or areas with affordable housing. • Grants to organizations which support special needs housing.	Funding	H.3.5, H.3.6						Human Srv. Orgs		
C.12	**Support Ownership Opportunities** - Support innovative programs to support ownership housing for low, moderate, and middle income households (e.g. owner-built housing, shared housing, 1st time homebuyer assistance programs, manufactured housing communities, price-restricted ownership, small lot and multiplex single-family).	• Habitat for Humanity (assisted by ARCH trust fund). • Washington State Housing Finance Commission (WSHFC) 1st time homebuyer state bond mortgage programs. • WSHFC/ARCH/King County Homebuyer Assistance Program (assisted by ARCH trust fund).	Other Support/ Funding	H.3.2						Builders; Schools		
C.13	**HUD Vouchers**. Explore ways to increase the usage of HUD vouchers.		Regulatory	H.3.7						Affordable Housing Dev's		
C.14	**Tenant Protections** - Require longer notice to vacate when multiple tenants are to be displaced.	• Require longer notice to vacate when multiple tenants are to be displaced. • Consider a just-cause eviction ordinance. • Consider the regulation of the amount of, or process for, rent increases to existing residents of affordable housing. • Consider tenant relocation assistance, per state law.	Regulatory	H.3.5, H.3.7								
C.15	**Tenant Counseling and Landlord Education** - Provide technical assistance to tenants and landlords.	• Programs for people with language barriers, mental illness, or exiting incarceration. • Consider the use of intermediaries to resolve conflicts among landlords and tenants, e.g. Community Service Officers.	Other Support	H.3.5								
C.16	**Homebuyer Assistance** - Promote homebuyer assistance programs offered by lenders and public agencies.	• Housing fairs. • Distribute homebuyer program info (Sammamish website, City newsletter/press release, brochure display) for a variety of languages and cultures. • Down payment assistance programs.	Other Support/ Funding	H.3.5								
C.17	**Partnerships with faith communities and other non-profits to develop underutilized land in their ownership.**		Other Support	H.3.6						Affordable Housing Dev's; Human Srv. Orgs		

	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
C. Housing Theme - Housing Affordability (continued)												
DIRECT ASSISTANCE												
C.18	**Non-cash Subsidies.**	• Credit enhancement education and programs.	Other Support	H.3.5						Affordable Housing Dev's		

	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
D. Housing Theme - Housing for People with Special Needs												
D.1	**Accessibility** - Encourage Universal Design features that improve housing accessibility for people with disabilities.	• Evaluate potential code requirements or incentives for mitigating or removing barriers and improving usability. • Promote through information for builders and homeowners. • Help sponsor a community event/open house with examples of Universal Design.	Regulatory	H.4.3								High
D.2	**Senior Housing** - Review senior housing land use regulations. Ensure that regulations support senior housing and recognize smaller household sizes.	• Reduced parking requirements. • Intensity of development (e.g. density bonus or relaxed density standard). • Recognize different and emerging types of senior housing and account for different levels of need and impact on the community. • Housing options and services, including property tax exemptions, that enable seniors to stay in their homes or neighborhoods.	Regulatory/ Other Support	H.4.1, H.4.2						Survey		High
D.3	**Support organizations** serving those with special housing needs.	• Funding for housing acquisition and development for persons with special needs. • Capacity building and technical assistance. • Addressing negative perceptions related to housing for people experiencing homelessness or other special needs. • Support applications to other funders to build new or rehabilitate existing special needs housing. • Giving a developer preference to build special needs housing.	Other Support/ Funding	H.4.3, H.4.5						Human Srv. Orgs		High
D.4	**Dispersed Special Needs Housing** - Through zoning and subarea planning, ensure special needs housing is dispersed throughout the community.		Regulatory	H.4.4								Medium
D.5	**Homeless Encampments** - Review existing TUP regulations and consider criteria, process and conditions for homeless encampments.		Regulatory	H.4.5, H.5.2								
D.6	**Support public and private housing and services for people who are homeless** - such as the Landlord Liaison/Rapid rehousing programs and development of new emergency and permanent		Funding	H.4.5, H.5.2						Affordable Housing Dev's; Human Srv. Orgs		

	STRATEGY	EXAMPLES AND CONSIDERATIONS FOR FURTHER EVALUATION	TYPE OF ACTION (City)	RELATED COMP PLAN GOALS/ POLICIES	30% AMI	50% AMI	80% AMI	120% AMI	MARKET RATE	PUBLIC INPUT	TIMELINESS	PRIORITY
E. Housing Theme - Regional Collaboration												
E.1	**Federal and State Housing Legislation** - Review, and as appropriate, provide comment on county, state and federal legislation affecting housing in Sammamish.	• Expand Real Estate Excise Tax (REET) for affordable housing. • Revise Multi-Family Tax Exemption (MFTE) statute for existing housing. • Transfer tax charged on capital gains ("anti-flipping"). • Property tax generated by sold public sites. • Local option sales tax. • Hotel tax on short-term rentals. • Support expansion of existing county, state, and federal housing programs. • Removing barriers in state law to condominium development.	Advocacy	H.5.4						Affordable Housing Dev's		High
E.2	**Housing Balance** - Work cooperatively with other jurisdictions to achieve a regional fair share housing balance and maximize housing resources, e.g. ARCH.	• Actively participate in regional planning groups that work on issues such as distributing planned growth throughout the county and regional housing goals. • Share information with other communities working on similar planning initiatives (e.g. ADU regulations). • Share funding resources with other cities for housing that benefits low- and moderate-income residents and employees.	Regulatory/ Other Support	H.3.1						Affordable Housing Dev's		High
E.3	**Regional Housing Finance Strategy** - Work with other jurisdictions to develop and implement a new regional housing finance strategy.	• Regional Property tax levy. • Other funding sources currently authorized under state legislation (e.g. 1% sales tax). • Work with other jurisdiction to seek legislative authorization other local funding tools (e.g. REET).	Other Support	H.5.1, H.6.2						Builders		High
E.4	Support a coordinated regional approach to homelessness.	• Public and private housing and services for people who are homeless and work with other jurisdictions and Health and Human services organizations, including faith-based and other non-profit organizations.	Other Support	H.5.2								Medium
E.5	**Countywide Planning Policies** - Coordinate with countywide housing policy and analysis, such as updates to Countywide Planning Policies.		Other Support	H.2.1								


HOUSING
home in the pines —
my neighbor waves
across the fence
Painting by Anna Macrae
Haiku by Michael Dylan Welch

Housing Goals

Goal H.1 **Neighborhood Vitality and Character**
Promote safe, attractive, and vibrant residential and mixed-use neighborhoods. Encourage housing design that is sensitive to quality, design, and intensity within neighborhoods and with surrounding land uses. Land use policies and regulations should emphasize compatibility with existing neighborhood character. In areas where the existing character is in transition, new development should be designed to incorporate the qualities of well-designed neighborhoods.

Goal H.2 **Housing Supply and Variety**
Ensure that Sammamish has a sufficient quantity and variety of housing to meet projected needs, preferences, and growth of the community.

Goal H.3 **Housing Affordability**
Provide for a range of housing opportunities to address the needs of all economic segments of the community.

Goal H.4 **Housing for People with Special Needs**
Support a variety of housing opportunities to serve those with special needs.

Goal H.5 **Regional Collaboration**
Actively participate and coordinate with other agencies in efforts to meet regional housing needs.

Goal H.6 **Monitoring**
Implement Housing Element goals in a manner that is effective, efficient and transparent.

HOUSING

Introduction

The Housing Element addresses the preservation, improvement, and development of housing, identifies land to accommodate different housing types, and makes provisions for the existing and projected housing needs of all economic segments of the community. Sammamish's housing element ensures that there will be enough housing to accommodate expected growth in the city, and the variety of housing necessary to accommodate a range of income levels, ages and special needs. At the same time, the element seeks to preserve existing neighborhood character by including policies that will keep new development compatible.

Lancaster Ridge

Multifamily housing

The Housing Element is supported by a housing needs analysis, which quantifies existing and projected housing needs and identifies the number of housing units necessary to accommodate projected growth. This analysis prompts the City to consider what current and future residents will need, and this in turn informs policies that shape the zoning and development standards in place today and planned for the future. This is an element in which multiple interests need to be balanced, including community character, demographic characteristics, affordability, and others. This analysis is contained in the Housing Element Background

Information. Specifically, the Housing Element Background Information contains the *East King County Housing Needs Analysis*, beginning on page ~~H.3~~H.5, prepared by ARCH (A Regional Coalition for Housing), in collaboration with the participating cities. The Housing Needs Analysis, dated January 27, 2015, includes a review of demographics, household characteristics, housing supply and summary findings for both the East King County area and the City of Sammamish. ~~The Housing Element Background Information also includes the February 2, 2006 Planning Commission Recommended Draft City of Sammamish Housing Strategy Plan, which identifies recommended actions to implement the Housing Element of the 2003 Comprehensive Plan.~~

Please look for this icon for goals and policies that focus specifically on sustainability and healthy communities.

~~To accomplish aims of this Element, the City will develop a shorter range Strategy Plan that lists potential strategies to implement various goals and policies and their relative priority for consideration.~~ The 2018 Housing Strategy, Sammmamish Home Grown - A Plan for People, Places, and Community is a plan to guide the implementation of the following goals and policies and their relative priority for consideration. In addition, the results of activities undertaken through ~~the Strategy~~ this Plan will facilitate performance monitoring, evaluation, and future planning updates.

Goals and policies that support housing sustainability and healthy communities address energy efficiency.

Single family homes

Townhomes

Goals and Policies

Goal H.1 **Neighborhood Vitality and Character**

Promote safe, attractive, and vibrant residential and mixed-use neighborhoods. Encourage housing design that is sensitive to quality, design, and intensity within neighborhoods and with surrounding land uses. Land use policies and regulations should emphasize compatibility with existing neighborhood character. In areas where the existing character is in transition, new development should be designed to incorporate the qualities of well-designed neighborhoods.

Policy H.1.1 *Ensure new development and redevelopment is sensitive to the context of existing and planned neighborhood character.*

Policy H.1.2 *Support investment in existing neighborhoods and housing in order to preserve the character and condition of neighborhoods and housing.*

Policy H.1.3 *Support the preservation of the city's historically significant housing.*

Policy H.1.4 *Provide notification and foster public awareness and participation in decisions affecting neighborhoods.*

Goal H.2 Housing Supply and Variety

Ensure that Sammamish has a sufficient quantity and variety of housing to meet projected needs, preferences, and growth of the community.

Based on the assumptions described in the Land Use Element, the City has development capacity to meet the adopted 2035 targets of 4,640 houses and 2,088 jobs.

Policy H.2.1 *Maintain an adequate supply of appropriately zoned land to accommodate the city's housing growth targets.*

Policy H.2.2 *Support a variety of residential densities and housing types to meet the needs and preferences of all Sammamish residents.*

Policy H.2.3 *Consider the impacts on citywide housing capacity and diversity when making land use policy decisions or code amendments.*

Policy H.2.4 *Support residential and mixed use development in Town Center and other commercial areas where combining such uses would promote the vitality and economic viability of the area.*

Policy H.2.5 *Permit and promote smaller housing types (e.g. cottages, duplexes, efficiency studios, and townhouses).*

Policy H.2.6 *Promote the development of accessory dwelling units (ADUs).*

Policy H.2.7 *Permit manufactured homes in residential zones in accordance with the provisions of state and federal law.*

Multifamily housing

Neighborhood within easy walking distance of Eastlake High School, local transit and Sammamish Highlands

Urban infill *is defined as new development that is sited on vacant or undeveloped land within an existing community, and that is enclosed by other types of development. The term "urban infill" itself implies that existing land is mostly built-out and what is being built is in effect "filling in" the gaps. The term most commonly refers to building single-family homes in existing neighborhoods but may also be used to describe new development in commercial, office or mixed-use areas.*

Fair Housing *is the ability for all people to choose where they live without discrimination based on race, color, national origin, sex, family status, or disability—these are the "protected classes" under state and federal law. (Some places also protect age, sexual orientation, or having a Section 8 voucher). Cities may not make zoning or land use decisions or implement policies that exclude or otherwise discriminate against protected persons, including individuals with disabilities. Sammamish's fair housing practices are evaluated periodically by King County as part of a countywide report to the federal government.*

Location-efficient Housing *refers to homes that have easy or inexpensive access to workplaces, schools, shopping, and other necessary destinations. Housing locations are efficient to the most people when the ways to these destinations are easily walkable, don't require the resident to own an automobile, and can be reached in 20 minutes or less.*

Policy H.2.8 *Avoid creating regulations and procedures that discourage the housing industry's ability to respond to market needs or unnecessarily increase the costs of developing housing.*

Policy H.2.9 *Permit context-sensitive residential clustering, where appropriate, as a means of protecting environmentally sensitive areas and providing more open space.*

New housing development under construction

Policy H.2.10 *Promote minimum densities in commercial zones that allow housing to achieve mixed-use development.*

Policy H.2.11 *Ensure fair and legal housing practices throughout the city.*

Policy H.2.12 *Promote location-efficient and energy-efficient housing choices through incentives and other means.*

Goal H.3 Housing Affordability

Provide for a range of housing opportunities to address the needs of all economic segments of the community.

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.3.2 *Promote the preservation of existing housing which may provide for affordable forms of rental and ownership housing.*

Policy H.3.3 *Consider requiring or incentivizing affordable housing when evaluating rezones and other land use regulation modifications, especially when resulting in increases in development capacity.*

Policy H.3.4 *Offer regulatory incentives such as priority processing of permits, fee waivers or reductions, and/or property tax relief for builders who provide very low-, low- or moderate-income housing or buildings/developers providing housing for demographics needs, such as seniors, singles and two person households.*

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.*

Given the unique challenges of providing housing affordable to households at less than 30% AMI (very low-income), local efforts will require collaboration with other jurisdictions and funders.

Multifamily housing

Single family homes

Multifamily housing

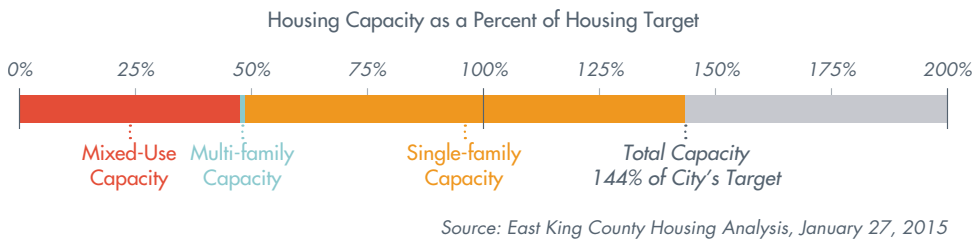
Low-density development

Area Median Income (AMI)

Housing Affordability

Growth Management Act Context

Comprehensive Plan Requirements. The Growth Management Act requires that comprehensive plan housing elements contain an inventory and analysis of projected housing needs to manage projected growth, provide a statement of goals and policies for the preservation, improvement and development of housing, identify sufficient land for housing, and make adequate provisions for existing and projected needs of all economic segments of the community.



Source: East King County Housing Analysis, January 27, 2015

As shown in the bar chart above, the City of Sammamish has demonstrated sufficient land for housing, with a housing capacity of 144% of the City's housing target. Given the cost of single family housing, and because mixed use and multifamily housing types are typically more affordable than single-family, detached housing, the City recognizes the importance of having sufficient zoned capacity for multi-family and Town Center mixed use residential development in order to meet affordability needs. As shown above, approximately 50 percent of the City's capacity was in either multi-family or mixed use residentially zoned land. This is an important element in the City's overall approach to providing for affordable housing in Sammamish.

Countywide Planning Requirements. The King County Countywide Planning Policies (CPPs), in addition to reaffirming the GMA housing goals, require all cities to share the responsibility for achieving the goal of an equitable distribution of affordable housing in King County. Through the CPPs, cities in King County have agreed that housing in each community should reflect the existing countywide mix of household income. The CPPs define the county-wide need for housing by income as follows:

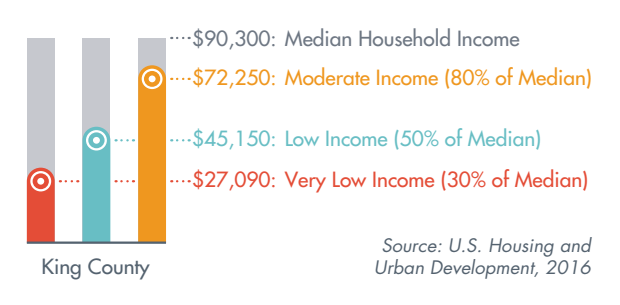
- 50–80% of AMI (moderate) 16% of total housing supply
- 30–50% of AMI (low) 12% of total housing supply
- 30% and below AMI (very low) 12% of total housing supply

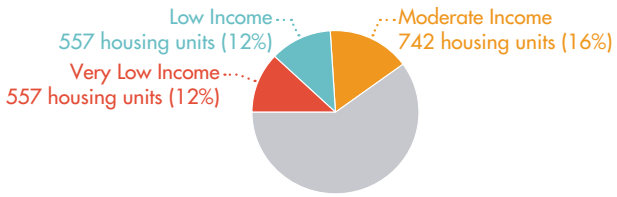
Currently the supply of existing affordable housing for lower income households is less than existing needs both countywide and in many cities, especially for very low income households. Sammamish has only about 2 percent of the City's existing housing stock affordable at up to 50 percent of median income, and about 5 percent affordable between 50 percent and 80 percent of median income. This is a much lower proportion than most other cities countywide and in East King County.

The CPPs encourage cities to employ a range of housing tools to address the countywide need and recognize that local jurisdictions should tailor their housing policies based on local circumstances and conditions. Cities are also expected to work collaboratively to meet the regional affordable housing need and to monitor and measure results.

Measuring Countywide Affordable Housing Need

These charts help to illustrate the estimated City of Sammamish proportionate share of the countywide affordable housing need resulting from new growth. The chart at right summarizes King County household income levels corresponding to 80, 50, and 30 percent of the 2016 HUD estimate of King County median household income. Based on the City's housing target of 4,640 units, the pie chart below shows the amount of affordable housing needed at each income level to meet a proportionate share of countywide affordable housing demand.





City of Sammamish Proportionate Share of County-wide Affordable Housing Resulting from New Growth
(2035 growth target = 4,640 units)

Recognizing that Sammamish has a lower proportion of affordable housing than other cities in East King County, the City will continue to work toward fulfilling its role in meeting the countywide need for affordable housing in King County. The goals and policies in this Housing Element specifically identify the policies, strategies and actions identified by the City to address this goal.

Special needs housing *in this plan includes homes suitable for and occupied by people with one or more self-help limitations, such as physical or mental disability, long-term illness, or alcohol or drug issues. The housing may or may not incorporate supportive services, and may be permanent or transitional. Examples include adult family homes, assisted living facilities, and group homes for people with developmental disabilities.*

Universal design *refers to a broad spectrum of ideas meant to produce products, buildings, or other built environments that are usable to the greatest extent possible by everyone, regardless of their age, ability, or status in life. Wheelchair ramps, essential for people in wheelchairs but also used by all, are a common example. There are also cabinets with pull-out shelves, kitchen counters at several heights to accommodate different tasks and postures, and low-floor buses that "kneel" (bring their front end to ground level, rather than on-board lifts).*

Policy H.3.7 *Support affordable rental and ownership housing throughout the city especially in areas with good access to transit, employment, education and shopping.*

Policy H.3.8 *Ensure that affordable housing achieved through public incentives or assistance remains affordable for the longest possible term.*

Policy H.3.9 *Maintain a record of publicly owned land, and if land is determined to be surplus for public purposes and is suitable for housing, consider its use for affordable housing with a preference for housing for low-income and very-low income households.*

Goal H.4 Housing for People with Special Needs

Support a variety of housing opportunities to serve those with special needs.

Policy H.4.1 *Support ways for older adults and people with disabilities to remain in the community as their housing needs change by encouraging universal design or retrofitting homes for lifetime use.*

Policy H.4.2 *Support a range of housing types for seniors; e.g., adult family homes, skilled nursing facilities, assisted living and independent living communities.*

Policy H.4.3 *Ensure development regulations allow for and have suitable provisions to accommodate housing opportunities for special needs populations in Sammamish.*

Policy H.4.4 *Encourage the geographic distribution of special needs housing throughout the city, understanding that some clustering of such housing may be appropriate if proximity to public transportation, employment opportunities, medical facilities or other services is necessary.*

Policy H.4.5 *Support public and private housing and services for people who are homeless.*

Goal H.5 Regional Collaboration

Actively participate and coordinate with other agencies in efforts to meet regional housing needs.

Policy H.5.1 *Support the development of region-wide plans for housing affordable to households with moderate, low and very low incomes, including those with special needs.*

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.*

Policy H.5.4 *Support and encourage housing legislation at the county, state, and federal levels that promotes the City's and region's housing goals and policies, including support for affordable and sustainable housing for all residents in the City and region.*

Single family homes near Allen Lake

Goal H.6 Monitoring

Implement Housing Element goals in a manner that is effective, efficient and transparent.

Policy H.6.1 *Adopt a Housing Strategy Plan to outline benchmarks, steps and milestones toward implementation of this Housing Element.*

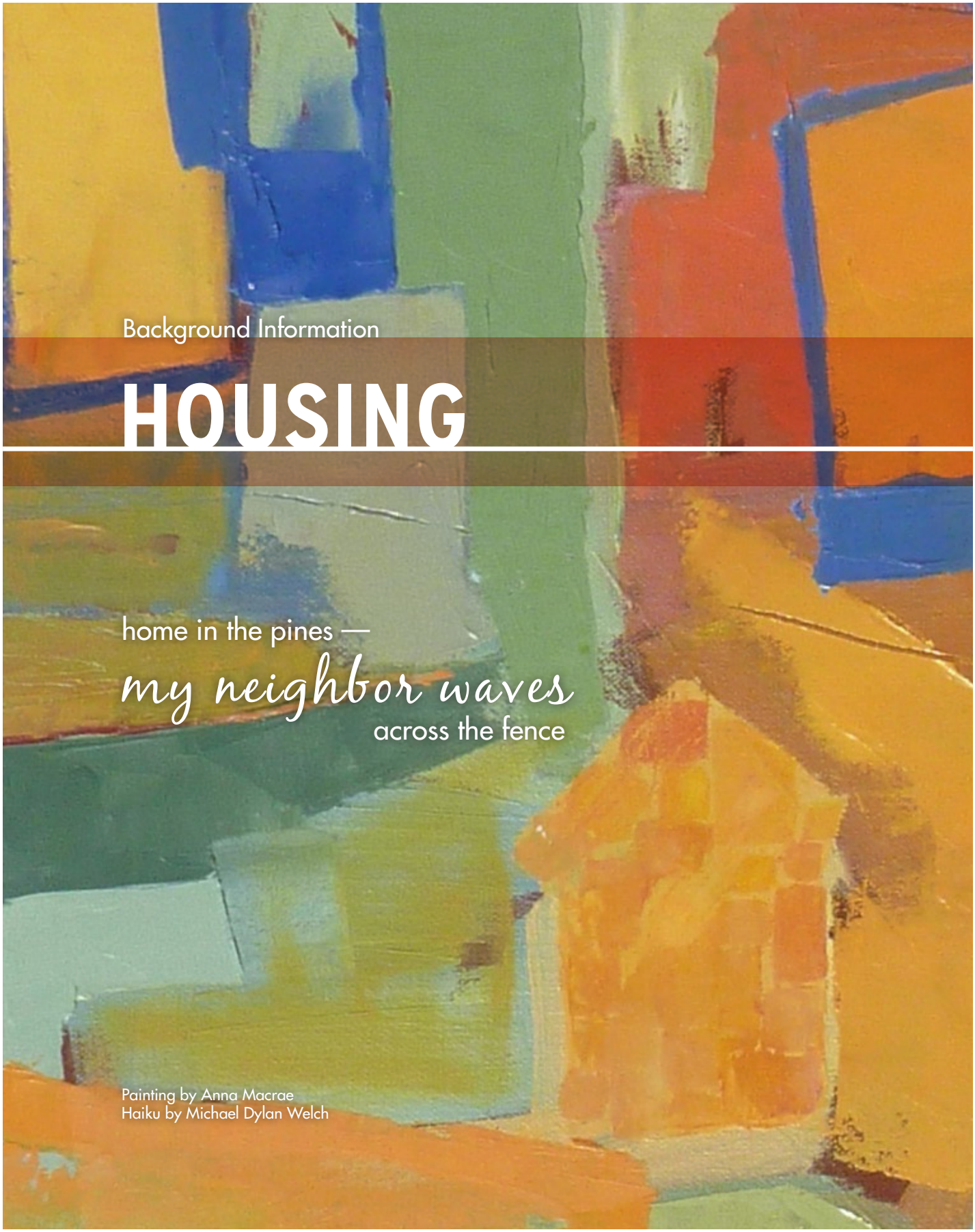
Policy H.6.2 *Support regional housing strategies.*

Policy H.6.3 *Monitor the city's housing supply, type and affordability including measurable progress toward meeting a significant share of the countywide need for affordable housing for very low-, low-, and moderate-income households.*

Policy H.6.4 *Evaluate and report on how the goals and policies of this Housing Element are being achieved.*

Policy H.6.5 *On a regular basis, based on results of monitoring local data and effectiveness of local regulations and programs, reassess and adjust policies and strategies to meet local housing needs.*

For more information, see the recommended 2006 Housing Strategy Plan, Exhibit A in Volume.II.H, beginning on page H.77.



Background Information

HOUSING

home in the pines —
my neighbor waves
across the fence

Painting by Anna Macrae
Haiku by Michael Dylan Welch

This is a new page added to the Background Chapter of the Housing Element.

Complete information about the City of Sammamish 2018 Housing Strategy, Sammamish Home Grown - A Plan for People, Housing, and Community can be found on the City of Sammamish webpage at http://www.sammamish.us

Sammamish Home Grown is a plan to guide the implementation of the goals and policies of the Housing Element. It serves as a work plan that assists the City with transforming policies into near-term actions and determine priorities for the preferred housing strategies.

Neighborhood near Allen Lake

Note on the following pages that the page numbers have been updated. No other changes have been made to this document.

East King County

Housing Analysis

Pursuant to RCW 36.70A.070(2), Growth Management Act of Washington.

City of Sammamish Washington

ARCH
A Regional Coalition for Housing

1/27/2015

H.6

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I. EAST KING COUNTY NEEDS ANALYSIS

INTRODUCTION

Under the provisions of the Growth Management Act, each housing element is to "include an inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth." Further guidance on preparing a "needs analysis" is provided in the Countywide Planning Policies.[1] The goal of this East King County Needs Analysis is to provide all ARCH (A Regional Coalition for Housing) member cities with consistent data and analysis which will inform and assist in the updates of local comprehensive plans. The housing needs analysis should inform readers as to the specific needs that they can expect to exist within the forecast population. It is also intended to help understand who lives and works in East King County in order to inform our individual cities and overall sub-region's existing and projected housing needs.

Cities in East King County have created a partnership through ARCH to help them better address local housing needs. This partnership of cities has acknowledged that they are all part of a larger contiguous housing market with common issues facing many member cities. This needs analysis has been organized to reflect this partnership and recognize the many common housing market conditions and needs. Along those lines this document is organized into three sections:

- East King County Report. This report highlights the key demographic and housing information for East King County. Much of the discussion in this section focuses on the sub-regional level, with some mention of significant variations or similarities between cities and East King County averages.
- City Summary Report. A separate report is also provided for each city that is a member of ARCH. This report highlights where an individual city's conditions vary significantly from the results reported in the East King County report, unique characteristics of the city that impact local housing conditions, and local efforts made in the past to address local housing needs.
- Housing Needs Analysis Appendix. The appendix includes a wider range of demographic and housing related data, including more detailed tables for all the information provided in the sub-regional and city summary reports. Most data is provided at the city, sub-regional and countywide level.

There are several elements of the East King County needs analysis. The first part, Planning Context, focuses on the regional and county-level planning policies that guide the city's comprehensive planning. The second part, Housing Needs, provides demographic and other information for local residents. It also includes information regarding the local workforce. This information helps to define the demand for housing in a community. The third part, Housing Supply, looks at the type and affordability of existing housing in the community. The fourth

[1] CPP H-3.

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part, Summary Findings, identifies areas of needs by comparing *demand*—for various housing types and affordability levels for existing residents and employees and projected growth—with existing and projected housing *supply*.

PLANNING CONTEXT

Supplementing the state's Growth Management Act is a system of regional (county-wide and multi-county) planning policies. The purpose of the following discussion is not to describe the entire context of these regional policies, but to focus on those related to the analysis of housing demand and supply—particularly housing types and affordability.

Housing Diversity

In the regional planning context, "housing diversity" means that the housing needs of all economic and demographic groups are addressed within all jurisdictions.[2] The Housing Element needs to show how a city will accommodate a variety of housing types at a variety of densities.[3] Specifically, cities should address housing for rental and ownership and for a range of household types and sizes, including housing suitable and affordable for households with special needs.[4]

Housing Affordability

The Growth Management Act states that the Housing Element must show how a city will provide opportunities for affordable housing for all economic segments of the community.[5] The Multicounty Planning Policies in *VISION 2040* call for policies that provide for a "sufficient supply of housing to meet the needs of low-income, moderate-income, middle-income, and special needs individuals and households that is equitably and rationally distributed throughout the region."[6] This is furthered in the King County Countywide Planning Policies (CPPs) which require each city to adopt policies, strategies, actions, and regulations that promote housing affordability, especially to address the countywide need for housing affordable to very low-, low-, and moderate-income households.[7] The county-wide need for housing by income is defined as follows ("AMI" stands for King County Area Median Income):[8]

50–80% of AMI (moderate)	16% of total housing supply
30–50% of AMI (low)	12% of total housing supply
30% and below AMI (very low)	12% of total housing supply

While a city cannot guarantee that a given number of units at each affordability level will be created, establishing the countywide need clarifies the scope of the effort for each jurisdiction.

[2] MPP-H-1 and CPP Overarching Goal, Housing.
[3] Growth Management Act: RCW 36.70A.070(2) and WAC 365-196-410. MPP-H-1. CPP H-4.
[4] CPP H-5 and MPP H-3.
[5] Growth Management Act: RCW 36.70A.070(2) and WAC 365-196-410.
[6] MPP-H-2.
[7] CPP H-5.
[8] CPP H-1.

Cities are encouraged to employ a range of housing tools to ensure the countywide need is addressed and should tailor their housing policies, strategies, regulations, and programs "to local needs, conditions, and opportunities, recognizing the unique strengths and challenges of different cities and sub-regions."[9] Where the supply of affordable housing is significantly less than a city's proportional share of the countywide need, the city may need to undertake a range of strategies addressing needs at multiple income levels, including strategies to create new affordable housing. Planning should include housing "that is accessible to major employment centers and affordable to the workforce in them so people of all incomes can live near or within reasonable commuting distance of their places of work."[10]

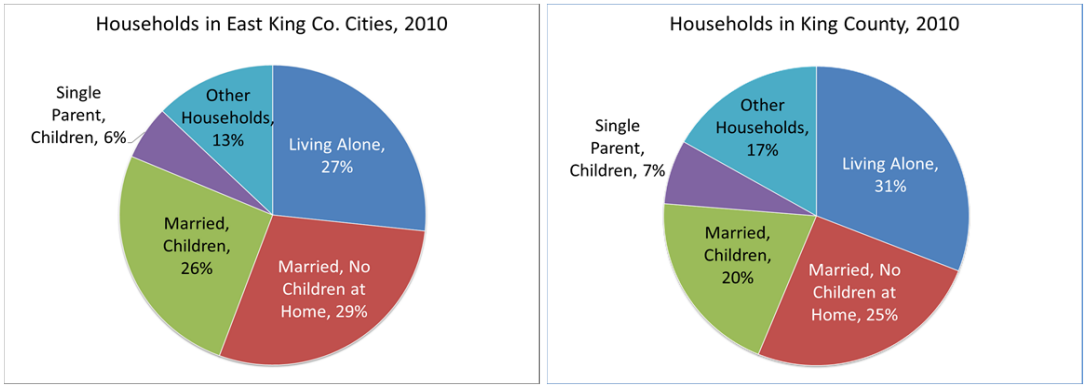
In addition, cities are expected to "work cooperatively … to provide mutual support in meeting countywide housing growth targets and affordable housing needs,"[11] Finally, cities also need to monitor the results of their efforts, and as needed reassess and adjust their policies and strategies.[12]

The analysis that follows addresses current and trending housing needs and supply.

HOUSING NEEDS

Population Growth

CHART 1: Household Types



Source: *2010 U.S. Census*

East King County cities grew 30% in population between 2000 and 2010, if two large annexations to Kirkland (which became official in 2011) are included. (See **Exhibit A** in the Appendix.) Without the Kirkland annexations, that growth is 19%, still half again greater than the rate of Seattle (13%), more than one and a half times that of the King County average (11%),

[9] CPP H-8.
[10] CPP H-9.
[11] CPP H-14.
[12] CPPs H-17 and H-18.

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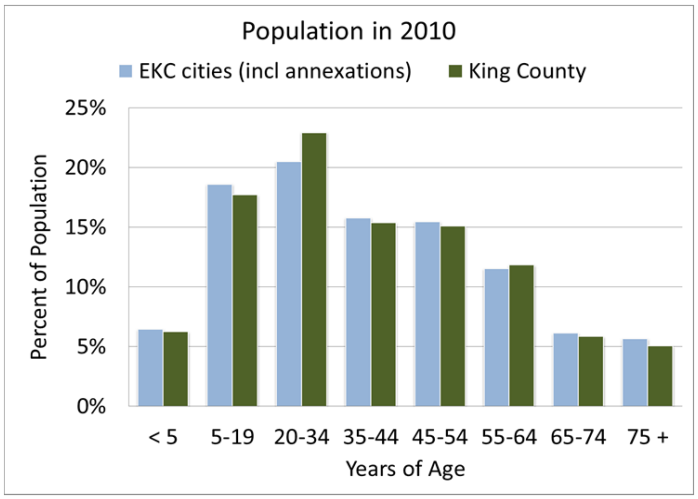
and greater than the state population growth rate of 14%. The cities in East King County with the highest proportion of population increase included Issaquah, Redmond, Sammamish and Newcastle, while the population of Mercer Island and the "Point Cities" (Medina, Clyde Hill, Yarrow Point, Hunts Point, Beaux Arts Village) remained essentially unchanged.

CHART 2: Population Age



Source: *2010 U.S. Census*

Household Types

The mix of household types in East King County are not strikingly different from King County overall (**Chart 1**). Compared to countywide, East King County has a larger proportion of married-couple households.

By and large, Eastside cities have not seen a significant change in their mix of household types from 2000 levels. (See Appendix**, Exhibits B-1 and B-2**.) Most East King County cities have similar blends of household types, with the notable exceptions that Sammamish and the Point Cities have higher proportions of married with children households, and Kirkland and Redmond have higher proportions of one-person households.

One-person households and married couples without children compose 57% of East King County households. Sammamish, at just over 40%, is the only Eastside city with less than 50% of households in these two categories.

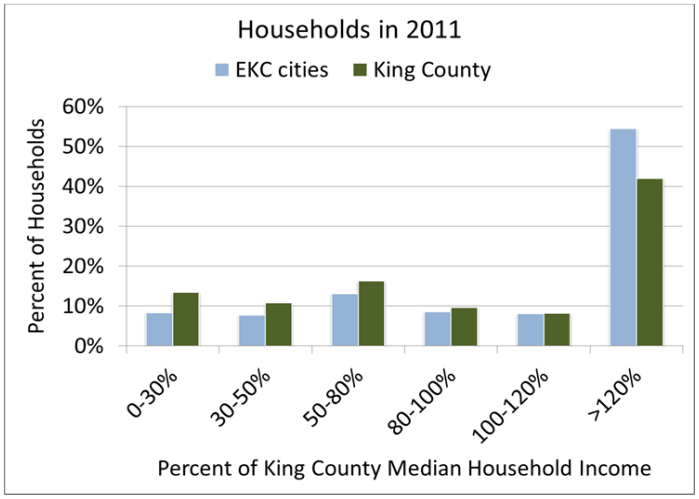
Household Sizes

Based on the household mix, it is not surprising that ***61% of Eastside households have one or two people.*** Thirty-one percent (31%) have household sizes of three or four-persons and only 7% are larger than four people. (See Appendix**, Exhibit C-1 or C-2**.) One-person households are more likely to be seniors, or living below the poverty level.

Senior Population

Unlike 1990s which saw a percentage increase in seniors (especially over the age of 75), ***the percentage of senior residents has remained relatively stable since 2000*** (about 12%). (See Appendix**, Exhibit D-2**.) Relative to the East King County average, Bellevue, Mercer Island and the Point Cities have high proportions of seniors, while Sammamish, Newcastle and Redmond have relatively low proportions of seniors.

CHART 3: Household Incomes



Source: *2011 American Community Survey (ACS) 5-Year Estimates*[14]

Seniors remain about equally split between seniors aged 65 to 75, and those over age 75. This suggests that the increasing senior population resulting from longer life spans may be beginning to flatten out. However, as shown in **Chart 2**, ***the 'Baby Boom' will be entering the 65- to 75-year age group in the next decade. The Area Plan on Aging (Aging and Disability Services, 2007) predicts that residents over age 60 could make up almost a quarter of East King County's population by 2025.***

Ethnicity/Immigration

Ethnic mix in East King County has seen significant shifts over the past 20 years. Minority populations have increased from just over 10% in 1990 to 32% in 2011 (Appendix**, Exhibit E-1**). A large portion of this increase has been due to increases in Asian population. Since the early 2000s there has also been a large proportional increase in Hispanic population, though the percentage of Hispanics is significantly less than Asian population. By comparison, the African-American population has remained proportionately stable countywide, and in East King County has remained at a relatively low proportion of 2% of the population.

A high proportion of the increase in minority population correlates to a large increase in foreign-born residents (Appendix**, Exhibit E-2**). This can lead to a higher number of households with limited English proficiency[13] (Appendix**, Exhibit E-3**), who often earn less, are at a higher risk of becoming homeless, and can experience difficulties finding and obtaining affordable housing and information about affordable housing opportunities.

Household Incomes and Cost-burdened Households

Household Income. Overall, household median incomes are higher in East King County cities than the countywide average. In terms of understanding housing demand, it is more relevant to look at the cross section of household incomes (**Chart 3**). This evaluation shows that

[13] "Limited English proficiency" is defined as a household in which no one 14 years old or older speaks only English or speaks a non-English language and speaks English "very well." Until 2010, the Census Bureau used the term "linguistically isolated household."

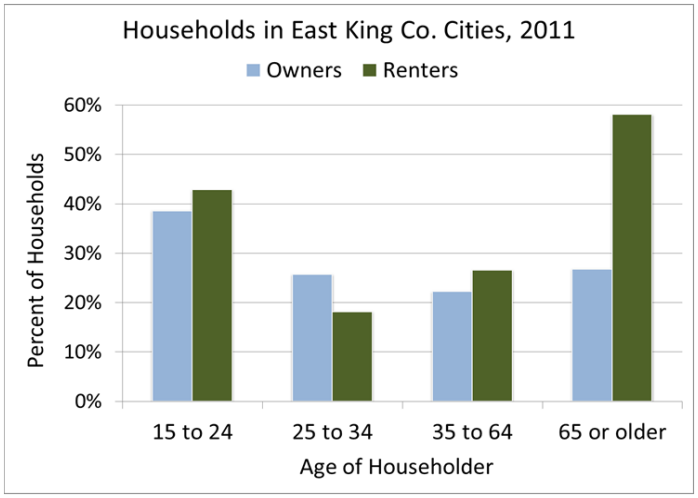
H.15

approximately 16% of all East King County households earn under 50% of median income ("low-income," $35,300 for all households in 2011. See Appendix**, Exhibit F** for more detail). Of those, about half earn less than 30% of median income. An additional 13% earn between 50% and 80% of median income ("moderate-income," $56,500 for all households in 2011). While significant levels, both of these figures are lower than countywide figures. Middle-income households (80% to 120% median income) make up another 16% of households, which is similar to countywide figures. ***Compared to 2000, there has been an increase in the proportion of low-income households, and a small decrease in the proportion of moderate- and middle-income households*** (Appendix**, Exhibit F-2**). Lower income households[15] are more likely to be households headed by persons under 25 years of age, or to a lesser extent, above 65 years of age.

Poverty Level.[16] Approximately 6% of households in East King County have incomes below the poverty level, compared to 13% in Seattle and 10% countywide. (See Appendix**, Exhibit G-3**.) Poverty levels have increased from about 4% in 2000, a similar level of increase as countywide. Poverty levels range from as low as 3% in Issaquah, Sammamish, and the Point Cities, to as high as 9% in Kenmore. These households live predominantly in rental housing, are less likely to be families versus other types of households, and slightly more likely to be seniors (Appendix**, Exhibits G-1 and G-2**).

Cost-Burdened Households. Cost-burdened households are those that pay more than 30% of their incomes for housing. Overall, about 34% of all households in East King County are cost-burdened. This is slightly less than countywide figures. (See Appendix**, Exhibit H-1**.) In East King County, rates have increased somewhat since 2000, especially for homeowners, which could be explained by the large increase in home prices relative to median income. Percentages of

CHART 4: Cost-Burdened (35%) Households by Tenure and Householder Age



Source: *2011 ACS 5-Year Estimates*

[15] Household incomes under $50,000 in 2011 dollars.
[16] Households are classified as poor when the total income of the householder's family is below the applicable poverty threshold. The poverty thresholds vary depending on three criteria: size of family, number of related children, and, for 1- and 2-person families, age of householder (U.S. Census Bureau).

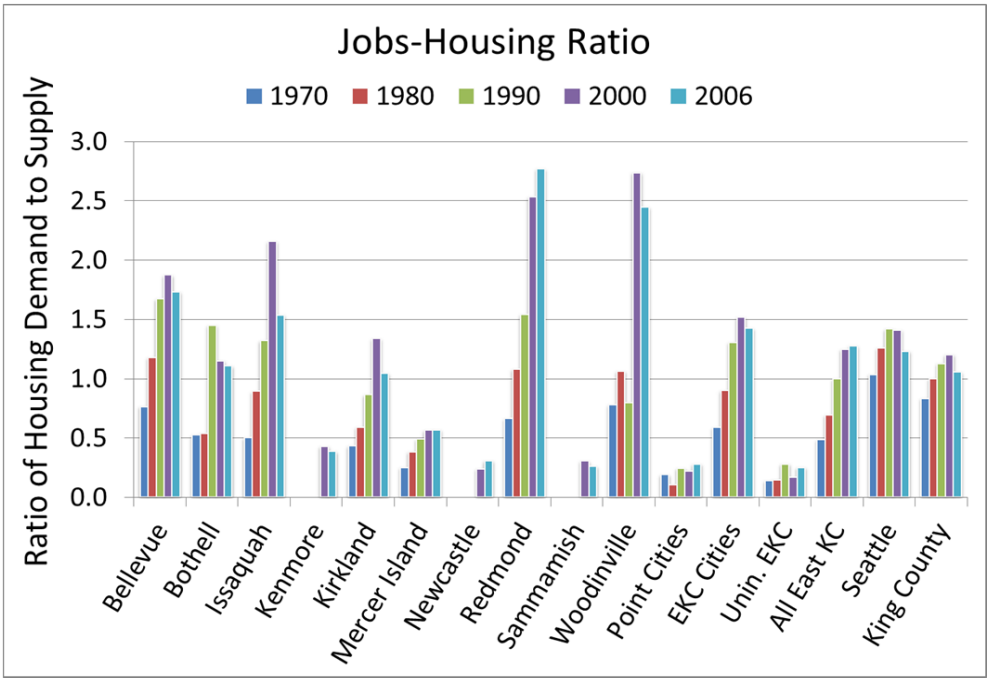
cost-burdened households increased at a greater rate countywide. A somewhat higher proportion of renter versus owner households (37% versus 32%) are cost-burdened. Most significantly, ***a much higher proportion of lower income households—75%—are cost-burdened, compared to 13% of higher income households. (See Appendix, Exhibit H-2.) Though the number of cost-burdened households is spread throughout all age groups, a higher proportion of young households and senior households are cost-burdened*** (**Chart 4**).

Severely Cost-Burdened Households. Households who pay over 50% of their income for housing are considered severely cost-burdened. About 14% of all East King County households are severely cost-burdened. (See Appendix**, Exhibit H-4.**) About one-third of cost-burdened homeowners are severely cost-burdened, while about one-half of cost-burdened renter households are severely cost-burdened.

Local Employment

Jobs-Housing Balance. A primary driver of the demand for housing is the local workforce. Many of the cities in East King County and East King County as a whole over the last 30 years

CHART 5: Jobs-Housing Balance



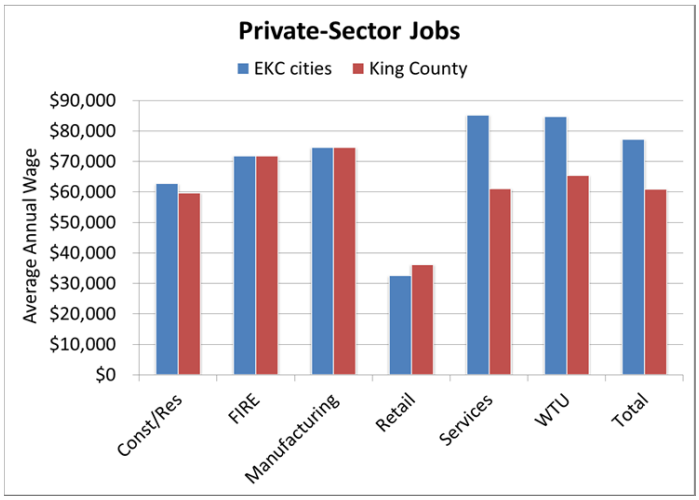
A ratio greater than 1.0 means that local employment generates a demand for housing greater than the number of housing units. Housing demand is estimated by 1.4 jobs per household.

Source: ARCH.

H.17

have transformed from suburban "bedroom" communities to employment centers. This workforce can impact the local housing market in several ways. First is the overall demand for housing. **Chart 5** shows that ***East King County and many of its cities have a greater demand for housing resulting from employment than there is housing available ("jobs-housing balance").*** While the last eight years has seen some stabilization in this ratio of demand for housing from employment, it is still relatively high. When planned for employment and housing growth is added to existing levels, the cumulative impact could further increase the imbalance of housing to employment in East King County (Appendix**, Exhibit I**).

CHART 6: Average Wages in 2010



Source: Puget Sound Regional Council

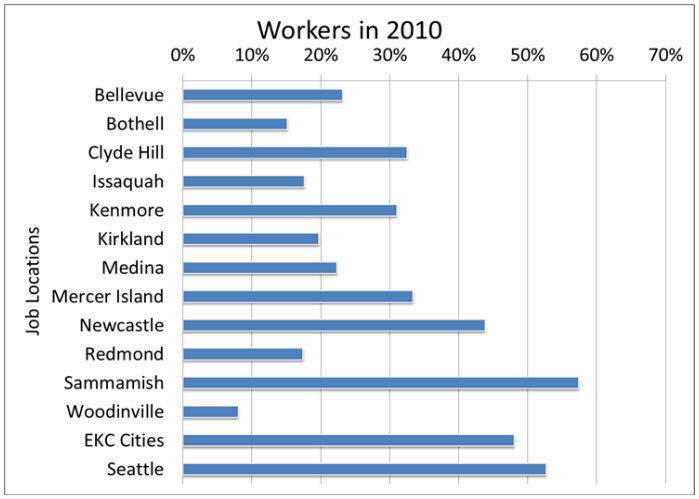
Local Salaries. A second important driver of housing demand is how well the supply of housing matches the profile of the local workforce, both in terms of the type and affordability of housing. A common perception is that local employment is skewed toward higher paying, technology-related jobs. East King County does have a relatively high proportion of service sector (including tech) jobs[17]—60% versus 49% countywide—and represents the sector with the highest employment growth over the last 10 years in East King County. Notably, 74% of Redmond's jobs are service sector jobs and have an average salary twice the countywide average. But for the other two-thirds of service sector jobs in the rest of East King County, average salaries are comparable to countywide salaries (**Chart 6**). In addition, other than the WTU sector (wholesale, transportation and utilities), average salaries in cities for the balance of jobs are at, or in many cases, less than countywide salaries for similar sector jobs (Appendix**, Exhibit J-2**). In other words, ***while the average salary for 25% of the jobs in East King County is higher than the countywide average, 75% of jobs have similar or lower salaries than countywide averages.***

Relationship to Commuting. The balance between the local workforce and housing supply may have impacts on local transportation systems and economic development. Commute

[17] The "services" sector includes jobs in Information, Professional, Scientific and Technical Services Management of Companies and Enterprises, Administrative and Support and Waste Management and Remediation Services, Educational Services (private-sector), Health Care and Social Assistance, Arts, Entertainment and Recreation, Accommodation and Food Services, and Other Services (except Public Administration).

patterns in East King County appear to support the data on jobs-housing balance described above. In 2010, fewer than half of the people that worked in East King County lived within East King County (**Chart 7**). One question this leads to is who is commuting and why? How much is it a choice versus an economic decision? Overall housing costs and resident median income are relatively high in East King County, but many jobs have similar salaries as countywide averages. Considering local housing costs and the number of cost-burdened households in East King County, it is fair to surmise that a large number of employees find it difficult financially to live in East King County.

CHART 7: Employees Who Live Where They Work



Source: AASHTO

This type of situation where workers may "drive to qualify" has led to increased interest in accounting for both housing and transportation expenses when considering overall housing affordability. There have been attempts to develop an index that measure these combined costs. Time and money spent on commuting have financial and quality of life impacts on households, as well as potentially impacting the ability to recruit qualified workers. This could be particularly true for employers such as hospitals and school districts being able to recruit or retain employees for positions that have similar pay in different regions.

People with Special Housing Needs

Within any population there are smaller sub-groups that have additional needs, especially related to housing with appropriate services, affordability, or both. This includes seniors, persons with disabilities, and the homeless. Given the size of these populations, their needs are typically described on a more regional level, but needs to some degree exist in all communities. Following is some information to give perspective on these needs in East King County.

Supplemental Security Income (SSI). One indicator of persons with special needs are persons receiving Supplemental Security Income (SSI), which provides a minimum level of income for needy aged, blind, or disabled individuals. Overall, about 3,200 households in East King County receive SSI (Appendix**, Exhibit K-1**). At 2% of total households, East King County's rate is

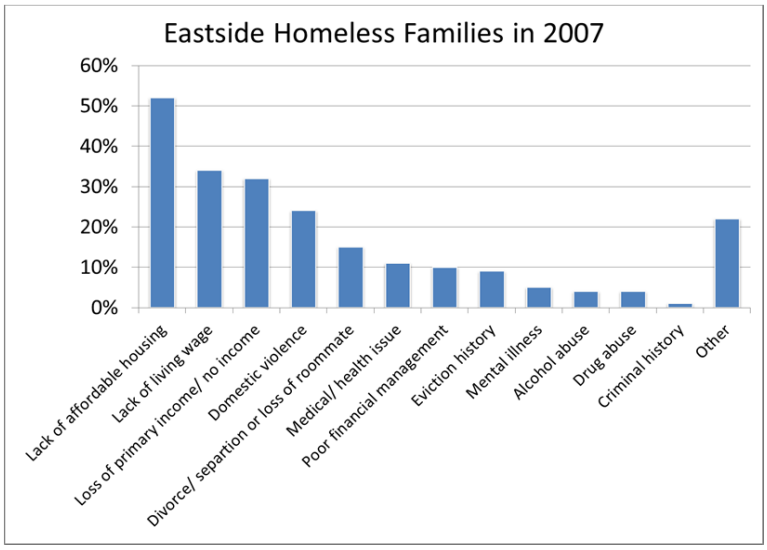
H.19

lower than the 3% countywide average; Kenmore is highest at 3%. Communities with lower proportions of seniors typically have lower SSI participation.

Group Quarters. Another indicator of residents with special needs is persons who live in group quarters.[18] This is consistently less than one percent of the population of Eastside cities. The percentages are slightly higher in the rest of King County and Washington (2%). (See Appendix**, Exhibit K-2.**)

Homelessness. In 2005, government officials, funders, homeless people, and housing and service providers initiated the Committee to End Homelessness (CEH) with a plan to end homelessness in King County in ten years. The plan included a goal of creating 8,800 additional units and beds countywide for homeless individuals and families. CEH has galvanized efforts to improve housing and services for homeless people, resulting in significant increases in housing targeted to the homeless. Through 2012, a total of 5,424 new units or beds were open or in the pipeline (CEH, 2012). As part of this countywide effort, the Eastside Human Services Forum and Eastside Homeless Advisory Committee created a plan targeting the needs of homeless in East King County. The plan estimates a need for 820 units to serve single adults, 930 units for families, including 75 for victims of domestic violence, and 96 for youth and young adults. Each of these populations can have different needs, so different types of housing and services are appropriate. Since 2005, approximately 380 new units and beds have been made available on the Eastside, more than

CHART 8: Causes of Homelessness



Causes identified by case managers at Sound Families intake. Families could list more than one cause of homelessness.

Source: Eastside Human Services Forum

[18] A group quarters is a place where people, usually unrelated to one another, live or stay in a (home) that is owned or managed by an entity or organization providing housing and/or services for the residents… These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories (U.S. Census Bureau).

doubling the 231 that existed prior to the *10-Year Plan to End Homelessness*. (See Appendix**, Exhibit Q-4.**)

Data collected through Family Housing Connection, the new coordinated screening system for homeless families, provides insights regarding homelessness. **Chart 8** summarizes causes of homelessness, with 52% indicating the primary cause is the lack of affordable housing. Homeless families cope in a variety of ways, from doubling up (or "couch surfing"), to using shelter, to being in places not meant for habitation (e.g., cars, abandoned buildings). Many are experiencing homelessness for the first time, have high school or higher education, or have been employed (Appendix**, Exhibit K-3**).

Data prepared by school districts (homeless students) and the One-Night Count help to track results of local circumstances. The state Superintendent of Public Instruction's report for the 2011-2012 school year showed a 43% increase in homeless students in East King County schools from the 2007-08 school year (from 487 students to 696; Appendix**, Exhibit K-5**).

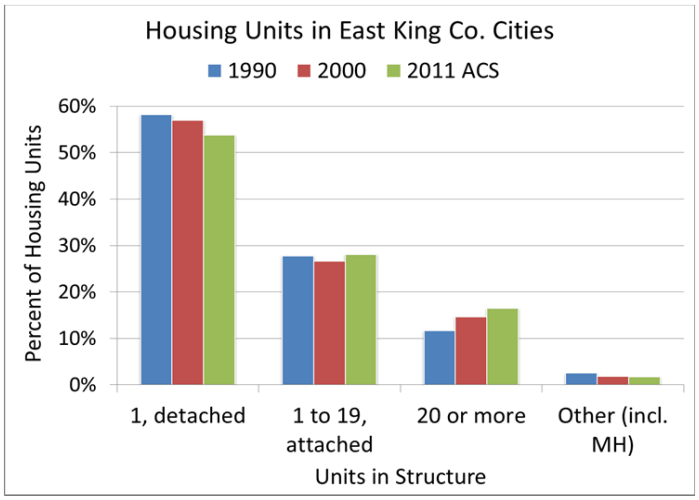
The One-Night Count of 2013 showed a marked increase in unsheltered, homeless persons on the Eastside, after decreasing from 2011 to 2012 (Appendix**, Exhibit K-4**).

These reports show that ***while considerable efforts have been made, homelessness persists in our cities.***

HOUSING SUPPLY

This section discusses the existing housing supply in East King County and how the supply of residential housing has changed over time. It includes information on the type and cost of existing housing, capacity for new housing, and targets for new and affordable housing.

CHART 9: Housing Units by Units in Structure



Source: *1990 and 2000 U.S. Censuses* and *2011 ACS 5-Year Estimates*

General Housing Stock

Type and Cost. The most basic distinction in housing is if it is single-family, multi-family or manufactured housing. **Chart 9** shows that the proportion of single-family homes in East King County has decreased about 5 percentage points over the last 20 years, with a proportional increase in multi-family housing, primarily

in developments with more than 20 units. This trend is fairly consistent among ARCH cities, and is consistent with local policies to encourage new development in their centers and preserving existing single-family areas.

Homeownership. Over time, the rate of homeownership in East King County (64% in 2011) has generally been higher than the countywide average (59%), and has followed trends similar to countywide/national trends. (See Appendix**, Exhibit L-3**.) Homeownership rates decreased in the 1980s, followed by increases into the early 2000s, and then decreases in recent years, the overall result being a slight decrease in ownership rates from 1980 to present. This overall trend appears to be as much due to national financial policy as local policies or housing supply. Among East King County cities, the two cities that buck this trend are Issaquah, which saw its ownership rate go from less than the countywide average to more than the countywide average, and Redmond, which experienced the opposite.

Condominiums. The continued strong ownership rates in the midst of shifting housing type are explained by another shift in the past 20 years. In the past, multi-family housing was synonymous with rental housing. Increasingly over the last ten to 20 years, however, multi-family housing includes ownership housing, both through new construction, as well as conversion of existing rental housing. ARCH has surveyed new multi-family housing over the last 15 years, and approximately 37% of new multi-family housing surveyed were condominiums, ranging from 25% in Woodinville to 43% in Issaquah (Appendix**, Exhibit L-3**). Condo conversions were very popular in the mid-2000s but essentially stopped after 2008. While they generally provide one of the most affordable types of ownership housing, they also result in the loss of rental housing that is typically affordable at lower incomes. Because they often do not require permits, it can be difficult to track the exact amount of conversion. A Dupre+Scott Apartment Advisors publication (2008) reported that conversions hitting the King County market grew from 900 in 2003 to 1,800 in 2004, 3,600 in 2005, and more than 6,000 in 2006. But conversions fell to 2,800 in 2007 and just 168 units had converted or were scheduled to convert at the report's publication date in 2008.

Housing Age and Condition. Overall, the housing stock in East King County is relatively new compared to Seattle. Fifty-seven percent (57%) of housing in East King County was built since 1980, compared to 43% countywide and 29% in Seattle. The only East King County cities with a lower proportion of housing built since 1980 are Bellevue, Mercer Island, Kenmore and the Point Cities (Appendix**, Exhibit O**). ***More important in terms of local housing issues, however, is the condition of existing housing and the likelihood of redevelopment. Is reinvestment occurring as homes age? This is becoming a more important question in East King County because a larger proportion of homes is reaching an age (over 30 years old) where ongoing maintenance is more important and costly***.

Another increasing phenomenon in East King County is redevelopment of property. This can range from major remodels or rebuilding of single-family homes, to redevelopment of central areas with more intensive development. This type of reinvestment within communities is

important to maintain the stability of the community as well as for cities to achieve their long term goals. In East King County, this issue seems to occur primarily in scattered locations or smaller localized areas, and not in large contiguous areas. Each of the city chapters of this document will include a section identifying particular areas of the community where general building condition or other factors suggest that redevelopment is likely to occur. Areas where this is occurring include older neighborhood shopping areas and existing manufactured housing communities. ***As cities plan to address these areas, another consideration is to what extent these areas currently provide relatively affordable housing, and will this housing be lost, or if efforts can be taken to preserve or replace affordable housing in these areas***.

Specialized Types of Housing. Of special note are a handful of housing types that increase housing options, meet a specialized housing need, or provide services to meet the needs of residents.

Accessory Dwelling Units (ADUs). Over 500 accessory dwelling units have been permitted in East King County Cities since 1994, with the vast majority being permitted in Mercer Island, Kirkland and Bellevue (Appendix**, Exhibit Q-1**). ADUs provide a relatively affordable form of housing for smaller households, which can also benefit existing homeowners and can be created at relatively low cost.

Manufactured Housing. Manufactured housing is mentioned here because it provides one of the most affordable forms of ownership housing, in many cases owned by senior households (Appendix**, Exhibit L-1**). In East King County it is a relatively small amount of the overall housing, with most located in the northern half of the area. Typically they are located in manufactured housing communities, and often on leased land which can be threatened with redevelopment. In addition, much of the manufactured housing stock is aged and can be challenging to maintain. In the last ten years, no new communities have been created, several smaller communities and one larger community (located in downtown Woodinville) have closed, and other closures have threatened. (ARCH members assisted preservation of one community in Redmond through the ARCH trust fund.)

Adult Family Homes. Adult family homes (AFHs) are state-licensed facilities to provide housing and care services for up to six adults in a regular house located in a residential neighborhood. All AFHs provide housing and meals; some provide specialized care for a range of needs including dementia, developmental disabilities and mental health. While many primarily serve seniors, they can serve other populations with special needs. In 2010, there were over350 licensed adult family homes in East King County serving over 2,000 persons, with over 70% in Bellevue, Kirkland and Bothell (Appendix**, Exhibit Q-2**).

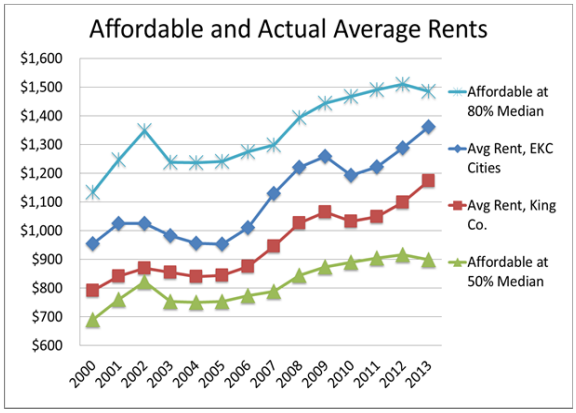
H.23

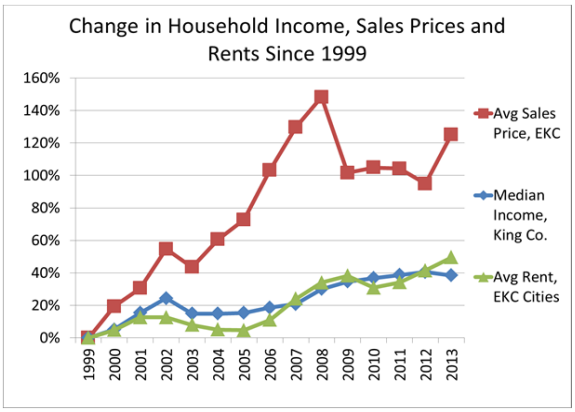
Senior Housing with Services. There are a variety of facilities providing services to seniors including independent living, assisted living[19] and nursing homes, with many facilities providing a variety of services. (This combination is known as "continuum of care." For more information, see ARCH's website at http://www.archhousing.org/current-residents/senior-housing.html.) Nearly 60 licensed nursing homes and assisted living facilities exist in East King County. All forms of senior housing in East King County have capacity to serve over 8,800 residents (Appendix**, Exhibit Q-2**). Based on survey information of new multifamily housing collected by ARCH, over 4,000 new units of housing oriented for seniors were permitted from 1995 to 2009.

Housing Affordability

Housing Costs. Historically, costs of both rental and ownership housing have been higher in East King County than the countywide average, with the exceptions of sales prices in Kenmore and Bothell being somewhat below the countywide average (Appendix**, Exhibit P-1**). **Charts 10A, 10B, 10C and 10D** show changes in rents and sales prices since 2000 for East King County. Fluctuations notwithstanding, rents rose about the same as median income across the entire period from 2000 to 2010, and sale prices increased more than median income. In general, price increases in individual cities have been similar, though with stronger than average increases in rents and home prices occurring in Mercer Island, Bellevue and Kirkland.

CHARTS 10 A, B



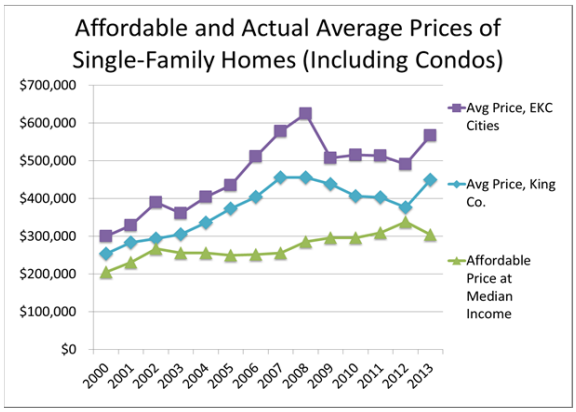


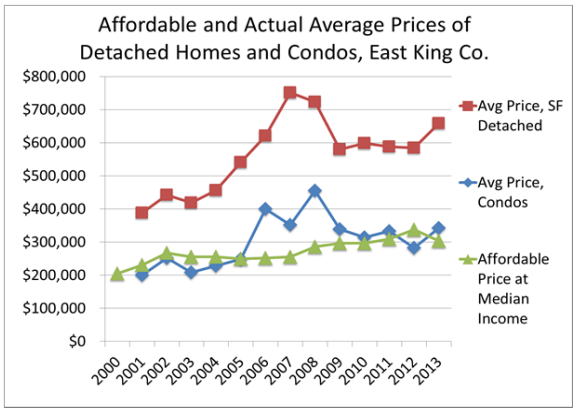
Source: *Central Puget Sound Real Estate Research Committee*

[19] An assisted living facility (ALF) is licensed to provide housing and care services to seven or more people in a home or facility located in a residential neighborhood. All ALFs provide housing and meals and may also provide specialized care to people living with developmental disabilities, dementia, or mental illness.

H.24

CHARTS 10 C, D





Source: *Central Puget Sound Real Estate Research Committee*

Overall Housing Affordability. Under the updated Countywide Planning Policies, cities' local housing efforts are guided by all cities working to achieve housing affordability proportional to countywide needs. As stated earlier, countywide housing needs are 12% affordable at 30% of median income, 12% affordable between 30% and 50% of median income (a total of 24% affordable at 50% of median income), and 16% affordable between 50% and 80% of median income. In East King County, about 7% of the existing overall housing supply is affordable at 50% of median income (about $43,000 for a family of four), with individual cities ranging from 1% to 13% and with most of that housing affordable in the 30% to 50% affordability range. Housing affordable between 50% and 80% of median income (about $69,000 for a family of four) is 17% throughout East King County, with affordable units ranging from 2% or less in the Point Cities to 26% in Bothell (Appendix**, Exhibit M-1).** This information is further broken down between affordability of rental and ownership housing in the Appendix**, Exhibit M-2.** Most of the housing affordable to low and moderate incomes is rental housing, with only about 4% of ownership housing affordable to households earning less than 80% of median income. These proportions are much lower than statewide and national figures for ownership housing.

New Market-Rate Housing Affordability. ARCH's multi-family survey also evaluates the affordability of new multi-family housing.[20] ***Of surveyed units, about 14% (2,790) were affordable at 80% of median income, another 22% affordable at 100%, and another 18% at 120% of median income*** (Appendix**, Exhibit N-2**). ***Of the units affordable at 80% of median, the majority were smaller (studio or one-bedroom) rental units.*** For individual cities, the percentage of new multi-family housing affordable at 80% of median ranged from 1% in Mercer Island, to approximately 39% in Bothell.

[20] New single-family housing has not been surveyed because virtually all new single-family homes are affordable only to households having incomes greater than 120% of the median.

H.25

CHART 11: Progress Toward 1992-2012 Affordable Housing Targets

Affordable Housing Units Created, 1993–2012

	Low-Income Housing (50% of Median Income)			Moderate-Income Housing (80% of Median Income)		
	Annual Averages		Actual Total	Annual Averages		Actual Total
	Actual	2012 Goal	Since 1993	Actual	2012 Goal	Since 1993
Beaux Arts	0.0	0.0	0.1	0.1	0.0	2
Bellevue	47	105	947	105	74	2,095
Bothell	6	23	126	37	17	731
Clyde Hill	0.4	0.1	8	0.2	0.1	5
Hunts Point	2.9	0.0	58	0.0	0.0	0.1
Issaquah	9	41	188	24	29	477
Kenmore	7	19	95	11	13	160
Kirkland	16	70	319	26	50	526
Medina	0.2	0.2	4	0.1	0.1	2
Mercer Island	3	13	59	12	10	232
Newcastle	1	11	22	1	8	26
Redmond	14	139	271	49	99	979
Sammamish	0.5	n/a	6	0.6	n/a	7
Woodinville	3	23	61	10	16	186
Yarrow Point	0.1	0.2	2	0.0	0.2	0.1
TOTAL	***108***	***445***	***2,166***	***271***	***315***	***5,428***
Pct of Goal		24%			86%	

Reflects supporting jurisdiction, not necessarily location.
Source: ARCH

Affordable Housing. Cities have created affordable housing through a variety of means, including direct assistance (e.g., ARCH Trust Fund, land donation, fee waivers), development incentives (e.g., density bonuses, rezones, ADUs), and the private market. These activities can involve building new units or preserving existing housing with explicit long-term affordability. Local resources are leveraged with other county, state and federal programs and target a range of incomes up to 80% of median income. In East King County there are a total of about 8,000 publicly assisted housing units with long term affordability restrictions (Appendix**, Exhibit Q-3**). This represents about 4.5% of the overall housing stock and is spread throughout East King County. Almost 50% is either owned or administered by the King County Housing Authority (KCHA). Of these almost 1,700 are Section 8 vouchers which are used by individuals in privately owned housing. This is just under 20% of the total vouchers administered by KCHA countywide outside Seattle and Renton. ***One reason that a low proportion of vouchers are used in East King County is relatively high rents. A priority of ARCH and its members has been to preserve privately owned Section 8 "project-based" housing***. Over the last 15-plus years, 485

units of privately owned, federally assisted housing have been preserved long-term as affordable housing, with 140 units remaining in private ownership.

HOUSING TARGETS AND CAPACITY

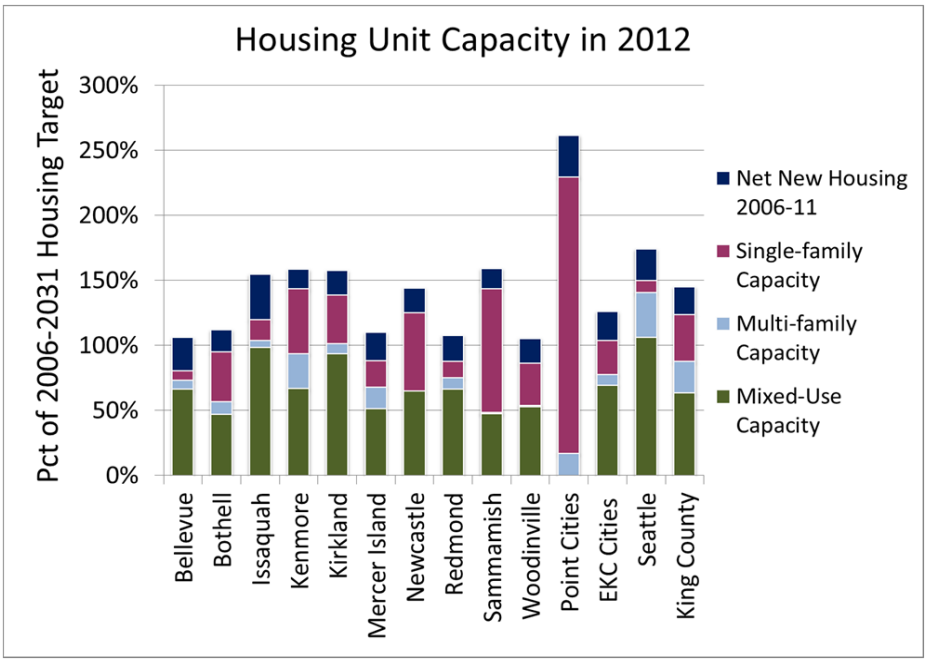
Housing Targets. Each city has planning targets for overall housing and employment, which are updated every five years (Appendix**, Exhibit R-1**). The most recently updated targets are for the 2006–2031 planning period. Several cities have kept pace with their new housing goals and, even after four or five years of slower development, East King County is close to the pace of housing production expected for the 25-year period (Appendix**, Exhibit R-2**).

In the Countywide Planning Policies before 2012, every jurisdiction in King County also had affordable housing targets. Each city's affordable housing targets were set as a percent of their overall housing target (24% for low-income and 18% for moderate-income). These percentages corresponded to the amount of additional low- and moderate-income households that will result from planned growth throughout the county. **Chart 11** summarizes progress toward affordable housing goals of 1992. (See Appendix**, Exhibit R-1** for more detail.) ***The data*** (see Appendix**, Exhibit S-1)** ***show that communities have been somewhat successful at using a wide range of approaches to create housing affordable at moderate-income.*** Individual cities that have seen more moderate-income housing include those with active incentive programs, or where the market has managed to provide moderately priced units, which typically have been smaller (studio or one-bedroom) rental units.

Progress toward low-income goals has been more elusive. Cumulatively, cities have achieved 25% of their low-income goals. Almost all of this housing has required some type of direct assistance. While progress toward goals has varied significantly from year to year, one trend appears to be achieving a lower proportion of the affordable housing goals over time. Possible explanations include the ARCH Trust Fund being relatively flat for the last ten years, while housing costs have increased; and newer multi-family housing being relatively more expensive than in the past. (See Capacity, below.)

H.27

CHART 12: Housing Capacity as Percent of 2006-2031 Housing Targets



Source: King County

Capacity for Housing. Having sufficient land capacity for growth is the first step in being able to achieve future housing goals. Developable land should be sufficient to handle expected growth in each of a number of housing types, which meet a range of needs in the community, including affordable housing. Based on information from the 2006 Buildable Lands report (King County, 2007b), **Chart 12** summarizes each city's housing capacity relative to their overall housing target, and also by type of housing (single-family, multi-family, mixed-use), with the following observations:

- ***All cities have sufficient land capacity to meet their housing targets.***
- ***Given costs of single-family housing, it is important to have sufficient zoning capacity for multi-family housing and other less expensive forms of housing (e.g., ADUs) to plan for affordable housing needs***. When accounting for several recent actions to update town center plans (Sammamish, Issaquah, Woodinville, Bel-Red in Bellevue), cities seem to have achieved that objective.
- Over the past decade, almost all cities in East King County have taken action to increase housing opportunities in their centers. As a result ***over 50% of future housing growth is planned for mixed-use zones.*** While this can be a way to create forms of housing not currently available in the community and create more sustainable development, the reliance

on this development makes it imperative that these areas provide housing for a wide range of household types (including families), and affordability. Of note is that to date, new housing in these zones has been relatively more expensive than new housing in more traditional, lower density multi-family zones (e.g., wood frame, surface parking). This places greater importance on cities being more proactive in these mixed-use areas to ensure that housing is developed, and to create affordable housing opportunities. Several cities have taken steps along those lines by actions such as using FAR (floor-to-area ratio) instead of unit density (encouraging smaller units), linking affordability to rezones or height increases, and offering incentives such as fee waivers and exempting property taxes for a period of time in exchange for affordability.

SUMMARY FINDINGS

Stabilizing/Maturing Communities. Demographically, we may be seeing signs of maturing or stabilizing communities. Demographic patterns in East King County cities are becoming more similar to countywide figures. Also, there were less significant shifts in items such as household type and senior population as there have been in previous decades.

Senior Population. The proportion of seniors did not change over the last decade; however, seniors can be expected to increase in proportion over the next ten to 20 years. The potential relevance to housing is twofold. First, some portion of seniors have specialized housing needs, especially older seniors (over age 75), which are half of the senior population. Second, for seniors that rent, a relatively high proportion are cost-burdened.

Increasing Low-Income Population. The percentage of the population that is very low-income (under 30% of median income) and low-income (30% to 50%) has increased both in East King County and countywide.

Jobs-Housing Balance. The jobs-housing "imbalance" creates an excess demand for housing relative to local supply. Based on future employment and housing targets, the relative demand for housing from employment could become even proportionately higher. The demand for housing from local employment not only puts pressure on the overall supply of housing, but also the diversity and affordability of housing to match the needs of the workforce.

Rental Housing and Cost-Burdened Households. On the surface, data on rental housing can look encouraging. Average rents are affordable to moderate-income households, and over the past ten years rent increases have essentially matched increases in median income. However, a significant portion of renter households are very low-income or low-income, for whom the affordable supply is lower. This is reflected in the large portion of lower-income households that are cost-burdened. Also, relatively high rents in East King County may contribute to the relatively low portion of the East King County workforce that lives in East King County.

Housing Capacity in Mixed-Use Zones. Much of the capacity for future housing growth is in areas zoned for mixed use. This can provide opportunities for creating more sustainable

communities. But the first generation of housing in our urban centers has been relatively expensive compared to multi-family housing built in the past. These factors could place more emphasis on communities being more proactive in developing strategies to increase a range of types and affordability of housing in these centers.

Single-Person Households. The high proportion of one-person households presents opportunities to explore less conventional housing types as a way to increase diversity and affordability. More efficient forms could range from ADUs to multiplexes and more innovative forms of housing, especially near transit (e.g., smaller spaces, prefabricated housing).

Ethnic Diversity. Increased ethnic diversity should lead to sensitivity in designing housing programs, especially for non-English speaking households.

Homelessness. Prior to a large increase in 2013, one-night counts suggested that the *10-Year Plan to End Homelessness*, a "housing-first" approach, and additional shelter capacity may have helped arrest growth in the number of unsheltered families and individuals countywide. Surveys indicate that homelessness is still a significant problem across Eastside communities, but working together has more than doubled the emergency shelter beds and service-supported housing units in just five years.

Progress against Affordable Housing Targets. East King County cities together have kept pace with their collective moderate-income housing target, but achieved only 22% of the pro-rated low-income target. Individual cities achieving more moderate-income housing are those with active incentive programs, or where the market has managed to provide smaller, moderately priced units. Almost all of the lower-income housing has required some type of direct assistance. Another concern is an apparent trend toward achieving lower proportions of the affordable housing goals over time. Possible explanations include the ARCH Trust Fund and several other public funding sources being relatively flat for the last ten years, and newer multi-family housing being relatively more expensive than in the past.

Planning to house more local workers, seniors, young families, and people with disabilities in East King County (and throughout the region) is a real challenge because of long-standing market conditions; but Housing Element policies, existing programs, and new strategies can help meet the community's future needs for housing diversity and affordability.

H.30

H.31

II. NEEDS ANALYSIS SUPPLEMENT: SAMMAMISH

This report supplements information provided in the East King County Needs Analysis. Its purpose is to: highlight demographic and housing data for Sammamish that varies from the material presented in the East King County Needs Analysis; describe potential housing issues in different neighborhoods; and summarize housing programs utilized by the City.

LOCAL DEMOGRAPHIC-HOUSING DATA

Sammamish has experienced strong **population growth** compared to other King County cities—34% from 2000 to 2010—greater, in fact, than any East King County city other than Newcastle and Issaquah (see Appendix**, Exhibit A**).[1]

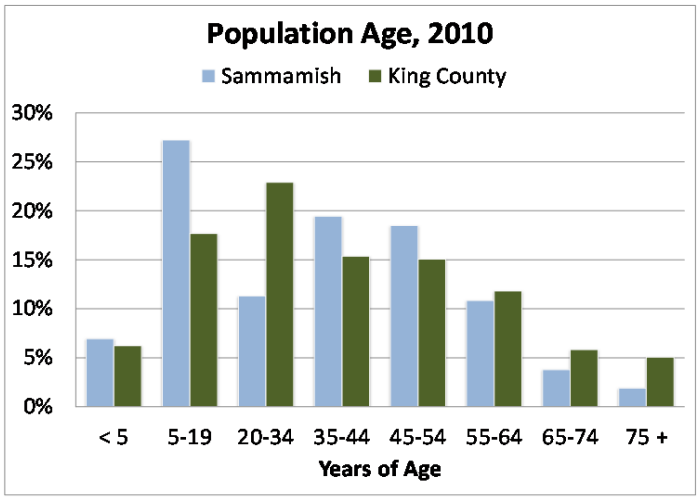


CHART S-1

Source: U.S. Census Bureau (2011)

Population age data is another demographic where Sammamish varies from the rest of the county (**Chart S-1**). ***Sammamish has a larger proportion of school-age children*** (26% versus 18%), and lower proportions of younger (age 20 to 34) and older (over age 55) adults.

The mix of household types in Sammamish is quite different from countywide averages (**Chart S-2**). ***The largest number of households are married couples with children, which make up 47% of all households.*** In fact, Sammamish has the highest proportion of married households of any ARCH-member city. (See Appendix**, Exhibit B**.) Related to this fact is that Sammamish has relatively few one-person households (11% versus all East King County cities at 27%) and a higher percentage of larger families—38% with four or more people, compared to 22% in all East King County cities (Appendix**, Exhibit C-1**).

[1] Minus annexations, Issaquah's population growth was 116% and Sammamish's 33%.

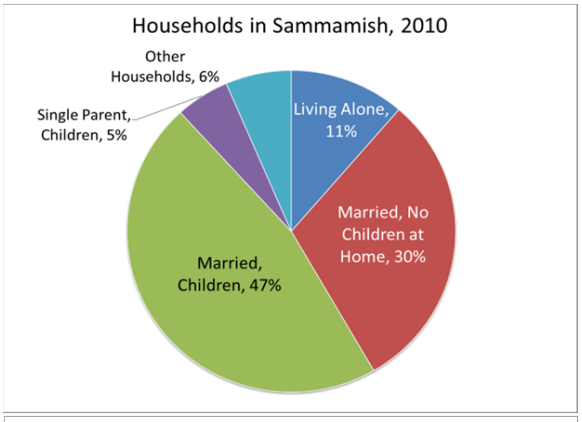
H.32

Housing/Building Types. Corresponding to the family types found in Sammamish, the community's housing types are also considerably different from others of the Eastside—greater proportions of single-family detached homes and lower percentages of apartments (although there appears to be some movement toward the rest of East King County in this regard; see **Chart S-3**). The Land Use and Housing Elements should make it possible for housing developers to meet the demand for a range of housing types and densities.

New Group Homes. Sammamish added 99 residents of group homes between 2000 and 2010. In 2000, no group home population was recorded. (See Appendix**, Exhibit K-2.**)

Building Activity. From 2000 to 2011, 81% of Sammamish's housing permits went to single-family homes. (See Appendix**, Exhibit L-2.**) For comparison, Newcastle has a similar proportion (76%), Issaquah issued 46% single-family permits, and Redmond's permits were 35% single-family. Overall, EKC cities' permits were roughly 43% single-family from 1992–2011.

Sammamish has maintained **home ownership figures** consistently higher than countywide averages and those of other East King County cities. While homeownership has been approximately 60% countywide and over 60% in East King County cities,



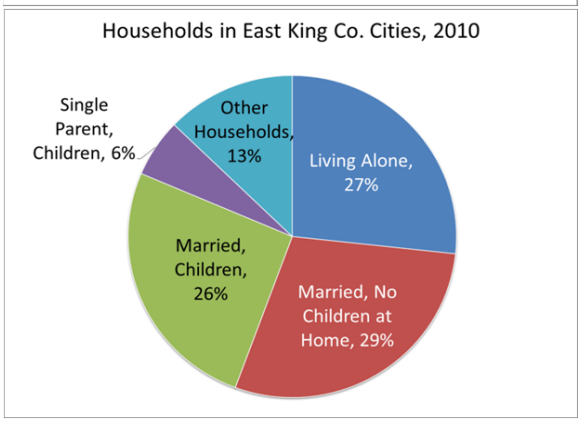


CHART S-2
Source: U.S. Census Bureau (2010)

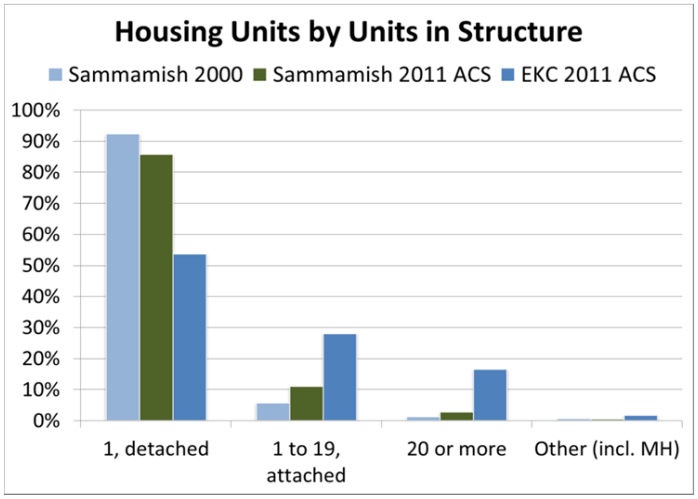


CHART S-3
Source: U.S. Census Bureau (2010)

H.33

Sammamish's ownership is nearly 90%, as it was in 2000 (Appendix**, Exhibit L-3**).

While average **home sales prices** in East King County are generally higher than countywide averages (30% higher), those in Sammamish were more than 55% higher than countywide averages in 2010 (Appendix**, Exhibit O-1**). Likewise, the median income of Sammamish households is significantly higher than the King County median (Appendix**, Exhibit F-1**). About 6% of the city's households are lower-income and about 7% moderate-income, compared to 16% and 13%, respectively, for East King County overall. Consequently, the city's housing affordability does not approach the countywide need, indicating the need to adopt policies and strategies to plan for and promote the expansion in the availability of housing affordable at these income levels (**Table S-1** and **Appendix, Exhibit M-1**).

TABLE S-1: AFFORDABLE HOUSING AND COUNTYWIDE HOUSING NEEDS, 2010

HOUSEHOLD INCOME LEVEL		PCT OF TOTAL HOUSING UNITS AFFORDABLE AT INCOME LEVEL	COUNTY-WIDE HOUSING NEED
Pct of Area Median		Sammamish	Based on Household Incomes
< 30%:	Very Low-Income	0%	12%
30% to 50%:	Low-Income	1%	12%
50% to 80%:	Moderate-Income	4%	16%
80% to 100%:	Middle-Income	8%	10%
> 100%:	Higher-Income	86%	50%

Source: 2006-2010 CHAS (Comprehensive Housing Affordability Strategy; U.S. Housing and Urban Development).

Despite higher overall household incomes, a number of ***Sammamish residents have moderate and low income levels. Sammamish households are housing cost burdened at about the same rate as other cities in East King County.***[2] Thirty-six percent (36%) of renters and 31% of homeowners in Sammamish are considered "housing cost-burdened" (Appendix, **Exhibit H-1**). Most cities, including Sammamish, saw two- to four-percentage point increases in cost-burdened households since 2000, among homeowners. "Severely cost-burdened" renters (those paying more than 50% of income for housing) were also found in proportions close to those of the Eastside overall (Appendix**, Exhibit H-4**). As in other East King County cities, cost-burdened

[2] The generally accepted definition of affordability is for a household to pay no more than 30 percent of its annual income on housing. Families who pay more than 30 percent of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care (HUD, http://www.hud.gov/offices/cpd/affordablehousing/, accessed 10/4/2011).

households are primarily lower-income and relatively young (under 25 years of age) or relatively old (65 or over), suggesting the need for more affordable housing opportunities for seniors as well as for younger households entering the market.

Jobs-housing balance is a figure developed to indicate the ratio of housing demand from local workforce to the local supply of housing. A ratio of 1.0 means there is an amount of housing equal to the demand for housing from the local workforce. A ratio higher than 1.0 means there is a greater demand for housing from the workforce than there is available housing. **Chart 5** (Section I) shows that East King County's jobs-housing ratio has increased from well below 1.0 in 1970 to 1.3 in 2006. Sammamish's ratio, meanwhile, has remained under 0.30. ***Looking forward to the year 2031, the jobs-housing ratio for Sammamish, including existing levels and planned growth, is expected to remain essentially the same*** (See Appendix**, Exhibit I**). Planned growth for employment and housing in East King County as a whole would result in a jobs-housing "imbalance" of 1.4, a small increase from 2006.

Employment and Wages by Job Type (Sector). Certain employment-related information about Sammamish's work force could have housing implications. First, Sammamish has an unusual employment mix compared to other cities its size in King County. ***In 2010, 26% of its workforce works in public education; Sammamish is the only mid-sized East King County city where that percentage is greater than 15%*** (see Appendix**, Exhibit J-1**). Second, apart from school and government jobs, average private-sector wages in Sammamish in 2008 ($37,506) were the fourth lowest among East King County cities, mainly because the vast majority of occupations are lower-paying, service-sector jobs (see Appendix**, Exhibit J-2**).[3] A household at this income ($37,506) in 2008 would be able to afford housing costs up to $938 per month, significantly less than average rents in Sammamish and nearby communities. This implies households are either cost burdened, commuting long distances, or have more than one job.

In summary, Sammamish is predominately higher-income families (homeowners) with children and relatively expensive single-family homes, with few local jobs, most of which pay entry-level wages. While indications are that the community has developed as planned in 2012, the next 20-year planning horizon raises necessary questions for future housing supplies and demands, including:

- If the city's demographics become more like those of the rest of King County, will the housing market be able to accommodate them? Older householders and smaller households typify trends in other East King County communities (e.g. Bellevue, Redmond) over the past 20 years.

[3] The average does not include public-sector wages. The "services" sector includes jobs in Information, Professional, Scientific and Technical Services Management of Companies and Enterprises, Administrative and Support and Waste Management and Remediation Services, Educational Services (private-sector), Health Care and Social Assistance, Arts, Entertainment and Recreation, Accommodation and Food Services, and Other Services (except Public Administration).

H.35

- If more Sammamish workers want to live in the community will they be able to find housing they can afford in suitable locations?

SUMMARY OF LOCAL HOUSING STRATEGIES

Over the last eight years the City of Sammamish has initiated a range of strategies to increase the diversity and affordability of housing in the city.

Amount and Diversity of Housing: Creating "Additional Housing Choices"

- **Town Center.** The City's 2008 Town Center Plan calls for up to 2,000 dwelling units to promote development of housing that may not otherwise be built in the city, through a mixture of multi-family units in mixed-use and stand-alone structures, townhouses, cottages, and detached single-family dwellings. New code amendments allow more homes and a wider variety of housing types in the Town Center. Moreover, these homes will have convenient walking access to shopping, open space, and transit.
- **Transfer of Development Rights (TDR) incentives.** As another catalyzing mechanism in the Town Center, the city amended its code to enable developers to build more housing units by purchasing development rights from property owners in low-density zones of the city.
- **Low-impact development (LID) incentives.** The city now rewards developments that use one or more of the preferred techniques for reducing the environmental impacts of new residential development. The incentives include density and height bonuses and attached housing.
- **Accessory dwelling units (ADUs).** The city has adopted regulations allowing ADUs, and in 2011 amended the code to allow attached ADUs on any sized lot and to revise off-street parking requirements.
- **Townhomes and apartments** are allowed in all zones. (And to improve proximity of housing to shopping and services, limited commercial uses are allowed in multi-family zones.)
- **Duplex homes.** Duplexes are now allowed in all residential zones except R-1 (subject to design standards).
- **Cottage housing.** The city has established a pilot program for cottage housing in R-4 through R-18 zones.
- **Manufactured housing.** Consistent with state law, the city allows manufactured (i.e., factory-built) homes in all residential zones and otherwise regulates them in the same manner as other housing.

Housing Affordability

- **Town Center.** The new code ensures that at least ten percent of new housing units in the Center will be affordable to moderate-income households[4] (or fewer, if the units are even more affordable). In exchange, developers have more options with respect to building types, height, and density. In addition, developments may receive three bonus units for each affordable unit provided above the required ten percent.
- **Surplus land.** In 2011, the City Council approved transfer of city property (the former Lamb house) to Habitat to provide long-term affordable home ownership for low- and moderate-income families.
- **Duplex homes.** Duplexes that satisfy conditions for affordable housing will count as one-half of a dwelling unit for purposes of density regulation.
- **Impact fee waivers.** City impact fee provisions include waivers of school impact fees for low- and moderate-income housing, and partial waivers for road and park impact fees (depending on levels of affordability and size of project).
- **ARCH Trust Fund**. The city has provided approximately $300,000 to support a variety of low- and moderate-income housing projects throughout East King County.

Housing for People with Special Needs.

- Group homes are allowed as-of-right in medium-density residential zones and as part of mixed-use development in commercial zones, as well as a conditional use in low-density residential zones.

OVERALL RESULTS

Through 2009, Sammamish was ahead of the pace indicated to achieve its *overall* housing target for 2001–2022 (291 units per year, compared to 192; Appendix**, Exhibit Q-2**). In terms of achieving its affordable housing goals, the city had seen no new moderate-income housing through 2010, and 3% of its low-income housing target (Section I, **Chart 11**); but keep in mind that the strategies enacted recently (described above), have not had time to take effect.

[4] Households with incomes of 80% of King County's median household income, adjusted for household size.

H.37

III. APPENDIX

EXHIBIT	TITLE	PAGE
A.	Population	A-3
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Exhibit A: Population

2000, 2010 U.S. Census; Washington Office of Financial Management

	2000	2010	Pct Change	Change from Annexation, 2000-2010	Population Growth, 2000-2010
Beaux Arts Village	307	299	-3%	-	(8)
Bellevue	109,827	122,363	11%	2,764	9,772
Bothell	30,150	33,505	11%	12	3,343
Clyde Hill	2,890	2,984	3%	-	94
Hunts Point	443	394	-11%	-	(49)
Issaquah	11,212	30,434	171%	6,210	13,012
Kenmore	18,678	20,460	10%	-	1,782
Kirkland (incl 2011 annexations)	n/a	84,559	n/a	n/a	n/a
Kirkland (before 2011 annex.)	45,054	48,787	8%	170	3,563
Inglewood-Finn Hill CDP	22,661	22,707	0%	n/a	46
Kingsgate CDP	12,222	13,065	7%	n/a	843
Medina	3,011	2,969	-1%	-	(42)
Mercer Island	22,036	22,699	3%	-	663
Newcastle	7,737	10,380	34%	-	2,643
Redmond	45,256	54,144	20%	482	8,406
Sammamish	34,104	45,780	34%	345	11,331
Woodinville	9,194	10,938	19%	19	1,725
Yarrow Point	1,008	1,001	-1%	-	(7)
EKC Cities (incl 2011 annexations)	***340,907***	***442,909***	***30%***	***9,832***	***52,665***
Seattle	536,376	608,660	13%	-	72,284
King County	1,737,046	1,931,249	11%	n/a	n/a
Washington	5,894,121	6,724,540	14%	n/a	n/a

U.S. Census Bureau, PL 94-171 Redistricting data, 2000 and 2010 and WA Office of Financial Management.

H.40

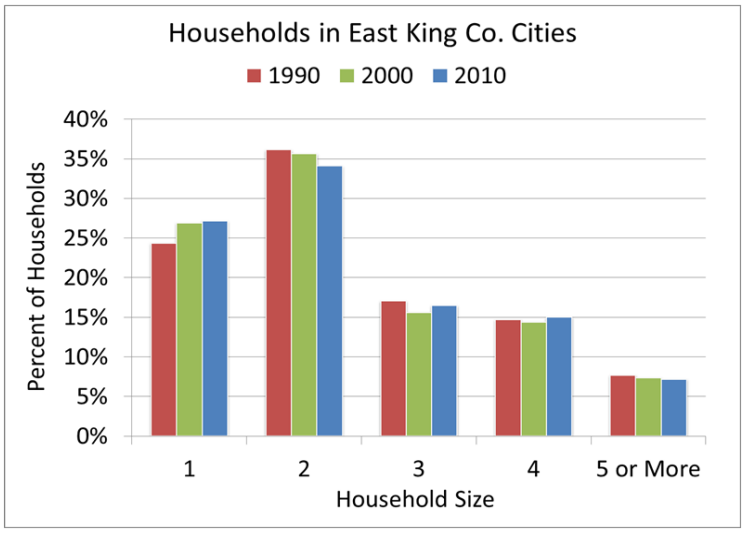
Exhibit B: Household Types

2000, 2010 U.S. Census

	Total Households	Percent of Total Households: Living Alone	Married, No Children at Home	Married, Children	Single Parent, Children	Other Households
Beaux Arts Village, 2010	113	20%	38%	33%	6%	3%
2000	*121*	*17%*	*41%*	*29%*	*4%*	*9%*
Bellevue, 2010	50,355	28%	30%	23%	5%	14%
2000	*45,836*	*28%*	*31%*	*22%*	*5%*	*13%*
Bothell, 2010	13,497	27%	29%	23%	7%	14%
2000	*11,923*	*26%*	*27%*	*26%*	*7%*	*13%*
Clyde Hill, 2010	1,028	12%	41%	38%	4%	5%
2000	*1,054*	*13%*	*47%*	*31%*	*3%*	*6%*
Hunts Point, 2010	151	17%	47%	28%	2%	7%
2000	*165*	*15%*	*45%*	*28%*	*4%*	*8%*
Issaquah, 2010	12,841	30%	26%	26%	6%	12%
2000	*4,840*	*31%*	*26%*	*21%*	*8%*	*14%*
Kenmore, 2010	7,984	23%	31%	25%	7%	14%
2000	*7,307*	*24%*	*30%*	*26%*	*7%*	*13%*
Kirkland, 2010 (incl annexations)	36,074	30%	28%	20%	6%	15%
2000	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*
Kirkland, 2010 (before annex.)	22,445	36%	25%	18%	6%	16%
2000	*20,736*	*36%*	*25%*	*17%*	*6%*	*16%*
Inglewood-Finn Hill CDP, 2010	8,751	20%	33%	25%	6%	15%
2000	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*
Kingsgate CDP, 2010	4,878	23%	30%	25%	7%	14%
2000	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*
Medina, 2010	1,061	16%	39%	34%	5%	6%
2000	*1,111*	*15%*	*40%*	*34%*	*4%*	*7%*
Mercer Island, 2010	9,109	24%	35%	27%	6%	8%
2000	*8,437*	*22%*	*35%*	*30%*	*5%*	*7%*
Newcastle, 2010	4,021	22%	32%	29%	5%	12%
2000	*3,028*	*20%*	*34%*	*30%*	*4%*	*12%*
Redmond, 2010	22,550	30%	26%	25%	6%	13%
2000	*19,102*	*30%*	*27%*	*22%*	*6%*	*15%*
Sammamish, 2010	15,154	11%	30%	47%	5%	6%
2000	*11,131*	*9%*	*31%*	*49%*	*5%*	*6%*
Woodinville, 2010	4,478	30%	28%	24%	6%	12%
2000	*3,512*	*26%*	*27%*	*30%*	*7%*	*10%*
Yarrow Point, 2010	374	17%	38%	34%	5%	5%
2000	*379*	*15%*	*45%*	*33%*	*1%*	*5%*
EKC Cities, 2010 (incl annexations)	**178,790**	**27%**	**29%**	**26%**	**6%**	**13%**
2000	***138,682***	***27%***	***29%***	***25%***	***6%***	***13%***
Seattle, 2010	283,510	41%	20%	13%	5%	21%
2000	*258,499*	*41%*	*20%*	*13%*	*5%*	*21%*
King County, 2010	789,232	31%	25%	20%	7%	17%
2000	*710,916*	*31%*	*25%*	*21%*	*7%*	*16%*
Washington, 2010	2,620,076	27%	29%	20%	9%	15%
2000	*2,271,398*	*26%*	*28%*	*24%*	*9%*	*13%*

H.41

Exhibit C-1: Households by Number of People 1990, 2000, 2010 U.S. Census



H.42

Exhibit C-2: Households by Number of People

2000, 2010 U.S. Census

	Total	1	2	3	4	5 or More
Beaux Arts Village, 2010	113	20%	37%	12%	20%	10%
2000	*121*	*17%*	*45%*	*13%*	*21%*	*5%*
Bellevue, 2010	50,355	28%	35%	16%	14%	7%
2000	*45,836*	*28%*	*37%*	*15%*	*13%*	*7%*
Bothell , 2010	13,497	27%	34%	17%	14%	8%
2000	*11,923*	*26%*	*34%*	*16%*	*16%*	*8%*
Clyde Hill, 2010	1,028	12%	36%	17%	21%	13%
2000	*1,054*	*13%*	*44%*	*15%*	*17%*	*11%*
Hunts Point, 2010	151	17%	44%	15%	15%	10%
2000	*165*	*15%*	*44%*	*17%*	*12%*	*13%*
Issaquah, 2010	12,841	30%	34%	16%	14%	6%
2000	*4,840*	*31%*	*36%*	*15%*	*13%*	*5%*
Kenmore, 2010	7,984	23%	35%	18%	16%	8%
2000	*7,307*	*24%*	*35%*	*17%*	*16%*	*8%*
Kirkland (2010, incl annex.)	36,074	30%	35%	16%	13%	6%
2000	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*
Kirkland (2010, before annex.)	22,445	36%	35%	14%	11%	4%
2000	*20,736*	*36%*	*36%*	*14%*	*10%*	*4%*
Inglewood-Finn Hill CDP, 2010	8,751	20%	37%	19%	16%	8%
2000	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*
Kingsgate CDP, 2010	4,878	23%	33%	18%	15%	10%
2000	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*	*n/a*
Medina, 2010	1,061	16%	38%	14%	18%	14%
2000	*1,111*	*15%*	*41%*	*16%*	*18%*	*10%*
Mercer Island, 2010	9,109	24%	37%	15%	16%	8%
2000	*8,437*	*22%*	*36%*	*15%*	*18%*	*9%*
Newcastle, 2010	4,021	22%	35%	18%	18%	8%
2000	*3,028*	*20%*	*37%*	*19%*	*17%*	*7%*
Redmond, 2010	22,550	30%	33%	17%	14%	6%
2000	*19,102*	*30%*	*36%*	*15%*	*12%*	*7%*
Sammamish, 2010	15,154	11%	29%	21%	27%	11%
2000	*11,131*	*9%*	*31%*	*21%*	*26%*	*13%*
Woodinville, 2010	4,478	30%	32%	16%	14%	8%
2000	*3,512*	*26%*	*31%*	*16%*	*17%*	*10%*
Yarrow Point, 2010	374	17%	37%	16%	22%	8%
2000	*379*	*15%*	*42%*	*15%*	*20%*	*8%*
EKC cities (2010, incl annex.)	**178,790**	**27%**	**34%**	**17%**	**15%**	**7%**
2000	***138,682***	***27%***	***36%***	***16%***	***14%***	***7%***
Seattle, 2010	283,510	41%	33%	12%	9%	5%
2000	*258,499*	*41%*	*34%*	*12%*	*8%*	*5%*
King County, 2010	789,232	31%	33%	15%	13%	8%
2000	*710,916*	*31%*	*34%*	*15%*	*13%*	*8%*
Washington, 2010	2,620,076	27%	35%	16%	13%	10%
2000	*2,271,398*	*26%*	*34%*	*16%*	*14%*	*10%*

H.43

Exhibit D-1: Population Age

2000, 2010 U.S. Census

	Total	Under 5 yrs	5 to 19 yrs	20 to 34 yrs	35 to 44 yrs	45 to 54 yrs	55 to 64 yrs	65 to 74 yrs	75 yrs or older
Beaux Arts Village, 2010	299	4%	27%	3%	16%	15%	14%	11%	10%
2000	*307*	*4%*	*20%*	*10%*	*12%*	*19%*	*16%*	*11%*	*8%*
Bellevue, 2010	122,363	6%	17%	22%	14%	15%	11%	7%	7%
2000	*109,569*	*6%*	*17%*	*22%*	*17%*	*15%*	*10%*	*7%*	*6%*
Bothell, 2010	33,505	6%	18%	21%	15%	16%	12%	6%	6%
2000	*30,150*	*6%*	*22%*	*20%*	*18%*	*16%*	*8%*	*5%*	*5%*
Clyde Hill, 2010	2,984	5%	26%	6%	13%	18%	14%	10%	8%
2000	*2,890*	*6%*	*22%*	*7%*	*16%*	*16%*	*15%*	*11%*	*8%*
Hunts Point, 2010	394	5%	21%	6%	12%	16%	15%	15%	9%
2000	*443*	*6%*	*23%*	*8%*	*14%*	*18%*	*16%*	*6%*	*10%*
Issaquah, 2010	30,434	8%	17%	21%	18%	13%	9%	5%	8%
2000	*11,212*	*6%*	*18%*	*22%*	*20%*	*16%*	*8%*	*5%*	*5%*
Kenmore, 2010	20,460	7%	18%	18%	15%	16%	13%	6%	6%
2000	*18,678*	*6%*	*21%*	*19%*	*18%*	*17%*	*9%*	*6%*	*5%*
Kirkland, 2010 (incl 2011 annex.)	84,559	6%	16%	23%	16%	15%	12%	6%	4%
Kirkland (before annex.), 2010	48,787	6%	15%	25%	16%	15%	12%	6%	5%
2000	*45,054*	*5%*	*15%*	*27%*	*18%*	*15%*	*9%*	*5%*	*5%*
Inglewood-Finn Hill CDP, 2010	22,707	6%	18%	20%	16%	17%	14%	6%	3%
2000	*22,661*	*7%*	*22%*	*20%*	*19%*	*17%*	*9%*	*4%*	*2%*
Kingsgate CDP, 2010	13,065	7%	19%	22%	16%	15%	12%	7%	4%
2000	*12,222*	*7%*	*24%*	*21%*	*18%*	*15%*	*9%*	*4%*	*2%*
Medina, 2010	2,969	4%	27%	6%	12%	19%	14%	10%	8%
2000	*3,011*	*7%*	*22%*	*9%*	*17%*	*17%*	*13%*	*9%*	*8%*
Mercer Island, 2010	22,699	4%	22%	10%	12%	18%	15%	9%	11%
2000	*22,036*	*5%*	*23%*	*9%*	*15%*	*18%*	*12%*	*9%*	*10%*
Newcastle, 2010	10,380	7%	18%	19%	17%	18%	12%	6%	3%
2000	*7,737*	*8%*	*17%*	*22%*	*21%*	*16%*	*9%*	*4%*	*2%*
Redmond, 2010	54,144	8%	16%	28%	17%	12%	9%	5%	5%
2000	*45,256*	*6%*	*17%*	*28%*	*17%*	*14%*	*8%*	*4%*	*5%*
Sammamish, 2010	45,780	7%	27%	11%	19%	19%	11%	4%	2%
2000	*34,104*	*8%*	*27%*	*14%*	*22%*	*18%*	*7%*	*2%*	*2%*
Woodinville, 2010	10,938	6%	20%	18%	16%	16%	12%	5%	6%
2000	*9,194*	*7%*	*22%*	*20%*	*19%*	*16%*	*8%*	*3%*	*6%*
Yarrow Point, 2010	1,001	4%	26%	6%	11%	20%	13%	11%	8%
2000	*1,008*	*5%*	*22%*	*8%*	*16%*	*15%*	*16%*	*11%*	*8%*
EKC cities, 2010 (incl 2011 annex	**442,909**	**6%**	**19%**	**20%**	**16%**	**15%**	**12%**	**6%**	**6%**
2000	***340,649***	***6%***	***19%***	***21%***	***18%***	***16%***	***9%***	***6%***	***5%***
Seattle, 2010	608,660	5%	13%	30%	16%	13%	12%	5%	5%
2000	*563,374*	*5%*	*14%*	*31%*	*17%*	*14%*	*7%*	*5%*	*7%*
King County, 2010	1,931,249	6%	18%	23%	15%	15%	12%	6%	5%
2000	*1,737,034*	*6%*	*19%*	*24%*	*18%*	*15%*	*8%*	*5%*	*5%*
Washington, 2010	6,724,540	7%	20%	21%	14%	15%	12%	7%	6%
2000	*5,894,121*	*7%*	*22%*	*21%*	*17%*	*14%*	*8%*	*6%*	*6%*

H.44

Exhibit D-2: Population Age, 55 Years and Older

1990, 2000, 2010 U.S. Census

	55 to 64 yrs	65 to 74 yrs	75 yrs and over
Beaux Arts, 1990	16%	10%	2%
2000	16%	11%	8%
2010	14%	11%	10%
Bellevue, 1990	10%	7%	4%
2000	10%	7%	6%
2010	11%	7%	7%
Bothell, 1990	7%	7%	5%
2000	8%	5%	5%
2010	12%	6%	6%
Clyde Hill, 1990	14%	11%	4%
2000	15%	11%	8%
2010	14%	10%	8%
Hunts Point, 1990	13%	11%	4%
2000	16%	6%	10%
2010	15%	15%	9%
Issaquah, 1990	7%	6%	6%
2000	8%	5%	5%
2010	9%	5%	8%
Kenmore, 1990	8%	6%	4%
2000	9%	6%	5%
2010	13%	6%	6%
Kirkland, 1990	7%	6%	4%
2000	9%	5%	5%
2010 (before annex.)	12%	6%	5%
2010 (incl annexations)	12%	6%	4%
Inglewood-Finn Hill, 1990	6%	4%	2%
2000	9%	4%	2%
2010	14%	6%	3%
Kingsgate CDP, 1990	6%	3%	1%
2000	9%	5%	2%
2010	12%	7%	4%

	55 to 64 yrs	65 to 74 yrs	75 yrs and over
Medina, 1990	14%	11%	4%
2000	13%	9%	8%
2010	14%	10%	8%
Mercer Island, 1990	12%	9%	5%
2000	12%	9%	10%
2010	15%	9%	11%
Newcastle, 1990	n/a	n/a	n/a
2000	9%	4%	2%
2010	12%	6%	3%
Redmond, 1990	6%	4%	3%
2000	8%	4%	5%
2010	9%	5%	5%
Sammamish, 1990	n/a	n/a	n/a
2000	7%	2%	2%
2010	11%	4%	2%
Woodinville, 1990	4%	3%	1%
2000	8%	3%	6%
2010	12%	5%	6%
Yarrow Point, 1990	15%	11%	4%
2000	16%	11%	8%
2010	13%	11%	8%
EKC cities, 1990	***8%***	***6%***	***4%***
2000	***9%***	***6%***	***5%***
2010 (incl annexations)	***12%***	***6%***	***6%***
Seattle, 1990	7%	8%	7%
2000	7%	5%	7%
2010	12%	5%	5%
King County, 1990	8%	6%	5%
2000	8%	5%	5%
2010	12%	6%	5%
Washington, 1990	8%	7%	5%
2000	8%	6%	6%
2010	12%	7%	6%

H.45

Exhibit E-1: Race and Ethnicity

2000, 2010 U.S. Census

		Not Hispanic or Latino							
	Total	White alone	Black or African American alone	American Indian & Alaska Native alone	Asian alone	Hawaiian & Other Pacific Islander alone	Some Other Race alone	2 or more	Hispanic or Latino, any Race
Beaux Arts, 2000	307	97%	0%	0%	2%	0%	0%	0%	0%
2010	299	95%	0%	0%	4%	0%	0%	0%	1%
Bellevue, 2000	109,569	72%	2%	0%	17%	0%	0%	3%	5%
2010	122,363	59%	2%	0%	28%	0%	0%	3%	7%
Bothell, 2000	30,150	85%	1%	1%	6%	0%	0%	3%	4%
2010	33,505	75%	1%	0%	10%	0%	0%	4%	9%
Clyde Hill, 2000	2,890	89%	1%	0%	7%	0%	0%	2%	1%
2010	2,984	83%	1%	0%	12%	0%	0%	2%	2%
Hunts Point, 2000	443	93%	0%	0%	3%	0%	0%	1%	2%
2010	394	80%	1%	1%	11%	0%	0%	7%	1%
Issaquah, 2000	11,212	85%	1%	1%	6%	0%	0%	2%	5%
2010	30,434	71%	1%	0%	17%	0%	0%	3%	6%
Kenmore, 2000	18,678	85%	1%	0%	7%	0%	0%	3%	4%
2010	20,460	76%	2%	0%	10%	0%	0%	4%	7%
Kirkland, 2000	45,054	83%	2%	0%	8%	0%	0%	3%	4%
2010	48,787	76%	2%	0%	11%	0%	0%	4%	6%
2010 (incl 2011 annex.)	84,559	75%	2%	0%	11%	0%	0%	4%	7%
Inglewood-Finn Hill, 2000	22,661	85%	1%	0%	6%	0%	0%	3%	4%
2010	22,707	79%	2%	0%	9%	0%	0%	4%	6%
Kingsgate, 2000	12,222	77%	2%	1%	12%	0%	0%	4%	6%
2010	13,065	68%	2%	0%	16%	0%	0%	4%	9%
Medina, 2000	3,011	92%	0%	0%	5%	0%	0%	2%	1%
2010	2,969	82%	0%	0%	12%	0%	0%	3%	3%
Mercer Island, 2000	22,036	83%	1%	0%	12%	0%	0%	2%	2%
2010	22,699	76%	1%	0%	16%	0%	0%	4%	3%
Newcastle, 2000	7,737	74%	2%	0%	18%	0%	0%	3%	3%
2010	10,380	63%	2%	0%	25%	0%	0%	5%	4%
Redmond, 2000	45,256	76%	1%	0%	13%	0%	0%	3%	6%
2010	54,144	61%	2%	0%	25%	0%	1%	3%	8%
Sammamish, 2000	34,104	86%	1%	0%	8%	0%	0%	2%	3%
2010	45,780	72%	1%	0%	19%	0%	0%	3%	4%
Woodinville, 2000	9,194	81%	1%	0%	7%	0%	0%	3%	7%
2010	10,938	76%	1%	0%	11%	0%	0%	3%	7%
Yarrow Point, 2000	1,008	92%	1%	0%	3%	0%	0%	1%	2%
2010	1,001	85%	0%	0%	9%	0%	1%	4%	2%
EKC cities, 2000	***340,649***	***79%***	***1%***	***0%***	***12%***	***0%***	***0%***	***3%***	***4%***
2010 (incl 2011 annex.)	***442,909***	***68%***	***2%***	***0%***	***19%***	***0%***	***0%***	***4%***	***6%***
Seattle, 2000	563,374	68%	8%	1%	13%	0%	0%	4%	5%
2010	608,660	66%	8%	1%	14%	0%	0%	4%	7%
King Co., 2000	1,737,034	73%	5%	1%	11%	1%	0%	3%	5%
2010	1,931,249	65%	6%	1%	14%	1%	0%	4%	9%
Washington, 2000	5,894,121	79%	3%	1%	5%	0%	0%	3%	7%
2010	6,724,540	73%	3%	1%	7%	1%	0%	4%	11%

H.46

Exhibit E-2: Foreign-born Population 2000 U.S. Census, 2011 ACS 5-Year Estimates*

	2000	2011 ACS
Beaux Arts Village	9%	8%
Bellevue	25%	32%
Bothell	11%	14%
Clyde Hill	12%	15%
Hunts Point	8%	18%
Issaquah	12%	21%
Kenmore	10%	19%
Kirkland (incl annexations)	n/a	19%
Kirkland (before annex.)	14%	19%
Inglewood-Finn Hill CDP	12%	17%
Kingsgate CDP	17%	23%
Medina	9%	15%
Mercer Island	14%	17%
Newcastle	21%	25%
Redmond	21%	30%
Sammamish	10%	24%
Woodinville	14%	15%
Yarrow Point	6%	16%
EKC Cities	***17%***	***25%***
Seattle	17%	17%
King County	15%	20%
Washington	10%	13%

"2011 ACS" refers to the American Community Survey (ACS), five-year averages of 2007-2011. The ACS is the latest dataset from the Census Bureau that reports this data for city geographies, but it is sample data and sometimes carries high margins of error. Wherever available, we report 2010 Census data, which is a 100% count, not a sample, of population and housing units.

H.47

Exhibit E-3: Limited English Proficiency*

2000 U.S. Census, 2011 ACS 5-Year Estimates

	Percent of Households	
	2000	2011
Beaux Arts Village	0%	0%
Bellevue	7%	9%
Bothell	2%	3%
Clyde Hill	1%	3%
Hunts Point	0%	5%
Issaquah	3%	6%
Kenmore	2%	5%
Kirkland (incl 2011 annexations)	n/a	4%
Kirkland (before annexations)	3%	4%
Inglewood-Finn Hill CDP	2%	2%
Kingsgate CDP	4%	7%
Medina	1%	3%
Mercer Island	3%	3%
Newcastle	6%	7%
Redmond	5%	7%
Sammamish	1%	3%
Woodinville	4%	1%
Yarrow Point	0%	0%
EKC cities (incl 2011 annexations)	***4%***	***6%***
Seattle	5%	6%
King County	5%	6%
Washington	3%	4%

*Limited English Proficiency means no one in the home 14 years or older speaks English only or speaks English "very well." "Linguistic isolation" was the term used in the 2000 Census for the same measure.

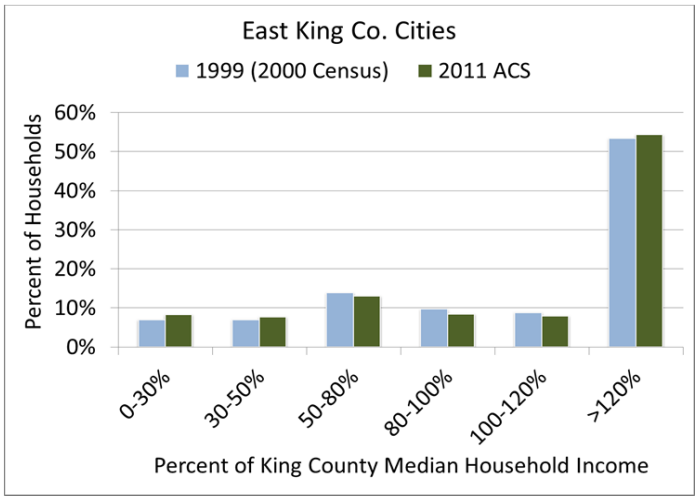
Exhibit F-1: Household Income Distribution, 2011

2011 ACS 5-Year Estimates

Income category:		Less than $21,200	$21,200 to $35,299	$35,300 to $56,499	$56,500 to $70,599	$70,600 to $84,699	$84,700 and greater	
Pct of County's median HH income:	Total Households	Very Low Income <30%	Low Income 30-50%	Moderate Income 50-80%	80-100% of Median	100-120% of Median	Over 120% of Median	Median income
Beaux Arts Village	134	3%	2%	8%	6%	5%	76%	$131,250
Bellevue	50,255	10%	8%	14%	9%	8%	51%	$84,503
Bothell	13,569	9%	11%	18%	11%	8%	43%	$70,935
Clyde Hill	952	4%	6%	4%	4%	5%	77%	$197,917
Hunts Point	155	10%	1%	6%	3%	3%	77%	$205,625
Issaquah	12,461	9%	6%	15%	9%	9%	51%	$87,038
Kenmore	7,914	11%	9%	15%	9%	8%	48%	$81,097
Kirkland (incl annexations)	37,684	8%	8%	14%	9%	9%	52%	n/a
Kirkland (before annex.)	22,624	8%	8%	14%	9%	9%	52%	$88,756
Inglewood-Finn Hill CDP	9,559	7%	9%	13%	8%	9%	54%	$91,839
Kingsgate CDP	5,501	10%	8%	15%	9%	8%	50%	$82,210
Medina	1,037	6%	6%	4%	5%	4%	75%	$176,354
Mercer Island	9,253	6%	7%	11%	6%	6%	64%	$123,328
Newcastle	3,932	6%	6%	11%	8%	8%	61%	$106,339
Redmond	23,048	9%	8%	11%	8%	9%	55%	$92,851
Sammamish	14,583	3%	3%	7%	5%	5%	75%	$135,432
Woodinville	4,350	7%	9%	15%	8%	8%	54%	$91,049
Yarrow Point	364	5%	3%	7%	6%	7%	72%	$153,056
EKC cities	***179,691***	***8%***	***8%***	***13%***	***8%***	***8%***	***54%***	***n/a***
Seattle	282,480	17%	12%	17%	9%	7%	37%	$61,856
King County	790,070	13%	11%	16%	10%	8%	42%	$70,567
Washington	2,602,568	17%	16%	13%	15%	11%	28%	$58,890

Exhibit F-2: Household Incomes

2000 U.S. Census, 2011 ACS 5-Year Estimates



Note: Neither F-1 nor F-2 take household size into account when classifying by percent of median income.

H.49

Exhibit G-1: Households below Poverty Level

1990, 2000 U.S. Census; 2011 ACS 5-Year Estimates

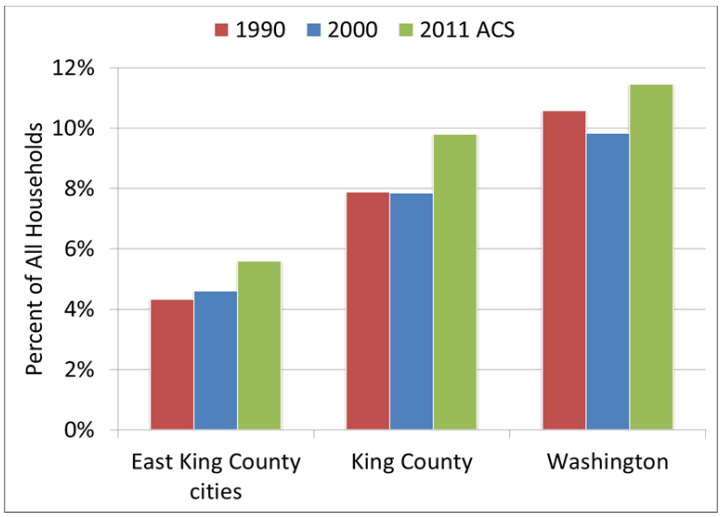


Exhibit G-2: Elderly Householders below Poverty Level

1990, 2000 U.S. Census; 2011 ACS 5-Year Estimates

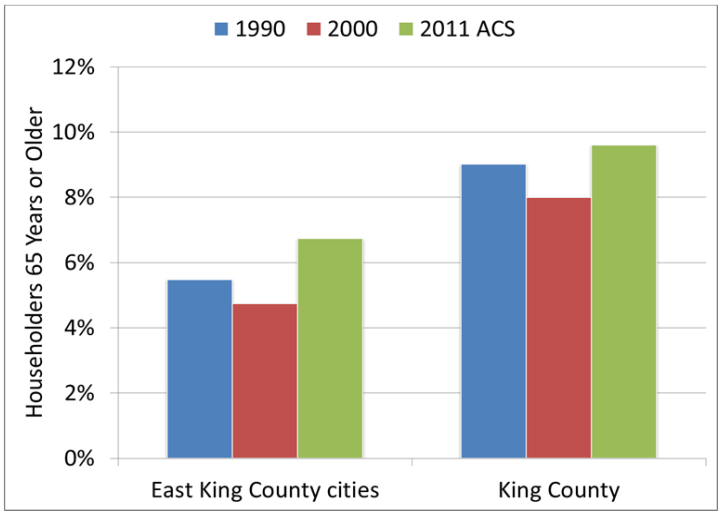


Exhibit G-3: Households below Poverty Level,* 2011

2011 ACS 5-Year Estimates

	All Households		Family Households		Other Households	
	Total	Below Poverty Income	Total	Below Poverty Income	Total	Below Poverty Income
Beaux Arts Village	134	*1%*	105	*0%*	29	*3%*
Bellevue	50,255	*6%*	32,153	*4%*	18,102	*10%*
Bothell	13,569	*6%*	8,700	*4%*	4,869	*10%*
Clyde Hill	952	*3%*	850	*2%*	102	*10%*
Hunts Point	155	*10%*	138	*9%*	17	*12%*
Issaquah	12,461	*3%*	7,824	*1%*	4,637	*6%*
Kenmore	7,914	*9%*	5,270	*7%*	2,644	*13%*
Kirkland (incl annexations)	37,684	*6%*	22,806	*4%*	14,878	*8%*
Kirkland (before annex.)	22,624	*6%*	12,317	*4%*	10,307	*8%*
Inglewood-Finn Hill CDP	9,559	*5%*	6,819	*2%*	2,740	*12%*
Kingsgate CDP	5,501	*7%*	3,670	*8%*	1,831	*5%*
Medina	1,037	*3%*	853	*2%*	184	*9%*
Mercer Island	9,253	*4%*	6,444	*1%*	2,809	*11%*
Newcastle	3,932	*6%*	2,851	*5%*	1,081	*8%*
Redmond	23,048	*6%*	13,471	*4%*	9,577	*10%*
Sammamish	14,583	*3%*	12,522	*3%*	2,061	*5%*
Woodinville	4,350	*6%*	2,740	*3%*	1,610	*10%*
Yarrow Point	364	*3%*	291	*2%*	73	*8%*
EKC Cities	***179,691***	***6%***	***117,018***	***4%***	***62,673***	***9%***
Seattle	282,480	*13%*	123,811	*7%*	158,669	*17%*
King County	790,070	*10%*	463,619	*7%*	326,451	*14%*
Washington	2,602,568	*11%*	1,683,102	*8%*	919,466	*17%*

*The Census Bureau defines poverty levels for households of different sizes, ages of householders, and number of children. In 2011, the poverty threshold for a single adult under 65 years of age was $11,848; for two adults and no children, $14,657; for two adults and one child, $17,916; and for two adults and two children $23,021.

H.51

Exhibit H-1: Cost-Burdened* Households

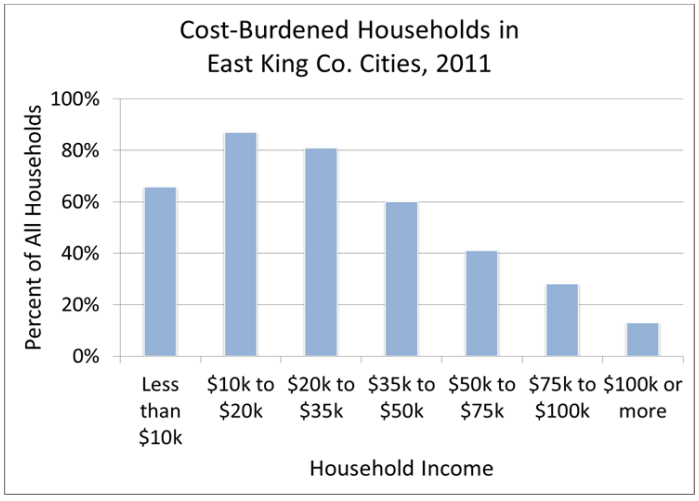
1990, 2000 U.S. Census; 2011 ACS 5-Year Estimates

	Renter households			Owner households			Renters & Owners Combined		
	1990	2000	2011 ACS	1990	2000	2011 ACS	1990	2000	2011 ACS
Beaux Arts	0%	0%	43%	14%	23%	30%	13%	23%	31%
Bellevue	41%	39%	36%	18%	25%	31%	28%	31%	34%
Bothell	36%	36%	47%	21%	27%	31%	27%	30%	37%
Clyde Hill	47%	44%	18%	18%	23%	30%	20%	24%	29%
Hunts Point	0%	48%	7%	32%	21%	49%	28%	25%	45%
Issaquah	40%	39%	41%	19%	25%	36%	31%	32%	38%
Kenmore	29%	36%	42%	23%	25%	37%	25%	29%	38%
Kirkland (incl annexations)	n/a	n/a	36%	n/a	n/a	38%	n/a	n/a	37%
Kirkland (before annex.)	35%	33%	33%	20%	26%	36%	27%	30%	35%
Inglewood-Finn Hill	32%	31%	42%	19%	28%	40%	22%	29%	40%
Kingsgate CDP	43%	29%	41%	23%	27%	38%	29%	27%	39%
Medina	34%	26%	36%	21%	27%	29%	22%	27%	30%
Mercer Island	36%	35%	40%	18%	27%	26%	22%	29%	29%
Newcastle	n/a	32%	35%	n/a	26%	34%	n/a	27%	34%
Redmond	34%	35%	31%	18%	24%	30%	25%	29%	31%
Sammamish	n/a	36%	36%	n/a	27%	31%	n/a	28%	32%
Woodinville	37%	46%	52%	27%	28%	31%	29%	33%	39%
Yarrow Point	24%	50%	50%	22%	30%	39%	22%	31%	40%
EKC cities (incl annexations)	***37%***	***36%***	***37%***	***20%***	***26%***	***33%***	***27%***	***30%***	***34%***
Seattle	41%	40%	45%	17%	27%	34%	30%	34%	40%
King County	38%	38%	45%	18%	27%	35%	27%	32%	39%
Washington	37%	39%	47%	16%	26%	33%	25%	31%	38%

* "Housing cost-burdened" means a household spending more than 30 percent of its income on housing costs.

Exhibit H-2: Housing Cost Burden by Income

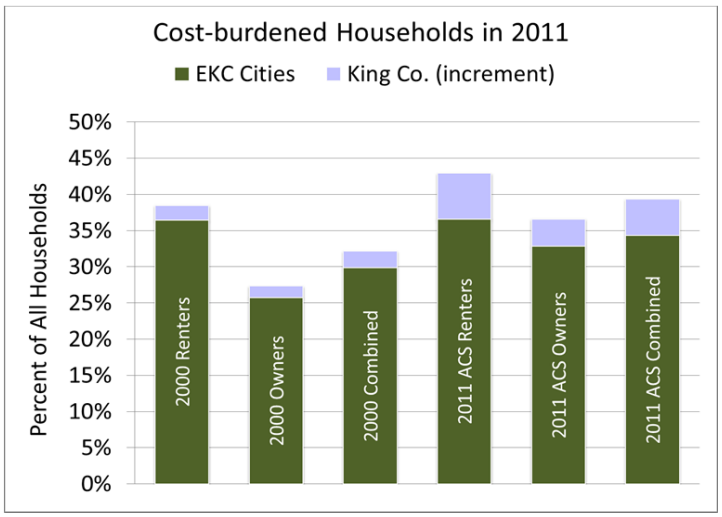
2011 ACS 5-Year Estimates



H.52

Exhibit H-3: Housing Cost Burden by Tenure

2000 U.S. Census; 2011 ACS 5-Year Estimates



H.53

Exhibit H-4: Severely Cost-Burdened* Households

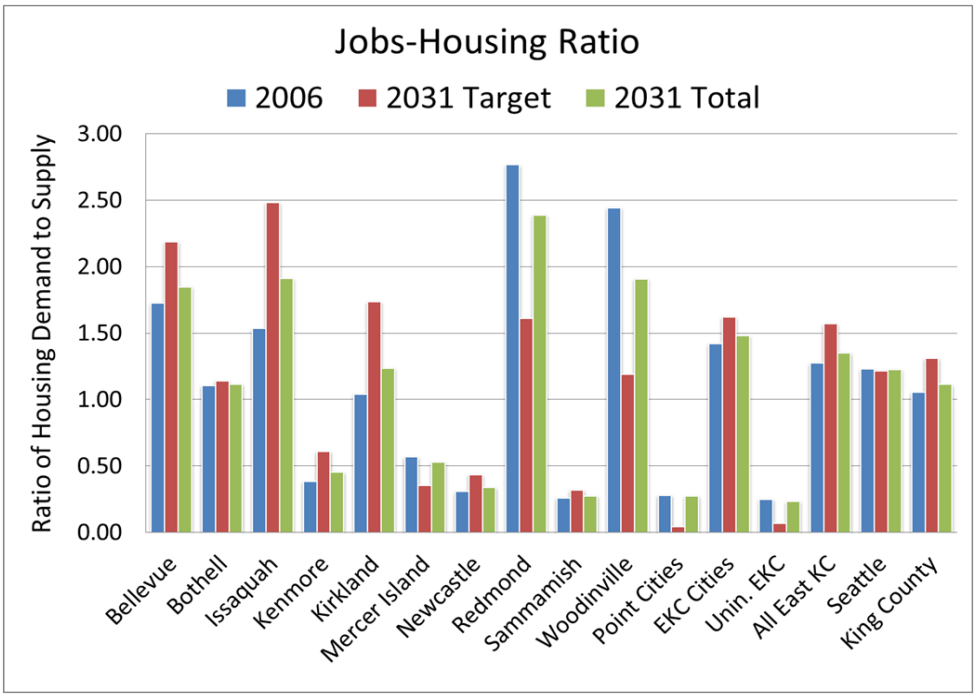
2000 U.S. Census; 2011 ACS 5-Year Estimates

	Renter Households		Owner Households		Renter and Owners Combined	
	2000	2011 ACS	2000	2011 ACS	2000	2011 ACS
Beaux Arts Village	0%	43%	10%	8%	10%	11%
Bellevue	17%	17%	9%	13%	12%	15%
Bothell	14%	23%	7%	9%	9%	14%
Clyde Hill	26%	7%	8%	15%	9%	14%
Hunts Point	9%	0%	8%	21%	8%	19%
Issaquah	13%	21%	9%	11%	11%	15%
Kenmore	15%	22%	8%	15%	10%	17%
Kirkland (incl annexations)	n/a	15%	n/a	14%	n/a	14%
Kirkland (before annex.)	15%	13%	9%	15%	12%	14%
Inglewood-Finn Hill CDP	12%	20%	9%	14%	10%	16%
Kingsgate CDP	9%	19%	7%	12%	7%	13%
Medina	11%	19%	13%	13%	13%	13%
Mercer Island	18%	24%	9%	10%	11%	13%
Newcastle	14%	18%	8%	11%	10%	13%
Redmond	13%	17%	7%	11%	10%	14%
Sammamish	15%	17%	8%	8%	9%	9%
Woodinville	27%	28%	7%	8%	13%	15%
Yarrow Point	0%	45%	13%	28%	12%	29%
EKC cities (incl annexations)	***16%***	***18%***	***8%***	***12%***	***11%***	***14%***
Seattle	17%	22%	9%	13%	14%	17%
King County	17%	22%	8%	13%	12%	17%
Washington	18%	23%	8%	12%	12%	16%

*"Severely cost-burdened" means a household spending more than 50 percent of its income on housing costs.

Exhibit I: Jobs-Housing Balance*

ARCH



*"Jobs-housing balance" indicates the ratio of housing demand from local workforce to the local supply of housing. A ratio of 1.0 means there is an amount of housing equal to the demand for housing from the local workforce. A ratio greater than 1.0 means that local employment generates a demand for housing greater than the number of housing units. Housing demand is estimated by 1.4 jobs per household.

	1970	1980	1990	2000	2006	2031 Target	2031 Total
Bellevue	0.77	1.18	1.67	1.87	1.73	2.19	1.85
Bothell	0.53	0.54	1.45	1.15	1.11	1.14	1.12
Issaquah	0.50	0.89	1.32	2.16	1.54	2.48	1.91
Kenmore				0.43	0.39	0.61	0.46
Kirkland	0.43	0.59	0.86	1.34	1.04	1.74	1.24
Mercer Island	0.25	0.38	0.49	0.57	0.57	0.36	0.53
Newcastle				0.24	0.31	0.44	0.34
Redmond	0.66	1.08	1.54	2.53	2.77	1.61	2.39
Sammamish				0.31	0.26	0.32	0.28
Woodinville	0.78	1.06	0.80	2.74	2.45	1.19	1.91
Point Cities	0.19	0.11	0.24	0.22	0.28	0.05	0.28
EKC Cities	**0.59**	**0.90**	**1.31**	**1.52**	**1.42**	**1.62**	**1.48**
Unin. EKC	0.14	0.15	0.28	0.17	0.25	0.07	0.24
All East KC	***0.48***	***0.69***	***1.00***	***1.25***	***1.27***	***1.57***	***1.35***
Seattle	1.04	1.26	1.42	1.41	1.23	1.22	1.23
King County	0.83	1.00	1.13	1.20	1.06	1.31	1.12

H.55

Exhibit J-1: Employment by Sector, 2012

Puget Sound Regional Council

City	Const/Res	FIRE	Manufac-turing	Retail	Services	WTU	Govern-ment	Education	Total
Beaux Arts	*	0	0	0	*	0	2	0	13
Pct of total	*	0%	0%	0%	*	0%	15%	0%	100%
Bellevue	4,318	10,379	5,827	12,694	73,872	7,811	4,030	4,090	123,022
Pct of total	4%	8%	5%	10%	60%	6%	3%	3%	100%
Bothell	466	1,608	786	760	5,984	1,442	463	1,275	12,784
Pct of total	4%	13%	6%	6%	47%	11%	4%	10%	100%
Clyde Hill	12	6	0	0	351	19	14	197	599
Pct of total	2%	1%	0%	0%	59%	3%	2%	33%	100%
Hunts Point	0	*	0	0	21	*	4	0	29
Pct of total	0%	*	0%	0%	72%	*	14%	0%	100%
Issaquah	507	683	1,114	2,997	12,505	1,540	778	638	20,761
Pct of total	2%	3%	5%	14%	60%	7%	4%	3%	100%
Kenmore	300	127	32	375	1,634	314	120	492	3,392
Pct of total	9%	4%	1%	11%	48%	9%	4%	15%	100%
Kirkland	2,176	2,584	1,422	4,172	20,256	2,077	4,136	1,890	38,712
Pct of total	6%	7%	4%	11%	52%	5%	11%	5%	100%
Medina	*	18	*	28	193	6	26	0	282
Pct of total	*	6%	*	10%	68%	2%	9%	0%	100%
Mercer Island	257	1,289	32	504	3,374	200	294	631	6,580
Pct of total	4%	20%	0%	8%	51%	3%	4%	10%	100%
Newcastle	53	73	34	225	1,337	89	42	178	2,030
Pct of total	3%	4%	2%	11%	66%	4%	2%	9%	100%
Redmond	2,193	1,592	7,239	4,029	56,724	3,908	1,010	919	77,615
Pct of total	3%	2%	9%	5%	73%	5%	1%	1%	100%
Sammamish	156	130	11	418	2,577	245	234	1,241	5,012
Pct of total	3%	3%	0%	8%	51%	5%	5%	25%	100%
Woodinville	1,622	307	2,479	1,490	4,261	1,146	193	349	11,848
Pct of total	14%	3%	21%	13%	36%	10%	2%	3%	100%
Yarrow Point	0	*	*	*	34	*	5	0	91
Pct of total	*	*	*	*	37%	*	5%	0%	100%
EKC Cities	***12,060***	***18,796***	***18,976***	***27,692***	***183,123***	***18,797***	***11,351***	***11,900***	***302,770***
Pct of total	***4%***	***6%***	***6%***	***9%***	***60%***	***6%***	***4%***	***4%***	***100%***
Seattle	16,485	31,615	25,644	41,497	257,398	28,794	46,681	35,204	483,318
Pct of total	3%	7%	5%	9%	53%	6%	10%	7%	100%
King County	47,474	62,648	101,121	107,890	567,264	100,053	86,212	70,971	1,143,633
Pct of total	4%	5%	9%	9%	50%	9%	8%	6%	100%

* suppressed for confidentiality.

"Const/Res:" construction and resource industries; "FIRE:" finance, insurance, and real estate industries; "WTU:" wholesale, transportation, and utilities industries.

The dataset for March of each year is presented here as a representative month when seasonal fluctuations are minimized. The unit of measurement is jobs, rather than working persons or proportional full-time employment (FTE) equivalents; part-time and temporary positions are included. To provide more accurate workplace reporting, PSRC gathers supplemental data from the Boeing Company, the Office of Washington Superintendent of Public Instruction (OSPI), and governmental units throughout the central Puget Sound region (PSRC).

H.56

Exhibit J-2: Average Wages by Sector, 2010

Puget Sound Regional Council

	Const/Res	FIRE	Manufac-turing	Retail	Services	WTU	All Private Sectors	Total Private Jobs
Beaux Arts	*	-	-	-	$51,761	-	$52,385	12
Bellevue	$68,619	$77,679	$83,884	$34,403	$74,166	$86,844	$71,321	111,804
Bothell	$55,635	$54,088	$75,867	$36,061	$54,817	$112,821	$62,618	10,751
Clyde Hill	*	*	*	*	$43,966	$94,703	$45,579	402
Hunts Point	-	$67,947	-	-	$50,655	-	$53,067	30
Issaquah	$57,941	$60,614	$78,130	$30,687	$78,999	$80,378	$69,981	18,091
Kenmore	$50,889	$30,601	$45,256	$27,686	$30,302	$49,893	$35,468	2,893
Kirkland	$64,309	$71,926	$70,529	$35,756	$55,826	$101,496	$59,059	25,551
Medina	*	$59,032	-	$33,880	$54,442	$125,156	$53,851	265
Mercer Island	$58,581	$80,880	$45,512	$30,277	$39,722	$86,168	$51,629	5,721
Newcastle	$34,641	$30,932	$37,813	$30,142	$31,575	$64,493	$34,717	1,418
Redmond	$59,772	$52,902	$77,627	$27,648	$122,362	$76,778	$107,075	74,937
Sammamish	$42,682	$42,437	$28,486	$26,152	$36,600	$112,491	$40,005	3,222
Woodinville	$58,758	$45,449	$43,753	$27,630	$36,749	$58,351	$43,132	10,869
Yarrow Point	$33,142	*	*	*	$32,333	*	$33,148	73
EKC cities	***$62,679***	***$71,845***	***$74,534***	***$32,486***	***$85,248***	***$84,743***	***$77,268***	***266,009***
Seattle	$68,862	$80,557	$67,803	$45,707	$56,341	$67,004	$59,450	379,142
King County	$59,672	$71,746	$74,576	$36,188	$61,071	$65,402	$60,830	942,055
Region	**$53,939**	**$65,986**	**$73,586**	**$32,675**	**$53,627**	**$61,510**	**$54,931**	**1,390,343**

* suppressed for confidentiality.

"Const/Res:" construction and resource industries; "FIRE:" finance, insurance, and real estate industries; "WTU:" wholesale, transportation, and utilities industries.

H.57

Exhibit K-1: Households Receiving Supplemental Security Income*

2000 U.S. Census; 2011 ACS 5-Year Estimates

	2000		2011 ACS	
	Households	Pct	Households	Pct
Beaux Arts Village	-	0%	2	1%
Bellevue	958	2%	1,189	2%
Bothell	248	2%	286	2%
Clyde Hill	12	1%	16	2%
Hunts Point	3	2%	-	0%
Issaquah	91	2%	184	1%
Kenmore	147	2%	224	3%
Kirkland (incl annexations)	n/a	n/a	727	2%
Kirkland (before annex.)	333	2%	385	2%
Inglewood-Finn Hill CDP	98	1%	200	2%
Kingsgate CDP	121	3%	142	3%
Medina	14	1%	-	0%
Mercer Island	127	2%	140	2%
Newcastle	32	1%	68	2%
Redmond	283	1%	444	2%
Sammamish	100	1%	145	1%
Woodinville	51	1%	103	2%
Yarrow Point	4	1%	4	1%
EKC Cities	***2,403***	***2%***	***3,917***	***2%***
Seattle	9,428	4%	8,847	3%
King County	21,426	3%	23,811	3%
Washington	84,750	4%	101,364	4%

*Supplemental Security Income (SSI) is a nationwide federal assistance program administered by the Social Security Administration that guarantees a minimum level of income for needy aged, blind, or disabled individuals. Although administered by the Social Security Administration, SSI is funded from the U.S. Treasury general funds, not the Social Security trust fund.

H.58

Exhibit K-2: Population in Group Quarters

1990, 2000, 2010 U.S. Census

	1990	2000	2010	2010 Per 1,000 Pop.
Beaux Arts Village	-	-	-	-
Bellevue	569	791	1,110	9.1
Bothell	127	216	321	9.6
Clyde Hill	-	-	-	-
Hunts Point	-	-	-	-
Issaquah	193	227	443	14.6
Kenmore	40	87	123	6.0
Kirkland (incl annexations)	n/a	n/a	998	11.8
Kirkland (before annex.)	794	848	630	12.9
Inglewood-Finn Hill CDP	181	140	177	7.8
Kingsgate CDP	24	24	191	14.6
Medina	-	-	-	-
Mercer Island	83	279	68	3.0
Newcastle		15	33	3.2
Redmond	379	833	274	5.1
Sammamish		-	99	2.2
Woodinville	-	23	47	4.3
Yarrow Point	-	-	-	-
EKC cities (incl annexations)	***2,185***	***3,319***	***3,148***	***7.7***
Seattle	21,199	26,655	24,925	41.0
King County	30,512	37,619	37,131	19.2
Washington	120,531	136,382	139,375	20.7

H.59

Exhibit K-3: Characteristics of Homeless Families, King County, 2012

Committee to End Homelessness

Families interviewed and assessed	3,788
Families placed into shelter or housing	757
Interpreter needed at assessment interview	539
Languages spoken to interpreters	34
Stayed in places not meant for human habitation	7%
Couch surfed or double-up	56%
Emergency housing with a shelter or hotel voucher	14%
Rented housing with no subsidy	10%
Stayed in a hotel without a voucher	4%
Homeless for the first time	69%
Recent positive work history	53%
Never been evicted	67%
High school diploma or more	72%
No criminal history	86%

Exhibit K-4: One-Night Count Summary, King County, 2012

Seattle-King County Coalition on Homelessness

Street Count	2,594	29%
Emergency Shelter	2,682	30%
Transitional Housing	3,554	40%
Total	**8,830**	**100%**

H.60

Exhibit K-5: One-Night Count of Unsheltered Homeless Individuals, 2014

Seattle-King County Coalition on Homelessness

	Seattle	Kent	North End	Eastside	White Center	Federal Way	Renton	Night Owl Buses	Auburn	Total
Men	683	30	6	70	14	28	16	92	6	945
Women	168	3	-	25	1	3	2	11	-	213
Gender unknown	1,527	30	20	83	29	81	72	2	91	1,935
Minor (under 18)	14	-	-	-	2	1	-	7	-	24
Total, 2014	**2,392**	**63**	**26**	**178**	**46**	**113**	**90**	**112**	**97**	**3,117**
Benches	51	2	-	-	1	-	2	-	-	56
Parking garages	14	-	-	-	-	1	-	-	-	15
Cars/trucks	730	19	16	65	12	55	38	-	49	984
Structures	357	8	-	10	21	4	10	-	2	412
Under roadways	228	1	-	6	-	3	6	-	5	249
Doorways	206	10	-	3	-	2	7	-	-	228
City parks	54	3	-	-	2	-	2	-	27	88
Bushes/undergrowth	64	3	5	2	2	19	19	-	4	118
Bus stops	22	2	-	-	1	1	-	-	-	26
Alleys	43	2	-	-	-	2	-	-	-	47
Walking around	244	12	5	2	7	18	5	-	9	302
Other	379	1	-	90	-	8	1	112	1	592
Total, 2014	**2,392**	**63**	**26**	**178**	**46**	**113**	**90**	**112**	**97**	**3,117**
Total, 2013	1,989	53	106	197	51	118	83	82	57	2,736
Total, 2012	1,898	104	31	138	55	77	73	174	44	2,594
Total, 2011	1,753	108	35	146	54	124	71	106	45	2,442
Total, 2010	1,986	60	45	141	47	181	84	165	50	2,759
Total, 2009	1,977	193	23	158	39	116	90	171	60	2,827

Exhibit K-6: School-reported Homeless Children

Office of Superintendent of Public Instruction

	2012-2013 School Year								
District Name	Pre-K and K	Grades 1-6	Grades 7-8	Grades 9-12	Shelters	Doubled Up	Un-sheltered	Hotel Motel	Total
Bellevue	17	85	30	59	84	91	8	8	191
Issaquah	11	67	20	26	49	74	-	1	124
Lake Washington	49	120	37	53	90	136	22	11	259
Mercer Island	1	4	-	4	1	7	-	1	9
Northshore	12	101	27	65	54	124	17	10	205
EKC schools	***90***	***377***	***114***	***207***	***278***	***432***	***47***	***31***	***788***
Seattle	163	860	313	1,034	1,678	587	31	74	2,370
King County	551	2,742	854	2,041	2,476	3,143	180	389	6,188
Washington	3,322	13,747	4,053	9,487	6,527	21,153	1,254	1,675	30,609
EKC schools, 2011-12	*86*	*338*	*94*	*178*	*273*	*372*	*42*	*9*	*696*
EKC schools, 2010-11	*89*	*340*	*74*	*191*	*337*	*336*	*16*	*5*	*694*
EKC schools, 2009-10	*66*	*285*	*85*	*178*	*254*	*331*	*14*	*15*	*614*
EKC schools, 2008-09	*56*	*252*	*74*	*123*	*258*	*227*	*5*	*15*	*505*
EKC schools, 2007-08	*60*	*255*	*60*	*112*	*210*	*248*	*7*	*22*	*487*

H.61

Exhibit L-1: Housing Types 1990, 2000 U.S. Census; 2011 ACS 5-Year Estimates

	Total	1, detached	1 to 19, attached	20 or more	Other (incl. MH)
Beaux Arts, 1990	117	100%	0%	0%	0%
2000	123	97%	3%	0%	0%
2011 ACS	136	100%	0%	0%	0%
Bellevue, 1990	37,430	55%	30%	14%	1%
2000	48,303	54%	28%	19%	0%
2011 ACS	53,978	50%	29%	21%	0%
Bothell, 1990	5,158	48%	26%	7%	19%
2000	12,362	54%	24%	10%	12%
2011 ACS	14,195	55%	24%	10%	11%
Clyde Hill, 1990	1,081	100%	0%	0%	0%
2000	1,074	100%	0%	0%	0%
2011 ACS	991	98%	1%	1%	0%
Hunts Point, 1990	204	99%	1%	0%	0%
2000	186	97%	3%	0%	0%
2011 ACS	204	100%	0%	0%	0%
Issaquah, 1990	3,311	50%	34%	13%	3%
2000	5,086	45%	42%	12%	1%
2011 ACS	13,511	41%	43%	16%	0%
Kenmore, 1990	3,781	60%	11%	18%	11%
2000	7,488	67%	15%	14%	5%
2011 ACS	8,400	66%	16%	13%	6%
Kirkland, 1990	18,061	49%	37%	13%	1%
2000	21,939	44%	37%	18%	0%
2011 ACS	24,267	43%	37%	19%	0%
2011 ACS (incl annex.)	39,820	54%	32%	13%	0%
Inglewood-Finn Hill CDP	10,361	82%	16%	2%	0%
2000	8,511	79%	16%	5%	0%
2011 ACS	9,868	77%	20%	3%	0%
Kingsgate CDP, 1990	4,852	70%	24%	5%	1%
2000	4,373	68%	25%	6%	0%
2011 ACS	5,685	61%	32%	6%	1%
Medina, 1990	1,172	99%	1%	0%	0%
2000	1,160	100%	0%	0%	0%
2011 ACS	1,102	98%	1%	0%	1%

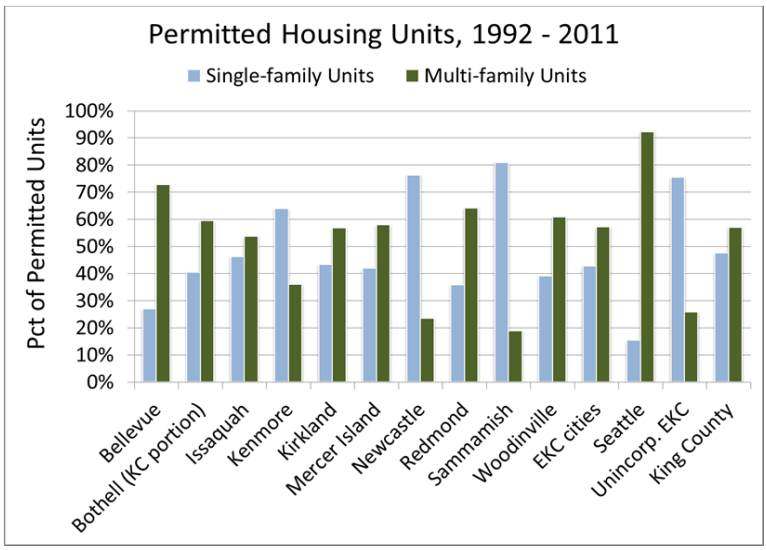
Exhibit L-1: Housing Types [continued]

	Total	1, detached	1 to 19, attached	20 or more	Other (incl. MH)
Mercer Island, 1990	8,321	79%	13%	7%	0%
2000	8,806	78%	11%	11%	0%
2011 ACS	9,850	72%	11%	17%	0%
Newcastle, 1990	n/a	n/a	n/a	n/a	n/a
2000	3,169	74%	12%	13%	1%
2011 ACS	4,061	67%	16%	16%	1%
Redmond, 1990	14,972	49%	37%	12%	2%
2000	20,296	41%	39%	18%	2%
2011 ACS	24,689	40%	40%	18%	2%
Sammamish, 1990	n/a	n/a	n/a	n/a	n/a
2000	11,682	92%	6%	1%	1%
2011 ACS	15,396	86%	11%	3%	0%
Woodinville, 1990	7,750	84%	8%	5%	3%
2000	3,494	61%	22%	13%	4%
2011 ACS	4,646	54%	23%	21%	2%
Yarrow Point, 1990	385	98%	1%	0%	1%
2000	395	97%	3%	0%	0%
2011 ACS	423	99%	1%	0%	0%
EKC Cities, 1990	***101,743***	***58%***	***28%***	***12%***	***2%***
2000	***145,563***	***57%***	***27%***	***15%***	***2%***
2011 ACS	***175,849***	***54%***	***28%***	***16%***	***2%***
Seattle, 1990	249,032	52%	27%	20%	1%
2000	270,536	49%	26%	24%	1%
2011 ACS	304,164	45%	26%	28%	0%
King County, 1990	647,343	58%	24%	14%	4%
2000	742,237	57%	24%	16%	3%
2011 ACS	844,169	56%	25%	17%	2%
Washington, 1990	2,032,378	62%	20%	8%	10%
2000	2451075	62%	19%	9%	9%
2011 ACS	2,861,985	63%	20%	9%	7%

H.63

Exhibit L-2: Single-family and Multi-family Permit Activity

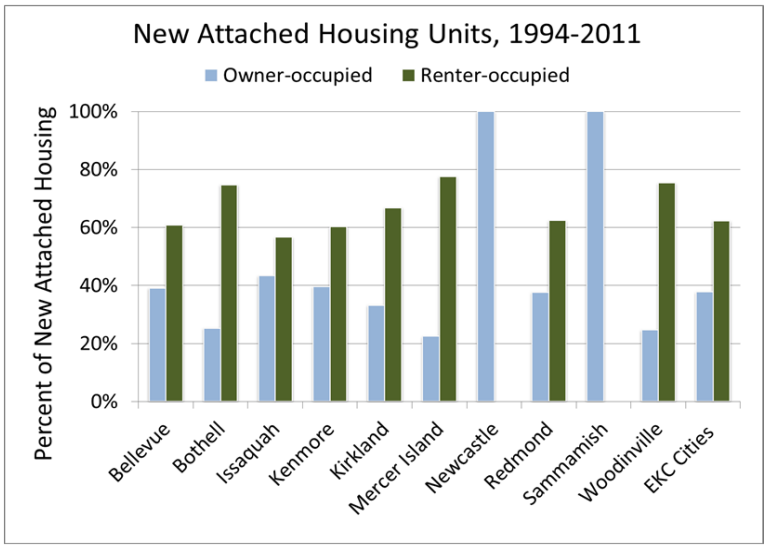
King County, PSRC, and ARCH



Units are net of demolitions.

Exhibit L-3: Tenure of New Attached Housing

ARCH



H.64

Exhibit L-4: Homeownership

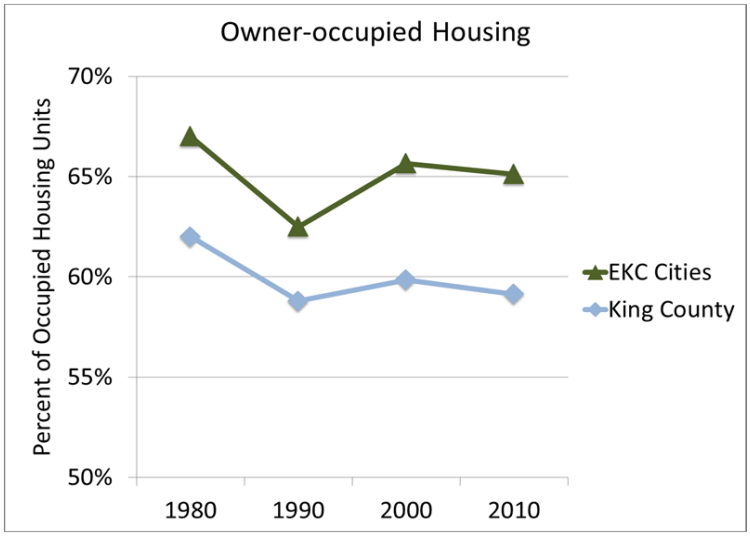
1990, 2000, 2010 U.S. Census

	Occupied Housing Units				Occupied Housing Units		
	1990	2000	2010		1990	2000	2010
Beaux Arts Village	119	121	113	Medina	1,129	1,111	1,061
Owner-occupied	97%	96%	92%	Owner-occupied	91%	92%	89%
Bellevue	35,756	45,836	50,355	Mercer Island	8,007	8,437	9,109
Owner-occupied	58%	61%	59%	Owner-occupied	79%	80%	72%
Bothell	4,919	11,923	13,497	Newcastle	n/a	3,028	4,021
Owner-occupied	65%	68%	66%	Owner-occupied	n/a	76%	74%
Clyde Hill	1,063	1,054	1,028	Redmond	14,153	19,102	22,550
Owner-occupied	95%	96%	92%	Owner-occupied	58%	55%	54%
Hunts Point	187	165	151	Sammamish	n/a	11,131	15,154
Owner-occupied	88%	87%	90%	Owner-occupied	n/a	90%	88%
Issaquah	3,170	4,840	12,841	Woodinville*	7,479	3,512	4,478
Owner-occupied	48%	59%	66%	Owner-occupied	82%	73%	65%
Kenmore	3,519	7,307	7,984	Yarrow Point	371	379	374
Owner-occupied	67%	72%	74%	Owner-occupied	90%	94%	93%
Kirkland (incl annexations)	n/a	n/a	36,074	***EKC cities (incl annexations)***	***97,083***	***138,682***	***178,790***
Owner-occupied			64%	***Owner-occupied***	***63%***	***66%***	***65%***
Kirkland (before annex.)	17,211	20,736	22,445	Seattle	236,702	258,499	283,510
Owner-occupied	55%	57%	57%	Owner-occupied	49%	48%	48%
Inglewood-Finn Hill CDP	10,074	8,306	8,751	King County	615,792	710,916	789,232
Owner-occupied	76%	77%	76%	Owner-occupied	63%	60%	59%
Kingsgate CDP	4,729	4,314	4,878	Washington State	1,872,431	2,271,398	2,620,076
Owner-occupied	74%	77%	77%	Owner-occupied	63%	65%	64%

*Woodinville figures for 1990 comprise an area called the "Woodinville Census-Defined Place" (CDP), before the city of Woodinville incorporated. The CDP was larger than the incorporated city; hence, the 1990 figures are usually larger than the 2000 figures.

Exhibit L-5: Homeownership

1980, 1990, 2000, 2010 U.S. Census



H.65

Exhibit M-1: Affordable Housing Stock, 2010

2010 CHAS 5-Year Estimates*

	Occupied Housing Units	<30% AMI (all rental)	31 - 50% AMI (combo)	All Units under 50% AMI (combo)	51 - 80% AMI (combo)	81 - 100% AMI (combo)	Over 100% AMI (all owner)
Beaux Arts Village	136	0%	0%	0%	0%	10%	90%
Bellevue	49,965	2%	5%	7%	20%	19%	54%
Bothell	13,379	1%	10%	12%	21%	17%	50%
Clyde Hill	895	2%	0%	3%	1%	7%	89%
Hunts Point	166	7%	5%	12%	2%	2%	83%
Issaquah	11,889	3%	3%	6%	15%	24%	56%
Kenmore	7,853	3%	10%	13%	15%	7%	65%
Kirkland (incl 2011 annexations)	36,165	2%	4%	7%	16%	19%	59%
Kirkland	21,983	2%	4%	7%	18%	23%	53%
Inglewood-Finn Hill CDP	8,860	1%	3%	4%	14%	11%	71%
Kingsgate CDP	5,322	4%	6%	10%	11%	17%	61%
Medina	1,041	3%	0%	3%	2%	10%	85%
Mercer Island	9,154	2%	2%	5%	6%	15%	74%
Newcastle	3,853	0%	2%	2%	15%	14%	69%
Redmond	22,329	2%	5%	7%	21%	26%	45%
Sammamish	14,160	0%	1%	2%	4%	8%	86%
Woodinville	4,314	2%	4%	5%	25%	13%	56%
Yarrow Point	333	0%	4%	4%	2%	2%	91%
EKC cities (incl 2011 annexations,	***175,632***	***2%***	***5%***	***7%***	***17%***	***18%***	***59%***
Seattle	275,929	6%	12%	18%	22%	14%	45%
King County	773,260	4%	11%	15%	20%	15%	50%
Washington state	2,549,365	4%	14%	18%	25%	16%	41%
United States	114,139,849	5%	22%	27%	30%	15%	29%

* "CHAS Data" are a special tabulation of estimates from the American Community Survey (ACS) produced by the U.S. Census Bureau for the U.S. Department of Housing and Urban Development (HUD). Originally created for local governments to use in their Consolidated Planning processes, HUD also uses some of these data in allocation formulas for distributing funds to local jurisdictions. This dataset represents the five-year averages of 2006-2010.

"Affordability" means the percentage of rented units having gross rents (contract rents plus utilities, adjusted for number of bedrooms) within the means of a household's income at the given level of Area Median Income (AMI); or in the case of ownership housing, the percentage of units having value (estimated by the owner and adjusted for number of bedrooms) within the means of a household's income at the given level of AMI.

H.66

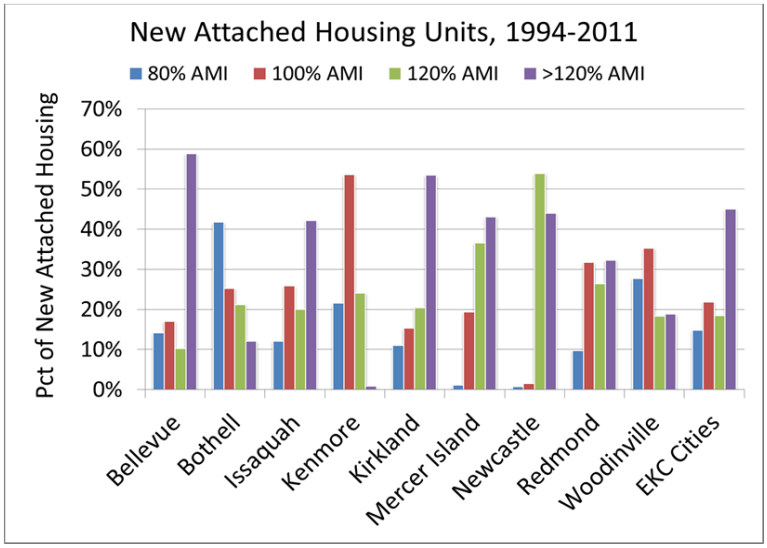
Exhibit M-2: Affordable Housing Stock by Tenure, 2010

2010 CHAS 5-Year Estimates

	Owner-occupied					Renter-occupied				
	Total	Less than 50% AMI	50% to 80% AMI	80% to 100% AMI	Greater than 100% AMI	Total	Less than 30% AMI	30% to 50% AMI	50% to 80% AMI	Greater than 80% AMI
Beaux Arts Village	122	0%	0%	0%	100%	14	0%	0%	0%	100%
Bellevue	29,145	2%	1%	5%	92%	20,820	6%	8%	47%	39%
Bothell	8,740	8%	5%	10%	77%	4,639	4%	14%	52%	31%
Clyde Hill	820	0%	1%	1%	98%	75	27%	0%	0%	73%
Hunts Point	146	5%	0%	0%	95%	20	60%	0%	20%	20%
Issaquah	7,630	1%	2%	10%	87%	4,259	9%	5%	39%	48%
Kenmore	5,769	5%	2%	4%	88%	2,084	11%	24%	52%	14%
Kirkland (incl 2011 annexations)	24,157	2%	2%	8%	88%	12,008	7%	9%	43%	41%
Kirkland	13,144	2%	1%	8%	89%	8,839	6%	8%	42%	44%
Inglewood-Finn Hill CDP	6,885	1%	2%	5%	91%	1,975	6%	7%	55%	31%
Kingsgate CDP	4,128	3%	4%	14%	79%	1,194	19%	17%	35%	29%
Medina	890	0%	0%	0%	99%	151	19%	0%	13%	68%
Mercer Island	7,030	1%	1%	1%	96%	2,124	11%	5%	23%	62%
Newcastle	2,873	1%	2%	4%	93%	980	1%	5%	52%	42%
Redmond	11,819	5%	2%	8%	86%	10,510	4%	5%	43%	47%
Sammamish	12,595	1%	0%	2%	97%	1,565	4%	2%	34%	61%
Woodinville	2,789	1%	4%	8%	87%	1,525	4%	10%	63%	23%
Yarrow Point	307	1%	0%	0%	99%	26	0%	38%	31%	31%
EKC cities (incl 2011 annexation	***114,832***	***3%***	***2%***	***6%***	***90%***	***60,800***	***6%***	***8%***	***45%***	***41%***
Seattle	136,304	2%	1%	5%	92%	139,625	12%	22%	43%	24%
King County	466,690	4%	4%	9%	82%	306,570	10%	22%	45%	23%
Washington	1,660,550	8%	13%	16%	63%	888,815	11%	24%	48%	16%
United States	76,399,129	22%	22%	13%	43%	37,740,720	14%	23%	44%	19%

Exhibit N-1: Affordability of New Multi-family Housing

ARCH



H.67

Exhibit N-2: Affordability of New Multi-family Housing, 1994–2011

ARCH

	Total (1)	<50% of median	51% - 80% of median	81% - 100% of median	101% - 120% of median	>120% of median	Units surveyed
Bellevue	9,075	18	1,205	1,380	830	4,782	8,215
Pct of surveyed		0%	15%	17%	10%	58%	
Bothell	2,406	40	653	419	352	199	1,663
Pct of surveyed		2%	39%	25%	21%	12%	
Issaquah	3,453	0	251	556	451	877	2,135
Pct of surveyed		0%	12%	26%	21%	41%	
Kenmore	237	0	51	127	57	2	237
Pct of surveyed		0%	22%	54%	24%	1%	
Kirkland	3,215	43	238	436	550	1,254	2,521
Pct of surveyed		2%	9%	17%	22%	50%	
Mercer Island	1,314	0	10	188	406	454	1,058
Pct of surveyed		0%	1%	18%	38%	43%	
Newcastle	133	0	0	4	72	57	133
Pct of surveyed		0%	0%	3%	54%	43%	
Redmond	3,935	45	350	1,100	906	1,107	3,508
Pct of surveyed		1%	10%	31%	26%	32%	
Sammamish	705	0	0	0	0	0	0
Pct of surveyed		0%	0%	0%	0%	0%	
Woodinville	1,145	0	153	195	101	104	553
Pct of surveyed		0%	28%	35%	18%	19%	
Total	***25,618***	***146***	***2,911***	***4,405***	***3,725***	***8,836***	***20,023***
Pct of surveyed		***1%***	***15%***	***22%***	***19%***	***44%***	

(1) Includes surveyed housing and senior housing with services (e.g. nursing homes, assisted living, congregate care).

Other notes: Affordability based on survey of new attached housing by ARCH. Does not include special senior housing or housing receiving public financial support.

Survey affordability not available for all attached housing units.

Newcastle data begins in 1998. Clyde Hill, Kenmore, and Sammamish data begin in 2001.

Exhibit O: Housing Units in 2011 by Year Built

2011 ACS 5-Year Estimates

	1959 or earlier	1960 to 1979	1980 to 1999	2000 or later
Beaux Arts Village	65%	21%	4%	9%
Bellevue	14%	42%	33%	12%
Bothell	8%	33%	45%	14%
Clyde Hill	25%	47%	16%	12%
Hunts Point	37%	29%	27%	6%
Issaquah	5%	17%	39%	39%
Kenmore	17%	38%	30%	15%
Kirkland (incl annexations)	8%	42%	38%	11%
Kirkland (before annex.)	10%	33%	43%	14%
Inglewood-Finn Hill CDP	7%	55%	31%	8%
Kingsgate CDP	2%	63%	29%	6%
Medina	37%	35%	17%	11%
Mercer Island	26%	40%	19%	15%
Newcastle	3%	17%	51%	29%
Redmond	2%	33%	47%	17%
Sammamish	3%	16%	53%	27%
Woodinville	3%	19%	60%	18%
Yarrow Point	36%	35%	18%	11%
EKC cities (incl annexations)	***10%***	***35%***	***39%***	***17%***
Seattle	52%	19%	17%	12%
King County	29%	28%	29%	14%
Washington	25%	28%	32%	15%

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Exhibit P-1: (1st Quarter) Home Sales Prices

Central Puget Sound Real Estate Research Committee

	2000	2005	2010	Change, 2000 - 2010	2013			Change, 2010-2013		
	All	All	All	Total	Attached	Detached	All	Attached	Detached	Total
Bellevue-Point Cities	$317,608	$500,932	$621,682	96%	$487,364	$785,236	$653,573	28%	1%	5%
Bothell	$231,690	$286,727	$317,735	37%	$168,771	$501,610	$412,395	-23%	27%	30%
Issaquah	$313,082	$373,418	$451,106	44%	$252,101	$564,348	$472,559	-21%	5%	5%
Kenmore	$234,437	$365,760	$352,049	50%	$185,575	$415,114	$357,729	-5%	7%	2%
Kirkland	$267,508	$384,396	$534,209	100%	$296,844	$592,742	$499,526	-12%	-3%	-6%
Medina	-	$1,696,111	$827,848	-	$0	$2,133,778	$2,133,778	-	158%	158%
Mercer Island	$562,330	$862,957	$1,169,603	108%	$298,869	$1,137,728	$1,060,591	16%	-17%	-9%
Redmond	$298,736	$461,293	$491,175	64%	$296,485	$602,280	$521,204	4%	1%	6%
Sammamish	-	$519,429	$612,589	-	$370,739	$696,497	$643,956	27%	10%	5%
Woodinville	$356,281	$332,675	$495,417	39%	$130,100	$509,700	$448,143	-9%	-	-10%
EKC cities	$300,230	$434,752	$515,362	***72%***	$342,528	$657,988	$566,529	***9%***	***10%***	***10%***
Seattle	$266,182	$390,210	$435,989	64%	$391,958	$481,579	$450,968	3%	3%	3%
King County	$253,241	$373,322	$406,300	60%	$312,254	$492,155	$449,597	-17%	14%	11%

Exhibit P-2: Rent Prices and Vacancy Rates

Dupre+Scott Apartment Advisors

Market Area		1990	2000	2005	2010	2013	Pct Change 2000 - 2010	Pct Change 2010- 2013
Bellevue- East	Avg Rent	$535	$845	$806	$1,039	$1,217	23.0%	17.1%
	Vacancy	3.0%	3.6%	5.7%	3.2%	2.3%		
Bellevue- West	Avg Rent	$640	$1,114	$1,040	$1,416	$1,685	27.1%	19.0%
	Vacancy	2.8%	4.3%	5.1%	3.2%	3.1%		
Bothell	Avg Rent	$532	$826	$824	$976	$1,094	18.2%	12.1%
	Vacancy	3.4%	3.1%	6.8%	3.6%	5.0%		
Factoria	Avg Rent	$595	$948	$973	$1,136	$1,311	19.8%	15.4%
	Vacancy	3.2%	4.0%	7.2%	5.3%	4.0%		
Issaquah	Avg Rent	$635	$1,141	$1,079	$1,253	$1,387	9.8%	10.7%
	Vacancy	5.6%	5.6%	10.0%	4.1%	3.0%		
Juanita	Avg Rent	$571	$934	$895	$1,084	$1,209	16.1%	11.5%
	Vacancy	3.2%	4.3%	6.3%	5.5%	3.2%		
Kirkland	Avg Rent	$624	$1,122	$1,306	$1,403	$1,514	25.0%	7.9%
	Vacancy	5.2%	6.3%	5.9%	6.0%	4.3%		
Mercer Island	Avg Rent	$539	$941	$1,102	$1,443	$1,597	53.3%	10.7%
	Vacancy	0.8%	2.4%	6.2%	4.5%	5.7%		
Redmond	Avg Rent	$589	$1,010	$989	$1,207	$1,361	19.5%	12.8%
	Vacancy	5.2%	4.1%	5.1%	4.4%	3.8%		
Woodinville-TL	Avg Rent	$546	$866	$778	$1,040	$1,171	20.1%	12.6%
	Vacancy	5.1%	4.5%	6.4%	3.8%	4.8%		
EKC cities	***Avg Rent***	***n/a***	***n/a***	***$953***	***$1,192***	***$1,362***	***n/a***	14.3%
	Vacancy	***n/a***	***n/a***	***6.3%***	***4.1%***	***3.8%***		
King County	Avg Rent	$501	$792	$845	$1,033	$1,173	30.4%	13.6%
	Vacancy	4.4%	3.7%	6.7%	4.9%	3.3%		
KC Median Income		$41,500	$65,800	$77,900	$85,600	$86,700	30.1%	1.3%

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Exhibit Q-1: New Accessory Dwelling Units (ADUs), 1994–2011

Puget Sound Regional Council

	TOTAL	ADUs per 1,000 SF Detached Homes
Beaux Arts	**2**	14.7
Bellevue	**109**	4.0
Bothell	**2**	0.3
Clyde Hill	**3**	3.1
Hunts Point	**-**	-
Issaquah	**36**	6.4
Kenmore	**33**	6.0
Kirkland	**123**	11.7
Medina	**1**	0.9
Mercer Island	**218**	30.8
Newcastle	**26**	9.5
Redmond	**11**	1.1
Sammamish	**10**	0.8
Woodinville	**1**	0.4
Yarrow Point	**-**	-
EKC cities Total	***575***	***6.1***

Exhibit Q-2: Adult Family Homes and Assisted Senior Housing, 2013

Washington Department of Social and Health Services

	Licensed Adult Family Homes		Licensed Nursing Homes		Licensed Assisted Living Facilities		Independent Living/ Other		Combined Beds
	Facilities	Beds	Facilities	Beds	Facilities	Beds	Facilities	Beds	per 1,000 Seniors
Bellevue	126	724	2	183	11	685	2	227	58.7
Bothell	76	438	1	99	5	349	1	120	122.6
Issaquah	16	89	3	293	4	267	1	133	115.8
Kenmore	21	117	-	-	2	106	-	-	43.3
Kirkland	60	333	1	190	6	397	-	-	82.9
Mercer Island	7	34	2	143	4	178	-	-	46.0
Newcastle	4	24	-	-	2	75	-	-	45.0
Redmond	25	139	2	200	7	502	2	2,472	328.0
Sammamish	11	63	-	-	-	-	-	-	8.3
Woodinville	10	59	2	12	4	75	1	91	92.6
Total	**356**	**2,020**	**13**	**1,120**	**45**	**2,634**	**7**	**3,043**	**85.5**

Exhibit Q-3: Subsidized Housing and Housing with Rent or Resale Covenants, 2010

ARCH

City	King County Housing Authority HUD (1)	Tax Credits (2)	Bonds (3)	Vouchers (4)	ARCH Trust Fund	Privately-Owned (5)	City Incentives (6)	Total
Bellevue	387	396	913	978	850	242	223	3,989
Bothell	62	119		114	69	18	-	382
Issaquah	40			111	325	162	104	742
Kenmore	91				83	70	-	244
Kirkland	182			218	186	215	31	832
Mercer Island	-			5	59		-	64
Newcastle	-				12		-	12
Redmond	142			253	747	104	185	1,431
Sammamish	-			28	-		-	28
Woodinville	30			28	100		20	178
Total Units	**934**	**515**	**913**	**1,735**	**2,431**	**811**	**563**	**7,902**
Percent	12%	7%	12%	22%	31%	10%	7%	

1. Families living in HUD-funded units pay 30% of their incomes to the Housing Authority for rent.
2. Families pay rent set according to a percentage of area median income (usually 60% AMI, or less).
3. Families pay rent set according to a percentage of area median income (usually 80% AMI, or less).
4. Families rent apartments at Fair Market Value using 30% of their incomes, and pay the balance with vouchers.
5. Includes publicly funded prior to or outside ARCH and old privately owned HUD subsidized.
6. Incentives do not include ADUs because no covenant.

Exhibit Q-4: East King County Efforts toward *10-Year Plan to End Homelessness*

Eastside Homeless Advisory Committee

	Existing in 2005	Dedicated Units or Beds	Leasing Existing Housing	In Develop-ment	Total Increase	Goal
Single Adults	30	21	100	23	144	820
Families	134	113	46	16	175	930
Youth and Young Adults	67	31	21	10	62	96
Total	**231**	**165**	**167**	**49**	**381**	**1,846**

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Exhibit R-1: Housing and Employment Targets, 2006–2031

King County

Jurisdiction	Housing Units	Employees
Beaux Arts Village	3	3
Bellevue	17,000	53,000
Bothell (King Co. part)	3,000	4,800
Clyde Hill	10	0
Hunts Point	1	0
Issaquah	5,750	20,000
Kenmore	3,500	3,000
Kirkland (incl 2011 annexations)	8,570	20,850
Medina	19	0
Mercer Island	2,000	1,000
Newcastle	1,200	735
Redmond	10,200	23,000
Sammamish	4,000	1,800
Woodinville	3,000	5,000
Yarrow Point	14	0
EKC cities	***58,267***	***133,188***
Uninc. East King Co.	3,750	850
East King Co. total	***62,017***	***134,038***
Seattle	86,000	146,700
King County	233,077	428,068

Exhibit R-2: Permit Activity and Housing Targets

Jurisdiction	1992-2012 Target* Total	1992-2011 Net Units Permitted	2001-2022 Target Total	2001-2011 Net Units Permitted	2001-2022 Target Average	2001-2011 Permits Average	2006-2031 Target Total	2006-2011 Net Units Permitted	2006-2031 Target Average	2006-2011 Permits Average
Beaux Arts	0	4	3	4	0.2	0	3	0	0.1	0
Bellevue	8,727	12,952	10,117	6,344	506	577	17,000	4,408	680	735
Bothell (KC Part)	1,951	2,580	1,751	891	88	81	3,000	548	120	91
Clyde Hill	12	45	21	81	1	7	10	7	0.4	1
Hunts Point	4	15	1	11	0.1	1	1	-3	0.0	-1
Issaquah	3,380	6,752	3,993	4,764	200	433	5,750	2,023	230	337
Kenmore	1,082	1,499	2,325	1,289	116	117	3,500	528	140	88
Kirkland	5,837	6,095	5,480	3,241	274	295	8,570	1,359	343	227
Medina	17	88	31	53	2	5	19	-4	1	-1
Mercer Island	1,122	1,611	1,437	1,258	72	114	2,000	430	80	72
Newcastle	833	1,292	863	808	43	73	1,200	231	48	39
Redmond	11,617	7,693	9,083	4,481	454	407	10,200	2,027	408	338
Sammamish	n/a	3,574	3,842	2,874	192	261	4,000	651	160	109
Woodinville	1,797	1,860	1,869	1,161	93	106	3,000	587	120	98
Yarrow Point	18	37	28	30	1	3	14	8	1	1
EKC Cities	***36,395***	***46,097***	***40,844***	***27,290***	***2,042***	***2,481***	***58,267***	***12,800***	***2,331***	***2,133***
Seattle	53,742	64,955	51,510	39,654	2,576	3,605	86,000	21,770	3,440	3,628
Uninc. King Co.	33,501	48,104	13,405	17,714	670	1,610	15,850	5,247	634	875
King County Total	197,184	204,747	152,332	109,951	7,617	9,996	233,077	50,769	9,323	8,462

* Per adopted local Comprehensive Plan (Note: midpoint used if capacity stated as a range).

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Exhibit S-1: Affordable Housing Created, 1993–2012

ARCH

	Low Income (50% of Median Income)				Moderate Income (51% - 80% of Median Income)				Total Low and Moderate Income
	Direct Assistance	Land Use Incentives	Market	Sub-total	Direct Assistance	Land Use Incentives	Market	Sub-total	
Beaux Arts	0.1	0	0	0.1	0.0	2.0	0.0	2.0	2.1
Bellevue	939	0	8	947	543	413	1,139	2,095	3,043
Bothell	126	0	0	126	86	2	643	731	857
Clyde Hill	4.5	0	0	4.5	1.8	3.0	0	4.8	9.3
Hunts Point	0.5	0	0	0.5	0.1	0	0	0.1	0.5
Issaquah	187	4	0	191	30	196	251	477	668
Kenmore	88	0	0	88	78	31	51	160	248
Kirkland	330	3	43	376	172	155	199	526	902
Medina	3.4	0	0	3.4	0.5	1.0	0	1.5	4.9
Mercer Island	59	0	0	59	8	214	10	232	291
Newcastle	23	0	0	23	3	21	2	26	49
Redmond	276	3	0	279	405	240	334	979	1,258
Sammamish	6	0	0	6	1	6	0	7	13
Woodinville	61	0	0	61	1	32	153	186	247
Yarrow Point	0.7	0	0	0.7	0.1	0	0	0.1	1
EKC cities	***2,104***	***10***	***51***	***2,165***	***1,330***	***1,316***	***2,782***	***5,428***	***7,593***

Note: "Direct Assistance" shows city financial support, not necessarily location.

Exhibit S-2: New Affordable Housing Units, East King County

ARCH

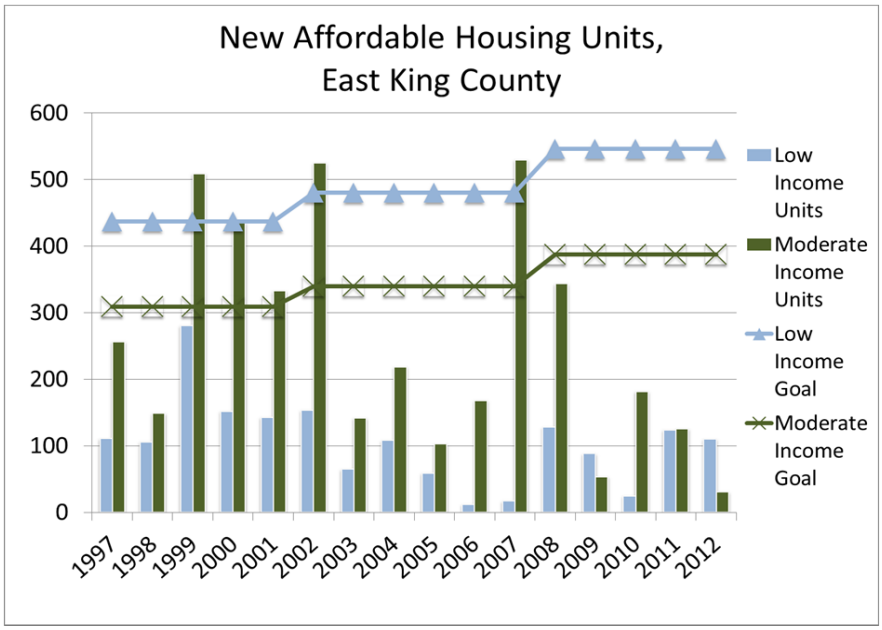

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Exhibit A

City of Sammamish Housing Strategy Plan – February 2, 2006 PC Recommended Draft

STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
A. NEIGHBORHOOD QUALITY (HP-1, HP-2, HP-3, HP-4, HP-5)							
Neighborhood Quality Objectives and Desired Outcomes:							
Neighborhood quality policies focus on preserving and enhancing existing residential single family neighborhoods. The plan strives to protect neighborhoods by directing new growth consistent with the community vision to appropriate sites. Policies emphasize compatibility with existing neighborhood character for adjacent and infill development. The plan also strives to involve neighbors and community groups in neighborhood actions and improvements.							
AI. NEIGHBORHOOD QUALITY: LAND USE REGULATIONS							
1. **Sub Area Plans for Centers** Develop Subarea Plans for the Inglewood and Pine Lake Centers; and a Master Plan for the Sammamish Commons area. Promote public notification and community participation in subarea planning (LUP 2.2, HP-3)	X				X	X	Town Center(TC) H Other Centers (OC)-M
2. **Community Design Standards** Develop community design standards to reflect the desired characteristics of each neighborhood planning area or designated community center. Design standards should address issues such as: (LUP-3.11, LUP-6.2, LUP-6.3, HP-2, HP-3)	X				X	X	
• Design criteria for SF dwellings on individual lots (LUP-6.2)							M
• Requirements for design variety while providing for designs with distinctive local character (LUP-3.11)							M
• Compatibility with surrounding uses (LUP-3.11, HP-2)							H
• Buildings of a scale and character appropriate to the site (LUP 3.11)							M
• Personal safety and reduction of vandalism (LUP-1.1, LUP 6.7)							M
• landscape and open space requirements that residential development fit in with the natural landscape; protects the privacy of other residences; and maintains the character of the nearby neighborhoods (LUP 14.1, LUP 3.11)							M
• promote public notification and community participation / input (HP-3)							

The 2018 Housing Strategies will be included in Appendix H of the Sammamish Home Grown Plan

Exhibit A

City of Sammamish Housing Strategy Plan – February 2, 2006 PC Recommended Draft

STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
							on-going
3. **Compatible Infill in Transition Areas & Areas with Certain Services** Develop Community Design Standards for compatible infill, especially in areas which (1) transition between SF residential and other uses or densities;(2) are served by an arterial street system with sidewalks; (3) are located within one-quarter mile of a neighborhood park or recreation area;(4) have nearby pedestrian access to public transit services; and, (5) allow access by service alleys when compatible with topography. (LUP-7.7, LUP-7.8, HP-1, HP-2,HP-3, HP-4)	X				X	X	H
AII. NEIGHBORHOOD QUALITY: DIRECT AND INDIRECT FORMS OF ASSISTANCE							
1. **Neighborhood Enhancement** Provide support for individuals and organizations that promote neighborhood enhancement and public art. Include community participation in neighborhood enhancement programs. (HP-5, HP-3)					X	X	L
2. **Housing Repair and Preservation** Promote preservation of existing housing by City support of organizations and programs involved in housing repair and education. City actions may include: (HP-18)					X	X	
• partner with the King County Housing Repair and Rehabilitation Program or non-profit organizations such as Rebuilding Together Eastside to assist low income residents maintain and repair the health and safety features of their homes							L
• educating the community about Housing Repair programs through community fairs, brochures, City website etc.							M
3. **Provide Infrastructure Improvements** In the City's Capital Facilities Plan provide for regular infrastructure maintenance in residential neighborhoods. (HP-39)		X	X	X	X	X	on-going

B. TYPES, VARIETY AND AMOUNT OF HOUSING (HP-6, HP-7, HP-8, HP-9, HP-10, HP-11, HP-12, HP-13)

Types, Variety and Amount of Housing Objectives and Desired Outcomes:

Types, Variety and Amount of Housing policies focus on allowing new housing types that

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Exhibit A

City of Sammamish Housing Strategy Plan – February 2, 2006 PC Recommended Draft

STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
give the market the opportunity to provide housing choices to meet changing population needs and preferences. The proposed single-family alternatives, including cottages, ADUs and attached single-family homes, are compatible with existing neighborhoods and the environment.							
Providing opportunities for smaller, more affordable starter homes, homes suitable for empty nesters, and homes for those who work in the community is consistent with the essence of the City's vision of community.							
BI. TYPES, VARIETY AND AMOUNT OF HOUSING: LAND USE REGULATIONS							
1. **ADUs** Track production of ADUs and evaluate effectiveness of land use regulations in encouraging production while balancing maintaining neighborhood compatibility. Explore other actions for encouraging additional creation. Actions may include: (HP-19, HP-10) • streamlined permits • revise existing ADU regulations (more flexible, less restrictive, reduce procedural requirements) to encourage additional ADU creation while addressing neighborhood compatibility • Make ADU permits available on mybuildingpermit.gov	X			X	X		M
2. **Mixed Use Design Standards** Develop mixed use design standards and development regulations in City centers, including Inglewood, Pine Lake and the Town Center planning area. Consider issues such as: (LUP-2.4, LUP-2.6, LUP-3.12, LUP-7.5, HP-3, HP-6, HP-9) • Attractive street fronts with human scale (MF) (LUP-2.4) • Connecting walkways (LUP-2.4) • Horizontal façade regulations to ensure variation in façade, rooflines and other building design features to give a residential scale and identity to MF (LUP 7.5) • Adaptive re-use of existing structures • Innovative design techniques (LUP-2.6) • promote public notification and community participation / input (HP-3)	X				X	X	H H M L TC-H/OC-M on-going
3. **Incentives to Expand Housing Choice** Provide incentives for diverse housing	X			X	X	X	

Exhibit A

City of Sammamish Housing Strategy Plan – February 2, 2006 PC Recommended Draft

STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
opportunities that meet community needs. (LUP-1.4, LUP-2.2, LUP-1.5, LUP 2.5, LUP-2.6, LUP-2.7, HP-6, HP-20, LUP-3.5) **Housing to consider include:** a. **Diverse housing opportunities in City centers** that may include MF, mixed use and mixed income residential located close to services and arterials (e.g. Inglewood, Pine Lake, the Sammamish Commons SSA, and properties along 228th that may be affected by the Sammamish Commons). Incentives may be considered for community friendly development in centers, such as innovative design, walkway connections, public open spaces, below grade parking and ground floor commercial. b. **Affordable or Workforce Housing** including MF close to services and arterials, such as near Inglewood Center, Pine Lake center, and Sammamish Commons SSA. **Incentives to consider include:** • flexible development standards, e.g. reduced/flexible minimum lot area, setbacks, lot dimensions, height regulations or transitional area buffers. Provide residential density incentives where project demonstrates clear and compelling need and public benefit (LUP-3.5) • height incentives, e.g. allowing modified Type V wood frame construction up to 5 stories in R-6 & R-8 (current limits 35'); R-12 & R-18 (current limits 60') • innovative parking designs • strategic capital investments, infrastructure improvements • State provision (RCW 84.14) to allow 10 year multifamily tax exemptions in Urban Centers. (HP-6, HP-20) • permit expediting, streamlined administrative process							TC-H/OC-M TC-H/OC-M due to timing M M H H L L
4. **Innovative Housing** Provide regulatory flexibility to allow innovative housing compatible with SF neighborhoods or SF transition areas. Housing types may include accessory units, small lot SF, attached SF, carriage houses or cottages, townhouses, manufactured housing; and multiplexes ("great-house" that resembles a SF unit). (LUP 1.1, LUP 7.4, HP-6, HP-10, HP-11, HP-12). Strategies	X			X	X	X	

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Exhibit A

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STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
may include: • Innovative Housing Demonstration Projects • Mixing attached and detached housing in appropriately zoned areas. (LUP 7.4)							M H
5. **Transit Oriented Housing Development** Consider potential sites and appropriateness of land use regulations that could allow for Transit Oriented Housing Development (TOHD) near existing or planned transportation facilities. (LUP-1.4, LUP-2.2, LUP 2.5, LUP-2.6, HP-9)	X				X	X	H
6. **Manufactured Housing** Allow manufactured housing in all residential zones consistent with Senate Bill 6593 (enacted 2004) that requires local governments to regulate manufactured housing in the same manner as other housing. (HP-12)	X				X	X	**Done**
7. **Flexible Subdivision and Short Plat Standards** Evaluate effectiveness and flexibility of subdivision and short plat standards to allow clustering of new residential development as a means of protecting environmentally sensitive areas. In addition to clustering, consider the following: (HP-3, HP-8) • Integrate different housing types and densities within projects • density averaging • shared driveways • small lot and zero lot line development	X					X	M
8. **Minimum Density Requirements** Adopt minimum density requirements to the R-8, R-18, NB, CB and O zones.	X				X	X	**Done**
9. **Growth Phasing for Residential Development** Adopt residential development growth phasing that guides the location and timing of residential growth, recognizing environmental capacities and level of service standards, while providing for residential housing targets, including affordable housing. Account for on-going review. (LUP-3.4)	X				X	X	**Done**
10. **Criteria to Allow MF Zoning Increase** Establish criteria for evaluating rezone requests that would establish "demonstration of a clear and compelling need and public benefit"; as well as location criteria; e.g. should be located close to arterials served by public transit and within walking distance of commercial activities, parks and recreational facilities. (LUP-3.5, LUP 7.6, HP-7, HP-21)	X		X	X	X	X	H

Exhibit A

City of Sammamish Housing Strategy Plan – February 2, 2006 PC Recommended Draft

STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
BII. TYPES, VARIETY AND AMOUNT OF HOUSING: DIRECT AND INDIRECT FORMS OF ASSISTANCE							
1. **ADUs** Develop education and community outreach efforts to increase production of ADUs.	X			X	X		H
2. **Support Ownership Opportunities** Support innovative programs to support ownership housing for low, moderate, and middle income households (e.g. owner-built housing, shared housing, 1st time homebuyer assistance programs, manufactured housing communities, price-restricted ownership, small lot and multiplex SF). Innovative programs may include: (HP-23)		X		X	X	X	
• Habitat for Humanity (assisted by ARCH HTF)							H
• WSHFC 1st time homebuyer state bond mortgage programs							H
• WSHFC/ARCH/KC Homebuyer Assistance Program (assisted by ARCH HTF)							H
• Manufactured Housing Community Preservationists (assisted by ARCH HTF)							L
3. **Capital Investments to Support Mixed-Use and Mixed Income Housing** Include investment strategies, e.g. planned and existing infrastructure, for Town Center planning area that adequately encourages mixed use and mixed income residential neighborhoods. (LUP-1.4, LUP-2.2, LUP 2.5, LUP-2.6, LUP-2.7, HP-9)		X			X	X	H
4. **Technical Assistance and Education** Provide technical assistance to establish innovative and diverse housing concepts. City actions may include (HP-22):			X	X	X	X	
• housing tours for public officials and interested citizens that recognize good quality design, reasonable construction costs, and community acceptance in housing projects							On-going
• information workshops to increase developer interest and capacity for innovative, well designed infill housing							M
• Print ads to promote housing choice and diversity							M
• residential design awards that recognize good quality design, reasonable construction costs, and community acceptance in housing projects							M

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Exhibit A

City of Sammamish Housing Strategy Plan – February 2, 2006 PC Recommended Draft

STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
C. HOUSING AFFORDABILITY (HP-14, HP-15, HP-16, HP-17, HP-18, HP-19, HP-20, HP-21, HP-22, HP-23, HP-24)							
Housing Affordability Objectives and Desired Outcomes:							
Housing Affordability policies support opportunities to preserve and develop housing in the City and region to meet the needs of all economic segments of the community. The plan includes policies, incentives, regulations and programs appropriate to local housing conditions to accommodate the City's share of housing affordable to low and moderate-income households, consistent with regional housing targets. Affordability targets are to be achieved in a variety of ways including accessory dwelling units, preservation of existing housing, and working with regional groups that support affordable housing. These options are to include design and review processes with the objective of providing affordable housing options while fitting into existing neighborhood character.							
CI. HOUSING AFFORDABILITY: LAND USE REGULATIONS							
1. **Criteria for Rezones requiring Affordable Housing** Establish standards and criteria for rezones to require providing affordable housing on or off-site. Criteria to include clear and compelling need and public benefit. (LUP-3.5, HP-7, HP-21)	X			X	X		H
2. **Zoning to allow Range of Housing Affordability** Establish a range of residential densities to meet community housing needs and considering compatibility with the character of the City. (LUP 8.2)	X			X	X	X	H
3. **Dispersed Affordable Housing** Through zoning and subarea planning ensure that affordable housing is dispersed throughout the community. (HP-15)	X			X	X		H

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Exhibit A

City of Sammamish Housing Strategy Plan – February 2, 2006 PC Recommended Draft

STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
4. **Procedures and Regulations** Streamline review procedures and regulation to minimize unnecessary costs and time delays. Balance this objective with maintaining opportunities for public involvement and review, public safety, and other explicitly stated City policies. Actions may include: (HP-17)	X		X	X	X	X	
• **Fees.** Evaluate the cumulative impact of fees, including off site mitigation, to reduce negative impacts to housing costs without unduly compromising environmental protection, public safety, design, and public review.							L
• **Permit process.** Evaluate timeliness of permit process to reduce negative impacts to housing costs without unduly compromising environmental protection, public safety, design, and public review.							H-in process
• Review **land use code** for redundant or overly restrictive regulations, particularly those which result in increased housing costs. Examples may include: allow rounding up of mf units at a lower fraction; increasing the distance between streetlights, reducing rights-of-way and street widths.							L
• Review **administrative procedures** for ease of administration and consistency with procedures used in other jurisdictions.							L
CII. HOUSING AFFORDABILITY: DIRECT AND INDIRECT FORMS OF ASSISTANCE							
1. **Applications to other Funders** Provide support for funding applications and other efforts by market and not-for-profit developers to build new or rehabilitate existing housing. Support efforts of affordable housing agencies and social and health service agencies to address housing needs for all economic segments of the population. (HP-16, HP-24)		X	X	X			on-going
2. **Direct assistance for affordable housing.** Explore potential for a more dedicated revenue source that could be targeted toward affordable housing. Examples may include: (HP-22)		X	X	X			L
• cash mitigation from new developments							
• portion of sales or property tax from new residential construction							
3. **Impact Fee Reductions** Consider waiving or reducing fees for affordable housing. Examples may include permit fees, impact fees, hook-up fees. (HP-20, HP-22)		X	X	X			M

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Exhibit A

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STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
• evaluate which fees and if done programmatically or case-by-case							
4. **Homebuyer Assistance** Promote homebuyer assistance programs offered by lenders and public agencies. Activities may include: (HP-23) • housing fairs • distribute homebuyer program info (Sammamish website, City newsletter/press release, brochure display)				X	X		L

D. SPECIAL NEEDS HOUSING (HP-25, HP-26, HP-27)

Special Needs Housing Objectives and Desired Outcomes:

Special Needs Housing policies support equal and fair housing access for all members of the community, including individuals with special needs. City's codes and ordinances provide the necessary flexibility for group homes, home based care or other housing options for persons with special needs.

The plan recognizes that providing housing for persons with special needs often requires regional partnerships, such as Sammamish's participation with the King County Consortium and ARCH.

DI. SPECIAL NEEDS HOUSING: LAND USE REGULATIONS

1. **Dispersed Special Needs Housing** Through zoning and subarea planning, ensure special needs housing is dispersed throughout the community. (HP-25)	X		X	X			L
2. **Fair Housing Act Consistency** Review group homes standards for consistency with the Federal Fair Housing Act. Ensure codes provide opportunities for special needs housing, including emergency housing, transitional housing, assisted living, independent living, family based living and institutions. (HP-27, HP-10) • evaluate that provisions allow for reasonable accommodation • provide regulatory flexibility to promote independent living (HP-10) • ensure that assisted housing and group homes are treated the same as housing of a similar size and density • ensure policies do not preclude special needs housing from any residential zoning districts	X		X	X			M

Exhibit A

City of Sammamish Housing Strategy Plan – February 2, 2006 PC Recommended Draft

STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
• evaluate residential regulations to ensure they allow group living situations • to avoid excluding those with disabilities, ensure that land use code definitions (disability, residential care facilities) are current to ADA/FHA							on-going
3. **Senior Housing** Review senior housing land use regulations. Ensure that regulations support senior housing and recognize smaller household sizes, which may include: (HP-27) • reduced parking requirements • intensity of development (e.g. density bonus or relaxed density standard) • recognize different and emerging types of senior housing and account for different levels of need and impact on the community	X			X	X	X	M
4. **Homeless Encampments** Review existing TUP regulations and consider criteria, process and conditions for homeless encampments. (HP-27)	X		X				H
DII. SPECIAL NEEDS HOUSING: DIRECT AND INDIRECT FORMS OF ASSISTANCE							
1. **Applications to Funders** Provide support for funding applications and other efforts by market and not-for-profit developers, housing agencies, and social and health service agencies, to build new or rehabilitate existing special needs housing. (HP-26)		X	X	X			on-going

E. REGIONAL EFFORTS (HP-28, HP-29, HP-30, HP-31, HP-32, HP-33, HP-34)

Regional Efforts Objectives and Desired Outcomes:

Regional Efforts policies support a coordinated, regional approach to meeting housing needs; particularly housing for persons with special needs or lower income families. Policies include support of regional housing coalitions and innovative public-private partnerships that are consistent with the City's land use policies.

E. REGIONAL EFFORTS (HP-28, HP-29, HP-30, HP-31, HP-32, HP-33, HP-34)

1. **Countywide Planning Policies** Coordinate with countywide housing policy and analysis, such as updates to Countywide Planning Policies. (HP-30)	X		X	X	X	X	on-going

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Exhibit A

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STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
2. **Housing Balance** Work cooperatively with other jurisdictions to achieve a regional fair share housing balance and maximize housing resources, e.g. ARCH. (HP-34)		X	X	X	X	X	on-going
3. **Regional Land and Housing Monitoring** Collect housing information on a regular basis needed for regional Benchmarks, Buildable Lands and OFM housing reports. (LUP 16.2, HP-28HP-36, HP-37)			X	X	X	X	on-going
4. **Regional Housing Finance Strategy** Work with other jurisdictions to develop and implement a new regional housing finance strategy. (HP-29).		X	X	X	X		on-going
5. **Federal Housing Legislation** Review, and as appropriate, provide comment on county, state and federal legislation affecting housing in Sammamish. (HP-32)		X	X	X	X	X	on-going

F. LOCAL IMPLEMENTATION / OVERSIGHT

(HP-35, HP-36, HP-37, HP-38, HP-39)

Implementation Objectives and Desired Outcomes:

Implementation policies focus on review and update of the housing plan and development standards in order to measure their effectiveness in meeting the housing needs of Sammamish residents. Plan implementation may be through sub-area and special district planning, through a housing strategy plan, regulatory amendments, residential development growth management tools, and other amendments to development permit processes that are participatory, timely, predictable and fair to all affected parties.

1. **Single Family Neighborhoods** Monitor zoning guidelines and development to ensure single-family dwellings are the principal use in the City's established single family neighborhoods. (LUP 8.3)	X					X	on-going
2. **Monitor Innovative Housing Development** Review effectiveness of housing regulations and approval process to allow/encourage a variety of housing types to meet community housing need. Innovative housing types may include: Accessory units; small lot SF; attached SF; carriage houses or cottages; townhouses; mixed use residential; multiplexes ("great-house" that resembles a SF dwelling unit); manufactured housing; and Transit oriented housing development. If a need is	X				X	X	future work item

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STRATEGY (Related Housing Element Policy)	`Land Use Code	Council	Population Served				Priority
	Update	Action	Low	Mod	Med	Mkt	
determined, consider incentives and programs to encourage, e.g. BI.3, BI.4. (LUP 1.1, LUP 7.4, HP-6, HP-9, HP-10, HP-11, HP-12)							
3. **ARCH Housing Trust Fund** Participate in local, interjurisdictional programs, such as the ARCH Housing Trust Fund, to coordinate and distribute funding of affordable and special needs housing. (HP-31, HP-34)		X	X	X	X		H
4. **Housing Supply** Monitor development and evaluate the affects new regulations and/or rezones may have on the housing supply/land capacity, and the community vision. Monitor progress in meeting housing needs and report to City Council. (HP-13, HP-36, HP-37)				X	X	X	on-going
5. **Public Land Survey** Develop and maintain an inventory of surplus and underutilized public lands. Review survey to determine if such lands are suitable for housing and other public uses. (HP-36,HP-38)			X	X	X	X	on-going
6. **Infrastructure Improvements** Monitor infrastructure improvements and maintenance in residential neighborhoods consistent with City's Capital Facilities and subarea plans. (HP-39)		X	X	X	X	X	on-going
7. **Housing Strategy Plan** Prepare a Housing Strategy Plan to develop strategies to address low and moderate income housing targets consistent with the Countywide policies. Update every three years. (HP-14, HP-35)		X	X	X	X	X	in process
8. **Housing Element Updates** Review and update the Housing Element at the time of the Comprehensive Plan Update. (HP-35)	X		X	X	X	X	on-going

SAMMAMISH
HOMEGROWN

A PLAN FOR PEOPLE,
HOUSING, AND COMMUNITY

Department of Community Development

2018 Housing Strategy

City Council Meeting
September 4, 2018

Sammamish Home Grown

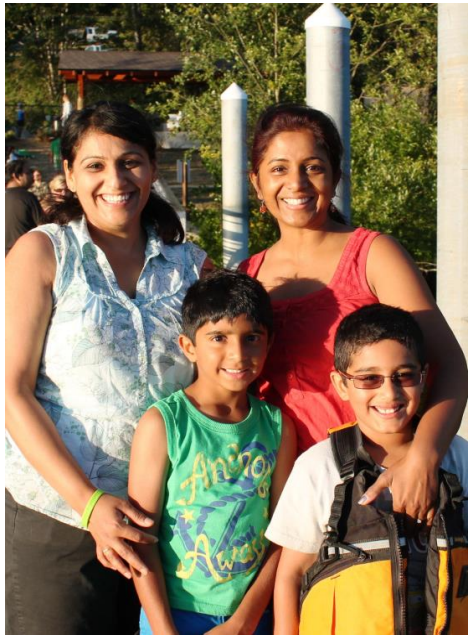
Agenda

1. Introduction
2. Planning Framework
3. Sammamish Home Grown Overview
4. Q&A

Sammamish Home Grown

Tonight's Presentation

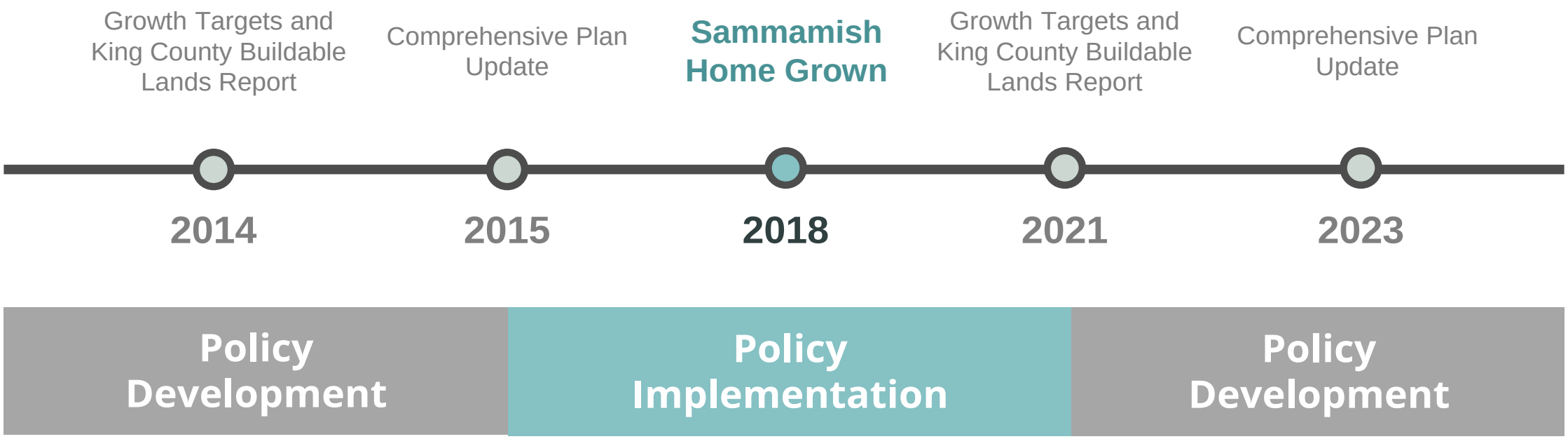
The purpose of tonight's presentation is to introduce the Planning Commission's recommended 2018 Housing Strategy, **Sammamish Home Grown – A Plan for People, Housing, and Community.**



Planning Framework

GMA Planning Cycle

Policy Development and Implementation



Plans & Programs Impacting Housing

Foundational
- Growth Management Act
- KC Countywide Planning Policy
- Regional Plans (PSRC Vision 2040)

Comprehensive Plan
- Land Use
- Environmental
- Housing
- Transportation
- Other

Sub-Area Plans (Town Center)
- Plan that focus on specific areas of the city

Sammamish Home Grown
- Prioritized work program to implement Comprehensive Plan policies as approved by City Council

Adoption of Local Programs
- Land use regulations and permitting process
- Regulations targeting affordable housing
- Indirect local assistance (e.g. fee waiver, land)
- Funding Support

Local Program Administration (ARCH)
- Implement regulations especially for affordable housing
- Application for funding assistance
- Catalyst activities
- Inform public of opportunities
- Ongoing monitoring

ROLES AND RESPONSIBILITIES

CITY COUNCIL

REVIEW AND ADOPT SAMMAMISH HOME GROWN

COMMUNITY

SHARE INPUT ABOUT HOUSING NEEDS & GAPS AS WELL AS HOUSING PRIORITIES

CITY STAFF & ARCH

PROVIDE SUPPORT & INFORMATION

PLANNING COMMISSION

DEVELOP PLAN USING DATA & COMMUNITY INPUT, IDENTIFY TOP STRATEGIES, REFINE & ADD STRATEGY EXAMPLES

Sammamish Home Grown

Defined

A Plan that will implement the housing goals and policies of the Comprehensive Plan Housing Element, guiding staff time and resources for the next **3-5 years.**

SAMMAMISH HOMEGROWN

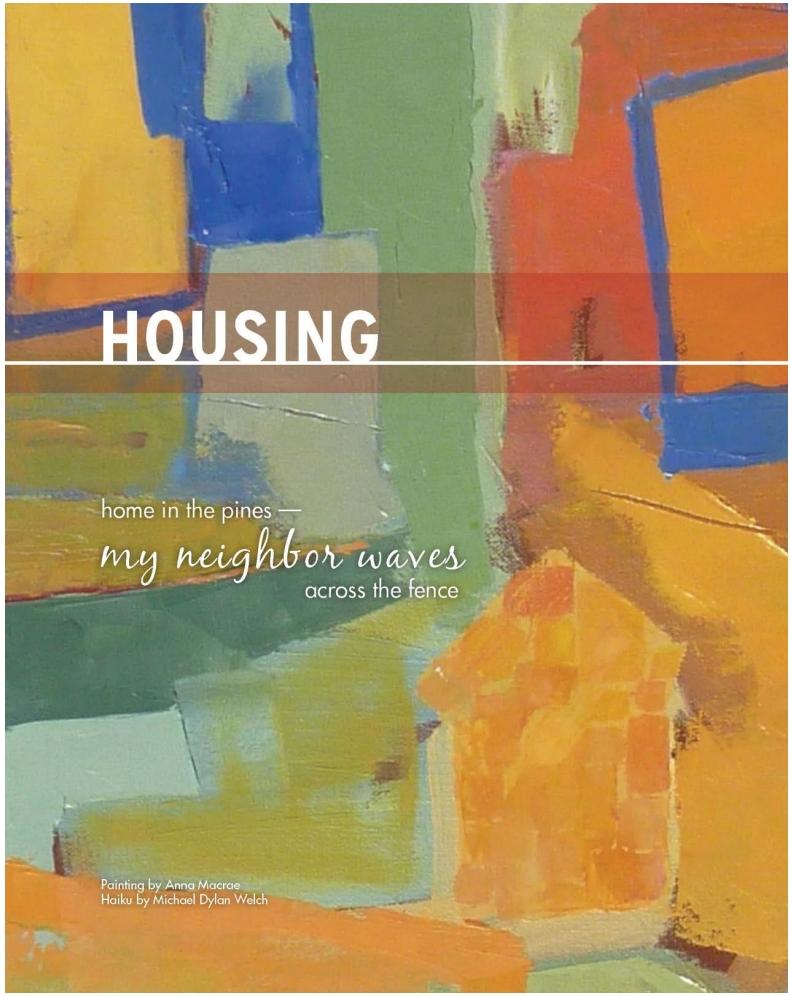
A PLAN FOR PEOPLE,
HOUSING AND COMMUNITY

Sammamish Home Grown

Purpose

Goal H.6
Implement Housing Element goals in a manner that is effective, efficient, and transparent.

Policy H.6.1
Adopt a Housing Strategy Plan to outline benchmarks, steps, and milestones toward implementation of the Housing Element.



PLANNING COMMISSION HOUSING STRATEGY PLAN DEVELOPMENT PROCESS

Reviewed Data → **Reviewed Community Input** → **Identified Housing Gaps** → **Prioritized Housing Strategies** → **Refined & Added Examples**

Community Engagement

Section 4 & Appendix D, E, F

Housing Priorities, Needs & Gaps

Online Surveys, Focus Group, Panel Discussion, Community Workshop, Stakeholder Interviews, Public Comment

- Community Members
- Social & Human Service Organizations
- Local Businesses
- Housing Industry Representatives
- Local Schools

Community Engagement

What We Heard

- New homes **are not well designed** and **do not fit the neighborhood character.**
- Low housing stock and affordable housing **impacts employee recruitment and retention.**
- Desire for housing to be located **near public transit and amenities.**
- Rising housing costs are forcing Sammamish families **to cut critical expenses like food, utilities, and other basic needs.**
- There **are few housing opportunities** for families, especially younger families.
- New housing should **protect critical environmental features.**

474 Survey Responses

Open House

Project Website

Panel Discussion

4 Key Stakeholder Group Interviews or Surveys

13 Planning and Human Services Commission Meetings

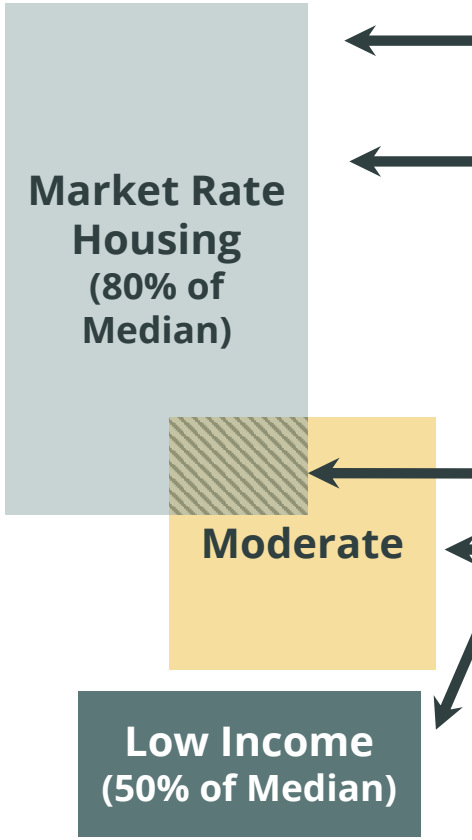
Housing

What is the City's role?

The City of Sammamish determines what can be built where.

We do this through:

- Zoning code
- Subdivision regulations
- Zoning map
- Other tools



New Small Lot Single Family Zone
(4,800 sq. ft.)

Promote Housing in Centers
- ✓ Code Changes to Expedite Review
- ✓ Increase Lot Coverage and Bulk
- ✓ Allow Very High Densities
- ✓ Building Codes

Land Use Incentive

Financial Support Programs
- ✓ City Housing Funds
- ✓ Land Write-Down Fund
- ✓ Surplus City Sites
- ✓ Impact Fees Waived
- ✓ Federal/State Programs

Home Repair Loans

City Human Services Funding

Build Upon Existing Efforts

2006 Housing Strategies Implemented (Appendix B)

- Town Center – Housing Diversity & Affordability
- Habitat for Humanity
- Low-Impact Development Incentives
- Manufactured Housing & Group Homes
- Impact Fee Waivers for Affordable Housing
- Transfer of Development Rights Incentives
- ARCH Trust Fund
- Accessory Dwelling Units, Duplexes & Cottages

Sammamish Home Grown

2018 Housing Strategy

Sammamish Home Grown

Plan Organization

BODY OF REPORT	APPENDICES
• Introduction, Purpose, & Process	A - Summaries of Commission Meetings
• General Themes for Top Strategies	B - Existing Local Housing Strategies
• Top Strategies	C - Housing Needs – Demographic, Economic, & Housing Data
• Monitoring Activities	D - Stakeholder and Focus Group Input
• Housing Needs	E & F - Community Survey and Feedback Results
	F - Gap Analysis
	H - Matrix of all Strategies

Housing Element Goals

- Neighborhood Vitality & Character
- Housing Supply & Variety
- Housing Affordability
- Housing for People with Special Needs
- Regional Collaboration

Neighborhood Vitality and Character

PHYSICAL, SOCIAL & ECONOMIC CHARACTERISTICS OF A COMMUNITY THAT RESIDENTS IDENTIFY WITH

- Maintaining and building the sense of community throughout the city.
- Increasing connection within neighborhoods.
- Protecting environmental features.
- Preserving quality housing to maintain the health and safety of residents.

65%

Agree that new housing is not well designed and does not fit the character of the neighborhood.

Virtual Town Hall Survey Results
(Sammamish Home Grown, Page E-4)

In 2017, Sammamish had an estimated population of 64,548 with 31% being under the age of 18 years old.

American FactFinder
(Sammamish Home Grown, Page C-1)

Neighborhood Vitality and Character

Top Strategies

A.1 – Community Design Standards

A.2 – Sub Area Plans

A.3 – Subdivision Code Update

Housing Supply and Variety

THE MIX OF SINGLE-FAMILY, MULTI-FAMILY & OTHER HOUSING TYPES IN SAMMAMISH

- Can position the City as a desirable place to live for generations to come.
- Ensuring there are housing options for all generations (young adults, families, seniors) and local employees.
- A balanced mix of housing supply & variety suggests a healthy housing market.

56% Agree that there is a lack of small housing such as “micro-housing” and cottage housing.

61% Support providing a range of housing options for all stages of life.

Virtual Town Hall Survey Results (Sammamish Home Grown, Page E-1 and E-7)

40% of Sammamish households are made up of 1-2 people whereas 13% of the residential units available are only 1-2 bedrooms.

American Community Survey, 2016 (Sammamish Home Grown, Page C-6)

Housing Supply & Variety

Top Strategies

B.1 – Incentives to Expand Housing Choice

B.2 – ADUs

B.3 – Mixed Used Design Standards

B.4 – Transit Oriented Housing Development

Housing Affordability

HOUSING OPTIONS ARE AVAILABLE TO ALL ECONOMIC SEGMENTS OF THE COMMUNITY

- Reducing the housing cost-burden, especially among lower and moderate income households.
- Maintaining high quality education and services in Sammamish through workforce housing.

75% Agree that affordable housing options are hard to come by.

Virtual Town Hall Survey Results (Sammamish Home Grown, Page E-5)

60% Sammamish jobs that pay less than $50,000.

82% Sammamish jobs filled by workers who commute to Sammamish.

American Community Survey, 2015 (Sammamish Home Grown, Page C-4)

The primary reason why LWSD teachers left Sammamish Schools last year was because their commute was too long and/or they couldn't find housing to meet their needs.

Stakeholder and Focus Group Summary (Sammamish Home Grown, Page D-4)

Housing Affordability

Top Strategies

<u>Regulatory</u>

C.1 – Dispersed Affordable Housing

C.2 – Criteria for Rezones Requiring Affordable Housing

C.3 – Zoning to Allow Range of Housing Affordability

<u>Direct Assistance</u>

C.6 – ARCH Housing Trust Fund

C.7 – Public Land Survey

C.8 – Support the Preservation of Existing Affordable Housing

Housing for People with Special Needs

HOUSING FOR PEOPLE OR HOUSEHOLDS THAT NEED SOME TYPE OF ASSISTANCE IN ADDITION TO THEIR HOUSING

- Housing is needed to address the varied care needs of residents that are elderly and/or have a disability.
- Include opportunities to connect with neighbors & the community.

62%

Agree that the availability and range of housing options for all stages of life would be a successful outcome for Sammamish in the next 20-years.

Virtual Town Hall Survey Results
(Sammamish Home Grown, Page E-7)

Among East King County cities, Sammamish has the fewest beds available in licensed assisted living, nursing homes, and adult family homes.

WA Department of Social and Human Services, 2016
(Sammamish Home Grown, Page C-3)

Housing for People with Special Needs

Top Strategies

D.1 – Accessibility

D.2 – Senior Housing

D.3 – Support for organizations serving those with special housing needs

Regional Collaboration

COORDINATE WITH OTHERS IN OUR REGION TO ADDRESS HOUSING NEEDS

- Sammamish is influenced by regional employment and housing markets.
- Regional collaboration is a key component of the Growth Management Act and further encouraged through the Countywide Planning Policies.

Job growth is expected to exceed housing growth in many cities surrounding Sammamish which will likely impact the Sammamish housing market.

A Regional Coalition for Housing (ARCH), 2014 (Sammamish Home Grown, Page C-5)

The number of homeless school children in East King County has increased 56% since 2010, and in the 2016-17 school year there were 517 homeless students in the Issaquah and Lake Washington School Districts.

Regional Collaboration

Top Strategies

E.1 – Federal & State Housing Legislation

E.2 – Housing Balance

E.3 – Regional Housing Finance Strategy

Staff Recommended Initial Work

Proposed efforts in the next 1-2 years

A.3
Subdivision Code Update

B.2
ADU
(Regional Work)

C.2
Criteria for Rezones

C.6
ARCH Housing Trust Fund
(Regional Work)

E.1
State/ Federal Legislation
(Regional Work)

Sammamish Home Grown

City Council Next Steps

	DATE	TOPIC
✓	**September 4**	**Work Session – Sammamish Home Grown**
	September 18	Public Hearing – Sammamish Home Grown
	October	Deliberation on Sammamish Home Grown
	October	Public Hearing - Comprehensive Plan Amendment to the Housing Element
	December	Ordinance – Final Reading for the Annual Amendments to the Comprehensive Plan

Sammamish Home Grown

City Council Review and Approval

Review Planning Commissions Recommended Plan

Focus on the priority and relative rankings for each group of Top Strategies

Confirm or reprioritize Top Strategies

Adopt the 2018 Housing Strategy, Sammamish Home Grown

Questions?

https://www.sammamish.us/government/departments/community-development/current-projects/housing-strategy-plan/

Agenda Bill

City Council Regular Meeting
September 04, 2018

SUBJECT:	Roadway segment capacity analysis of 244th Ave NE - NE 8th St to City limits
DATE SUBMITTED:	August 29, 2018
DEPARTMENT:	Public Works
NEEDED FROM COUNCIL:	☐ Action ☑ Direction ☐ Informational
RECOMMENDATION:	Review and provide direction on whether to include two roadway segments on 244th Ave NE, between NE 8th Street and the City limits, within transportation concurrency and level of service policies, and to make the necessary revisions to the Comprehensive Plan and associated codes.
EXHIBITS:	1. Exhibit 1 - 20180904 CC F&P Segment Methodology Memo 2. Exhibit 2 - 20180904 244th Ave LOS Presentation

BUDGET:

Total dollar amount	N/A	☐ **Approved in budget**
Fund(s)	N/A	☐ **Budget reallocation required**
		☐ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☑ Transportation	☐ Community Safety
☐ Communication & Engagement	☑ Community Livability
☐ High Performing Government	☐ Culture & Recreation
☐ Environmental Health & Protection	☐ Financial Sustainability

NEEDED FROM COUNCIL:

Review and provide direction on whether to include two roadway segments on 244th Ave NE, between NE 8th Street and the City limits, within City's transportation concurrency and level of service policy, and to make the necessary revisions to the Comprehensive Plan and associated codes.

KEY FACTS AND INFORMATION SUMMARY:

Background

Earlier this year, Council affirmed their preferred concurrency policy to be an intersection-wide, volume weighted average delay approach with a Level of Service (LOS) of C for minor and collector arterials, and an LOS of D for principal arterials, with allowance for LOS E where LOS D cannot be achieved with three approach lanes per direction. Staff discussed the draft emergency amendments to the Comprehensive Plan Transportation policies and necessary associated code changes at three joint meetings of the Planning Commission and City Council between April 30 and June 4, 2018. This culminated in two public hearings before the Planning Commission on June 21 after which the Commission unanimously moved to recommend approval of all proposed changes. The Council held the first of two scheduled public hearings on July 10. Council voted 4-3 not to approve the proposed Comprehensive Plan amendments and instead directed staff to evaluate the impacts of adding road segments to the proposed concurrency and LOS, and to present options for moving forward at the July 17 Council meeting.

Staff returned on July 17 to discuss the key policies that required Council direction in order to calculate the road segment capacities. The project team recommended that the analysis be limited to East Lake Sammamish Parkway (ELSP) and/or 244th Avenue NE, between NE 8th Street and the city limits. Council approved a motion to direct staff to limit their analysis to 244th Avenue NE, between NE 8th Street and the city limits, using the Florida DOT methodology. Council also affirmed staff's recommendation to evaluate the capacity and LOS using peak hour traffic volumes by each direction, instead of Average Weekday Daily Traffic (AWDT) across both directions.

The City's attorney discussed the implications of not including ELSP as a road segment in the current intersection-only proposed LOS method with the Council at a special meeting on August 23. The conclusion was that the Growth Management Act (GMA) does not mandate any particular LOS or any particular way of measuring it, only that all arterials have an adopted LOS. Therefore, the City's current proposed intersection-only approach, which applies to all City-owned arterials, satisfies GMA requirements.

The project team will present the road capacity and LOS results under the following scenarios per Council direction at the August 23 meeting:

- AWDT - 2 way
- AM & PM Peak Hours - 2 way and each direction
- V/C and LOS

Summary

The technical memo from Fehr and Peers (Exhibit 1) describes in detail how the FDOT methodology was applied to the two segments on 244th and the calculated volume thresholds under each of the scenarios. To summarize, under none of the conditions does either of the segments fail LOS D for 2016 or 2024. The worst case is that the projected volume in 2024 in the southbound direction between NE 20th St to the city limits during the PM peak hour is 81% of the threshold volume for LOS D.

FINANCIAL IMPACT:

It is unknown what the financial impact is until the Council approves the scope of work needed to address their concerns.

OTHER ALTERNATIVES CONSIDERED:

None, as this implements Council's direction on July 10 and July 17 regarding evaluating the addition of road segments to the City's concurrency and LOS policies.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

Comprehensive Plan - Transportation Element

MEMORANDUM

Date: August 29, 2018

To: Cheryl Paston, City of Sammamish

From: Kendra Breiland and Bianca Popescu, Fehr & Peers

Subject: Methodology to Incorporate Segments into LOS Standard for Concurrency

SE17-0536

Over the past several months, we have worked with Council to update the City's concurrency program. The proposed program is based on AM and PM peak hour delay at intersections. This system recognizes that intersections are the pinch points in Sammamish's transportation system that cause congestion.

The Council passed a motion to add a segment level methodology to the intersection-based concurrency program that is included in the draft Transportation Element on at their meeting on July 10th. This motion recognized that there are areas of the City where there are no concurrency intersections and thus the concurrency program, as currently proposed, does not measure congestion in these locations. At the July 17th, 2018 Council meeting, Council provided staff with direction to explore ways to incorporate segment-level analysis to the proposed concurrency program along two segments of 244th Avenue NE north of NE 8th Street.

ROADWAY SEGMENT METHODOLOGY

Below, we outline the guidance provided by the Florida Department of Transportation (FDOT) to evaluate interrupted flow facility performance, which is based on the 2010 Highway Capacity Manual (HCM) methodologies and has been applied all over the country.

Time Period of Analysis

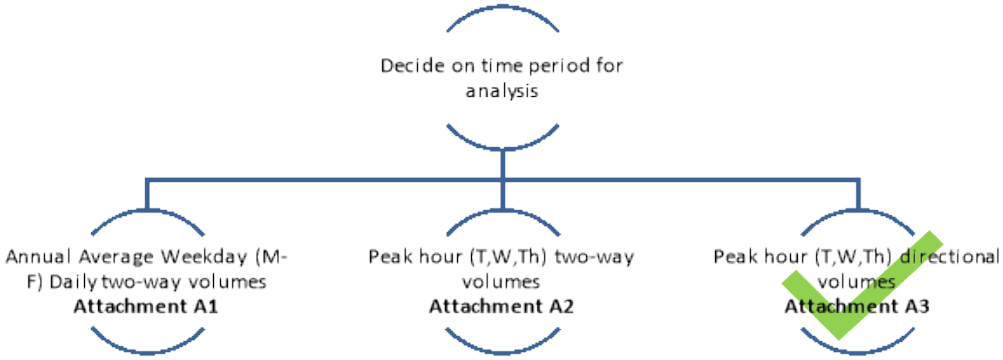
The 2015 Comprehensive Plan used average weekday daily traffic (AWDT) volumes collected on a Monday-Friday to test concurrency along segments. Some concerns have been raised about how the use of daily volumes masks peak congestion issues. The following considerations are raised to choose a time period of analysis.

Which Time Period?

The time period options for the segment analysis are to use daily volumes or to move to a peak hour approach. *At the July 17th Council Meeting, Council affirmed staff's recommendation to use peak hour traffic volumes, as it is more responsive to the peak congestion that impacts driver experience.*

Two-Way or Directional?

The 2015 Comprehensive Plan analyzed roadway performance based on two-way volumes. If the City continues using daily volumes for concurrency assessments, maintaining a two-way volume assessment makes sense (since roughly the same number of people enter and leave Sammamish on a daily basis). *However, if the City moves to a peak hour assessment, then applying directional volumes would be more responsive to peak congestion that impacts driver experience.*

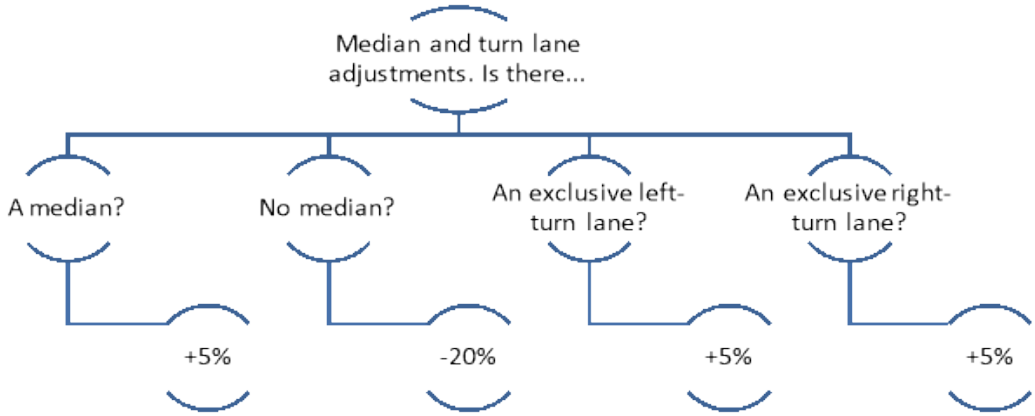


Roadway Characteristics

FDOT has provided guidance for evaluating roadway segment performance, which is based on the 2010 HCM methodologies. The vehicle capacity calculations are adjusted by a specified percentage based on roadway characteristics such as speed, signalization, turn lanes, and presence of medians[1] (see **Attachment A1** for the daily two-way, **Attachment A2** for the peak two-way, and **Attachment A3** for the peak directional examples for setting the volume thresholds).

[1] FDOT's definition of a median includes both raised medians and two-way-left-turn lanes.

The vehicle capacity threshold is higher for roadways that have a posted speed of 40 mph or higher and lower for roadways that have a posted speed 35 mph or lower. The vehicle capacity threshold is reduced by 10% if the segment is a non-state signalized facility.[2] The vehicle capacity threshold is also increased or decreased based on whether there is a median or turn lane present on the roadway, as shown in the flowchart below.



Volume Threshold

The adjusted vehicle capacity calculations described above establish a roadway segment's capacity. See **Attachment B** and **Attachment C** for the segment results for all time periods analyzed. Using the PM peak hour as an example, 244th Avenue NE just north of NE 8th Street can carry up to 710 vehicles per hour in the southbound direction and still provide LOS D or better operations.

This number is derived from the roadway characteristics of this segment and the FDOT methodology described in **Attachment A3**. The southbound segment of 244th Avenue NE north of NE 8th has the following characteristics:

- Class II road (35 mph or slower posted speed limit) with an undivided median, giving it a base volume threshold of 750 while providing LOS D or better operations
- Non-state signalized facility classification, reducing the volume threshold -10%
- Exclusive left-turn lanes at key intersections, increasing the volume threshold +5%

[2] **Note:** The analyzed segments of 244th Avenue NE between NE 8th Street and City limits are considered non-state signaled facilities since flows are generally controlled by the signal at SR 202 and the roundabout at NE 8th Street.

Given these considerations, the base volume threshold of 750 is reduced by a total of 5%, resulting in a threshold of 710 vehicles (rounded to the nearest 10). When classifying the roadway characteristics of the segment, professional judgment is used. In 2016, that southbound segment carried 350 vehicles during the PM peak hour and is expected to carry 489 vehicles during the PM peak hour in 2024, significantly under the threshold of 710.

The 2015 Comprehensive Plan included a pass/fail for concurrency based on a V/C ratio. If V/C was greater than 1, then the facility did not pass concurrency. Consistent with Council discussion over the past several months, we have assumed an approach that compares traffic volumes with capacities, but uses the LOS D volume threshold calculated by FDOT methodologies as the capacity for the segment.

Conclusion

While the intersection-based LOS standard is C for minor arterials, intersection calculations take the average delay value for all vehicles traveling through the intersection, including low-delay approaches. If the segment analysis is to be measured by peak hour and direction, setting the segment standard somewhat lower (perhaps LOS D) would avoid overbuilding Sammamish's roadways beyond what would be desirable in a suburban context.

It is anticipated that consideration of how this segment analysis could fit into the overall Transportation Element, Background Chapter, and potential update to the six-year Transportation Improvement Program would be discussed at Council's September 4th meeting.

ATTACHMENT A1: ANNUAL AVERAGE DAILY VOLUMES FOR URBANIZED AREAS[3]

INTERRUPTED FLOW FACILITIES

STATE SIGNALIZED ARTERIALS

Class I (40 mph or higher posted speed limit)

Lanes	Median	B	C	D	E
2	Undivided	*	16,800	17,700	**
4	Divided	*	37,900	39,800	**
6	Divided	*	58,400	59,900	**
8	Divided	*	78,800	80,100	**

Class II (35 mph or slower posted speed limit)

Lanes	Median	B	C	D	E
2	Undivided	*	7,300	14,800	15,600
4	Divided	*	14,500	32,400	33,800
6	Divided	*	23,300	50,000	50,900
8	Divided	*	32,000	67,300	68,100

Non-State Signalized Roadway Adjustments
(Alter corresponding state volumes by the indicated percent.)
Non-State Signalized Roadways - 10%

Median & Turn Lane Adjustments

Lanes	Median	Exclusive Left Lanes	Exclusive Right Lanes	Adjustment Factors
2	Divided	Yes	No	+5%
2	Undivided	No	No	-20%
Multi	Undivided	Yes	No	-5%
Multi	Undivided	No	No	-25%
–	–	–	Yes	+ 5%

One-Way Facility Adjustment
Multiply the corresponding two-directional volumes in this table by 0.6

* Cannot be achieved using table input value defaults.

** Not applicable for that level of service letter grade. For the automobile mode, volumes greater than level of service D become F because intersection capacities have been reached. For the bicycle mode, the level of service letter grade (including F) is not achievable because there is no maximum vehicle volume threshold using table input value defaults.

[3] 2012 Florida Department of Transportation (FDOT) Quality/Level of Service Handbook Tables

ATTACHMENT A2: PEAK TWO-WAY VOLUMES FOR URBANIZED AREAS

INTERRUPTED FLOW FACILITIES

STATE SIGNALIZED ARTERIALS

Class I (40 mph or higher posted speed limit)

Lanes	Median	B	C	D	E
2	Undivided	*	1,510	1,600	**
4	Divided	*	3,420	3,580	**
6	Divided	*	5,250	5,390	**
8	Divided	*	7,090	7,210	**

Class II (35 mph or slower posted speed limit)

Lanes	Median	B	C	D	E
2	Undivided	*	660	1,330	1,410
4	Divided	*	1,310	2,920	3,040
6	Divided	*	2,090	4,500	4,590
8	Divided	*	2,880	6,060	6,130

Non-State Signalized Roadway Adjustments
(Alter corresponding state volumes by the indicated percent.)
Non-State Signalized Roadways - 10%

Median & Turn Lane Adjustments

Lanes	Median	Exclusive Left Lanes	Exclusive Right Lanes	Adjustment Factors
2	Divided	Yes	No	+5%
2	Undivided	No	No	-20%
Multi	Undivided	Yes	No	-5%
Multi	Undivided	No	No	-25%
–	–	–	Yes	+ 5%

One-Way Facility Adjustment
Multiply the corresponding two-directional volumes in this table by 0.6

* Cannot be achieved using table input value defaults.

** Not applicable for that level of service letter grade. For the automobile mode, volumes greater than level of service D become F because intersection capacities have been reached. For the bicycle mode, the level of service letter grade (including F) is not achievable because there is no maximum vehicle volume threshold using table input value defaults.

ATTACHMENT A3: PEAK DIRECTIONAL VOLUMES FOR URBANIZED AREAS

INTERRUPTED FLOW FACILITIES

STATE SIGNALIZED ARTERIALS

Class I (40 mph or higher posted speed limit)

Lanes	Median	B	C	D	E
1	Undivided	*	830	880	**
2	Divided	*	1,910	2,000	**
3	Divided	*	2,940	3,020	**
4	Divided	*	3,970	4,040	**

Class II (35 mph or slower posted speed limit)

Lanes	Median	B	C	D	E
1	Undivided	*	370	750	800
2	Divided	*	730	1,630	1,700
3	Divided	*	1,170	2,520	2,560
4	Divided	*	1,610	3,390	3,420

Non-State Signalized Roadway Adjustments
(Alter corresponding state volumes by the indicated percent.)
Non-State Signalized Roadways - 10%

Median & Turn Lane Adjustments

Lanes	Median	Exclusive Left Lanes	Exclusive Right Lanes	Adjustment Factors
1	Divided	Yes	No	+5%
1	Undivided	No	No	-20%
Multi	Undivided	Yes	No	-5%
Multi	Undivided	No	No	-25%
–	–	–	Yes	+ 5%

One-Way Facility Adjustment
Multiply the corresponding directional volumes in this table by 1.2

* Cannot be achieved using table input value defaults.

** Not applicable for that level of service letter grade. For the automobile mode, volumes greater than level of service D become F because intersection capacities have been reached. For the bicycle mode, the level of service letter grade (including F) is not achievable because there is no maximum vehicle volume threshold using table input value defaults.

ATTACHMENT B: LOS VOLUME THRESHOLD TABLES FOR DAILY, PEAK TWO-WAY AND PEAK DIRECTIONAL VOLUMES

Daily Two-Way Results

Segment		Volume Thresholds			2016 Conditions		2024 Conditions	
ID	**Name**	**LOS C**	**LOS D**	**LOS E**	**Volume**	**LOS**	**Volume**	**LOS**
1	**244th Ave NE** **NE 20th St to city limits**	5110	10360	10920	7000	D	7800	D
2	**244th Ave NE** **NE 8th St to NE 20th St**	6940	14060	14820	8259	D	9900	D

AM Peak Hour (7-8am) Two-Way Results

Segment		Volume Thresholds			2016 Conditions		2024 Conditions	
ID	Name	LOS C	LOS D	LOS E	Volume	LOS	Volume	LOS
1	244th Ave NE NE 20th St to city limits	460	930	990	521	D	550	D
2	244th Ave NE NE 8th St to NE 20th St	630	1260	1340	637	D	677	D

PM Peak Hour (4:45-5:45pm) Two-Way Results

Segment		Volume Thresholds			2016 Conditions		2024 Conditions	
ID	Name	LOS C	LOS D	LOS E	Volume	LOS	Volume	LOS
1	244th Ave NE NE 20th St to city limits	460	930	990	613	D	737	D
2	244th Ave NE NE 8th St to NE 20th St	630	1260	1340	684	D	845	D

AM Peak Hour (7-8am) Directional Results

Segment			Volume Thresholds			2016 Conditions		2024 Conditions	
ID	**Direction**	**Name**	**LOS C**	**LOS D**	**LOS E**	**Volume**	**LOS**	**Volume**	**LOS**
1	**SB**	**244th Ave NE** **NE 20th St to city limits**	260	530	560	233	B/C	241	B/C
	NB	**244th Ave NE** **NE 20th St to city limits**	260	530	560	288	D	309	D
2	**SB**	**244th Ave NE** **NE 8th St to NE 20th St**	350	710	760	368	D	384	D
	NB	**244th Ave NE** **NE 8th St to NE 20th St**	350	710	760	269	B/C	293	B/C

PM Peak Hour (4:45-5:45pm) Directional Results

Segment			Volume Thresholds			2016 Conditions		2024 Conditions	
ID	**Direction**	**Name**	**LOS C**	**LOS D**	**LOS E**	**Volume**	**LOS**	**Volume**	**LOS**
1	**SB**	**244th Ave NE** **NE 20th St to city limits**	260	530	560	320	D	430	D
	NB	**244th Ave NE** **NE 20th St to city limits**	260	530	560	293	D	307	D
2	**SB**	**244th Ave NE** **NE 8th St to NE 20th St**	350	710	760	350	D	489	D
	NB	**244th Ave NE** **NE 8th St to NE 20th St**	350	710	760	334	B/C	356	D

ATTACHMENT C: LOS VOLUME THRESHOLD TABLES FOR DAILY, PEAK TWO-WAY AND PEAK DIRECTIONAL VOLUMES

NE 20th St to City Limits

2016	2024
Volume	Volume
7,000	7,800
% of LOS D Threshold Volume	% of LOS D Threshold Volume
68%	75%

Existing & Future LOS: D

NE 8th St to NE 20 St

2016	2024
Volume	Volume
8,259	9,900
% of LOS D Threshold Volume	% of LOS D Threshold Volume
59%	70%

Existing & Future LOS: D

LOS Legend

A B C D E F

Daily Two-Way

NE 20th St to City Limits

2016	2024
Volume	Volume
521	550
% of LOS D Threshold Volume	% of LOS D Threshold Volume
56%	59%

Existing & Future LOS: D

NE 8th St to NE 20 St

2016	2024
Volume	Volume
637	677
% of LOS D Threshold Volume	% of LOS D Threshold Volume
51%	54%

Existing & Future LOS: D

LOS Legend

A B C D E F

7:00-8:00 AM Peak Hour Two-Way

NE 20th St to City Limits

2016	2024
Volume	Volume
613	737
% of LOS D Threshold Volume	% of LOS D Threshold Volume
66%	79%

Existing & Future LOS: D

NE 8th St to NE 20 St

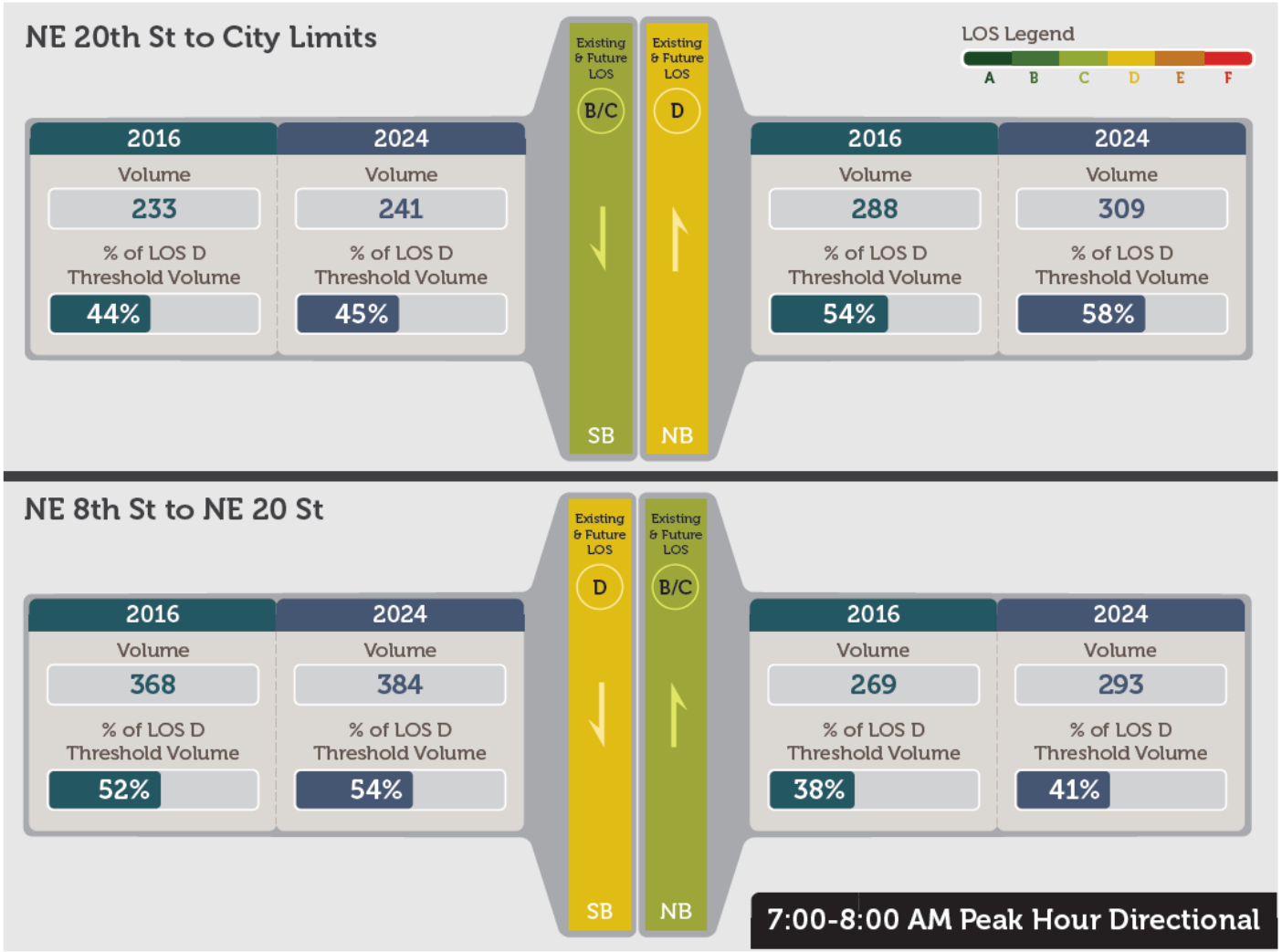
2016	2024
Volume	Volume
684	845
% of LOS D Threshold Volume	% of LOS D Threshold Volume
54%	67%

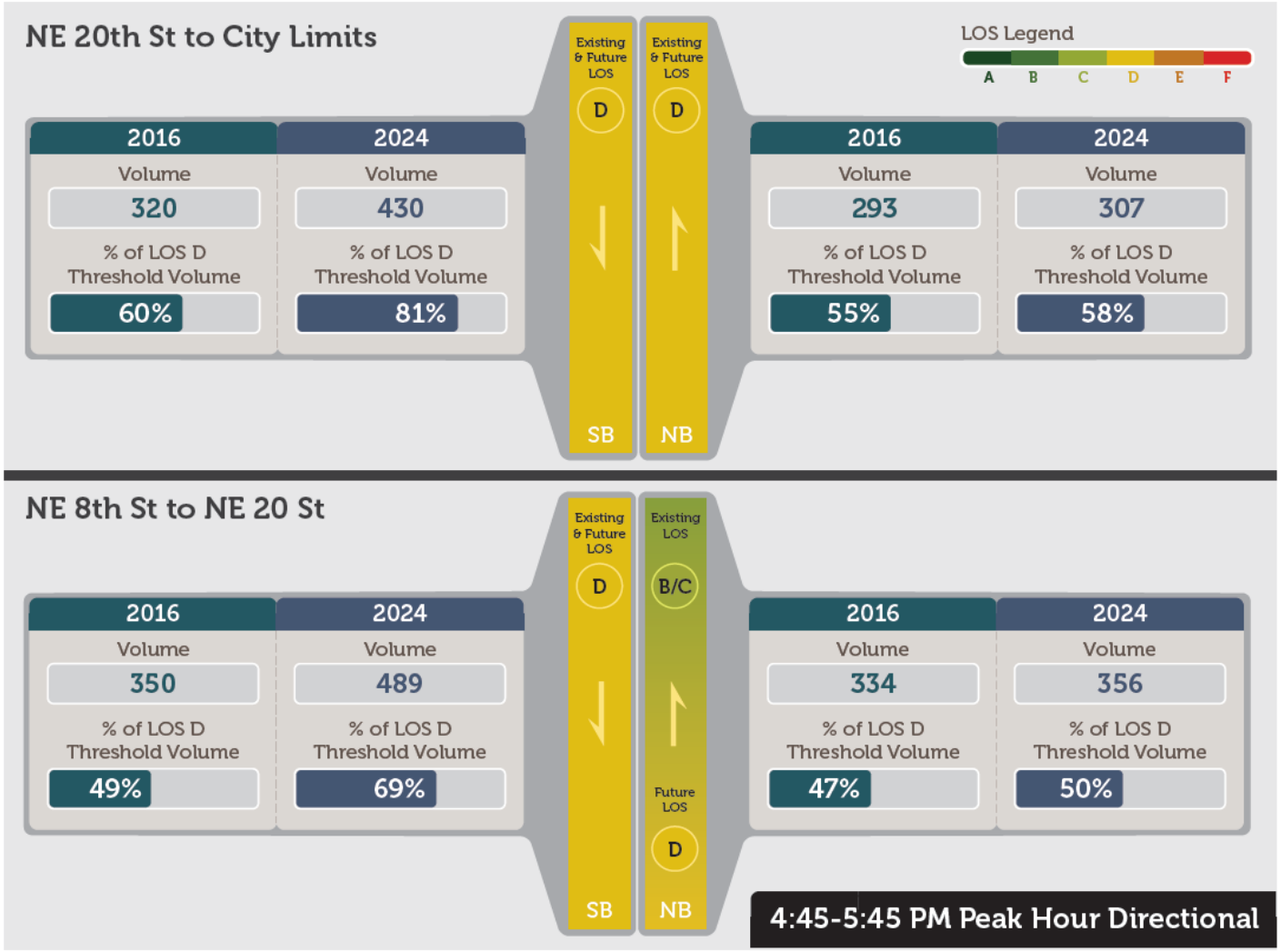
Existing & Future LOS: D

LOS Legend

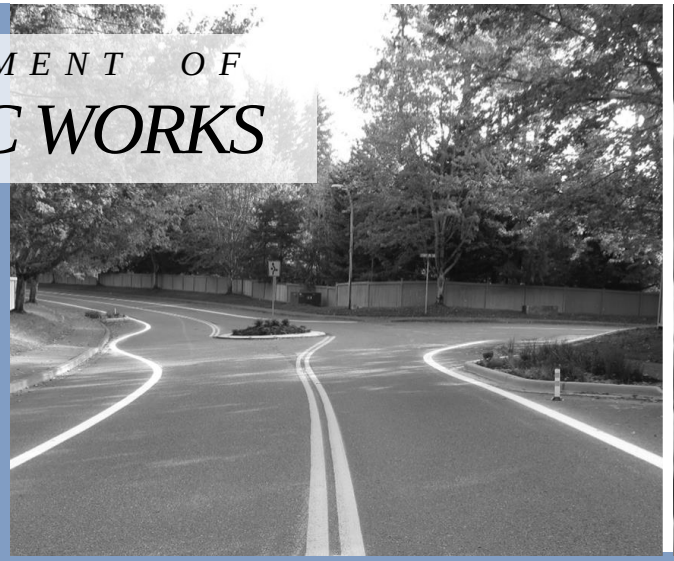
A B C D E F

4:45-5:45 PM Peak Hour Two-Way


NE 20th St to City Limits
Existing & Future LOS
B/C
SB
Existing & Future LOS
D
NB
LOS Legend
A B C D E F
2016
Volume
233
% of LOS D Threshold Volume
44%
2024
Volume
241
% of LOS D Threshold Volume
45%
2016
Volume
288
% of LOS D Threshold Volume
54%
2024
Volume
309
% of LOS D Threshold Volume
58%
NE 8th St to NE 20 St
Existing & Future LOS
D
SB
Existing & Future LOS
B/C
NB
2016
Volume
368
% of LOS D Threshold Volume
52%
2024
Volume
384
% of LOS D Threshold Volume
54%
2016
Volume
269
% of LOS D Threshold Volume
38%
2024
Volume
293
% of LOS D Threshold Volume
41%
7:00-8:00 AM Peak Hour Directional


NE 20th St to City Limits
LOS Legend
A B C D E F
Existing & Future LOS
D
SB
Existing & Future LOS
D
NB
2016
Volume
320
% of LOS D Threshold Volume
60%
2024
Volume
430
% of LOS D Threshold Volume
81%
2016
Volume
293
% of LOS D Threshold Volume
55%
2024
Volume
307
% of LOS D Threshold Volume
58%
NE 8th St to NE 20 St
Existing & Future LOS
D
SB
Existing LOS
B/C
Future LOS
D
NB
2016
Volume
350
% of LOS D Threshold Volume
49%
2024
Volume
489
% of LOS D Threshold Volume
69%
2016
Volume
334
% of LOS D Threshold Volume
47%
2024
Volume
356
% of LOS D Threshold Volume
50%
4:45-5:45 PM Peak Hour Directional

DEPARTMENT OF
PUBLIC WORKS



244th Ave NE Segment LOS Results

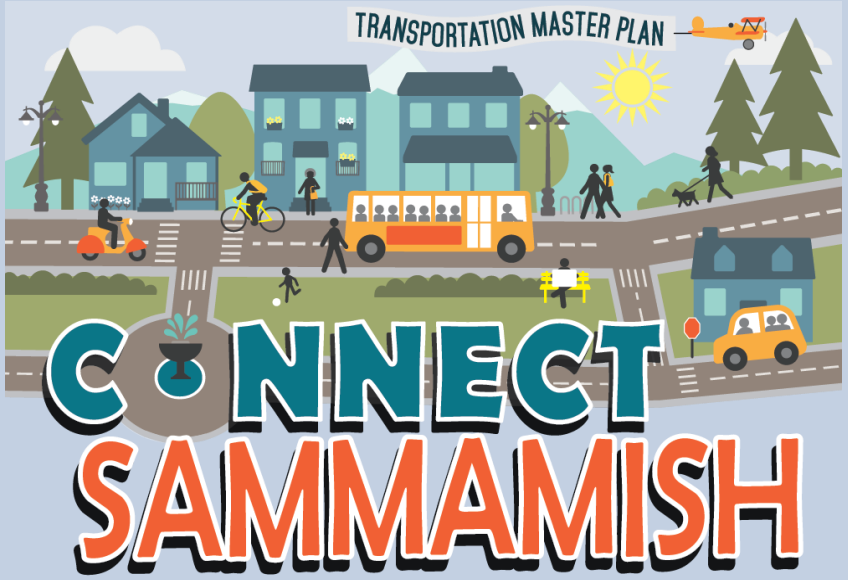
City Council Meeting

September 4, 2018

City of Sammamish Washington

Topics for Discussion

- Work Done to Date
- Decisions to Date
- Concurrency & LOS Options Review
- Next Steps

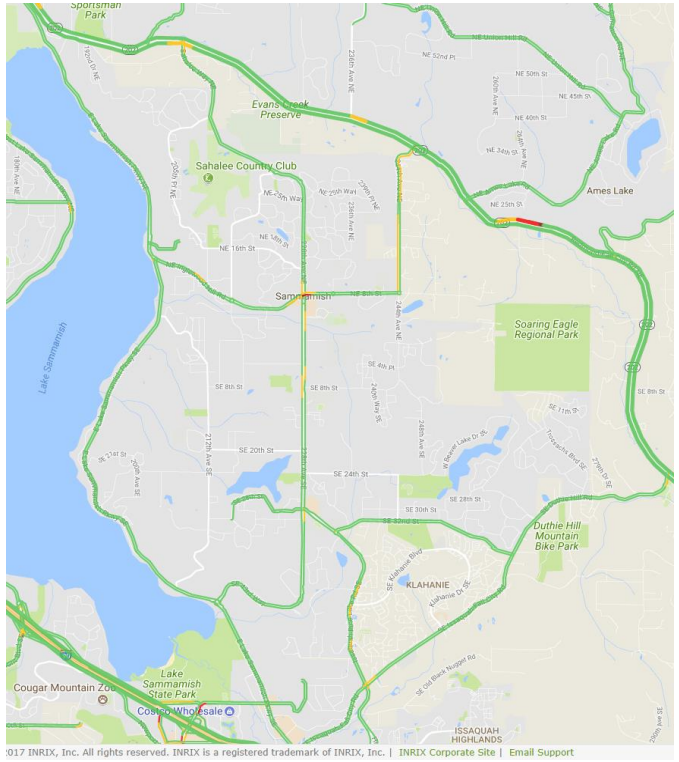


Work Done to Date

• Conducted Public Outreach	Summer 2017
• Established TMP Goals and Priorities	Summer 2017
• Held numerous meetings and workshops with Council on concurrency & LOS	Summer 2017 - present
• Held Public Hearings on Comprehensive Plan and Code revisions with Planning Commission	June, 2018
• Received Dept of Commerce review & SEPA DNS, drafted updates to Comp Plan and codes	July, 2018

Council Direction/Decisions to Date

- Put **TMP on hold** until revised concurrency & LOS policies are adopted
- Leverage **innovative data sources**
- **Intersection-only concurrency** policy
- **TMP to address** walking, biking, and transit LOS
- Ensure **impact fees** remain high to help fund eligible projects
- Develop **AM peak** traffic models
- **Analyze 2 segments** on 244th Ave NE



Concurrency & LOS Options Review

1. Slight updates to existing methodology	---
2. Minor updates to existing methodology	Spring/Summer 2017
3. Average speeds	Fall/Winter 2017
4. Intersections only (current proposal)	Winter 2017 – present (R2018-789)
5. Intersections + 244th NE, north of NE 8th St	July 17, 2018: Motion to analyze 2 segments on 244th

Concurrency & LOS Options Review | Option 5

Intersections + 244th Ave NE, north of NE 8th St

- ✓ Include new intersections
- ✓ Use 7-8AM & 4:45-5:45PM in traffic model
- ✓ Use 2016 traffic count data
- ✓ Will not need Dept of Commerce review, need to amend SEPA
- ✓ Include 244th Ave NE, north of NE 8th St (2 segments)

Concurrency & LOS Options Review | Option 5 (cont)

Intersections + 244th Ave NE, north of NE 8th St

- Possibly update 2019-2024 TCIP
- Use FDOT methodology. Must determine road capacity and LOS standard.
- Possible to meet current schedule, assuming Council makes necessary decisions and provides definitive direction on Sept 4th.

Concurrency & LOS Options Review | Option 5 (cont)

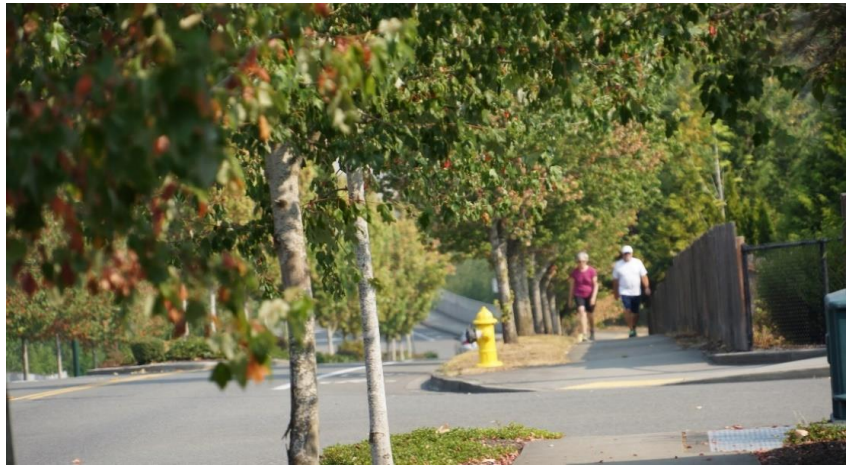
Pros

- Provides more flexibility in the siting of bike, pedestrian and transit improvements than existing policy
- Maintains current impact fee program
- One way directional roadway volume analysis
- Incorporates 7-8AM hour in traffic models in addition to 4:45-5:45PM peak hour

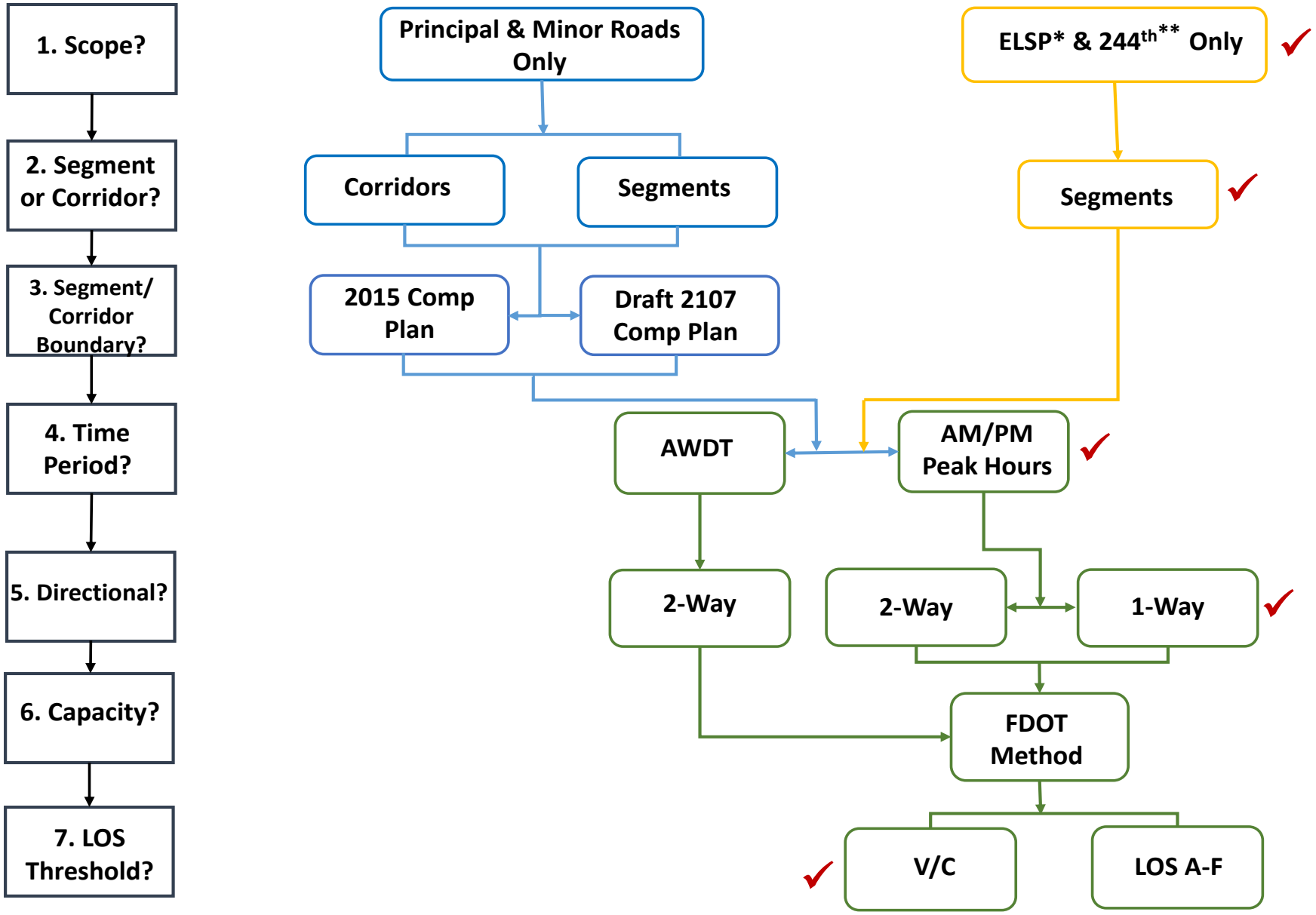
Concurrency & LOS Options Review | Option 5 (cont)

Cons

- Doesn’t encourage complete streets which can worsen nonmotorized modes of travel
- Only addresses congestion during the hour(s) of measurement



Policy Decision Tree



* No. of Inglewood
** No. of NE 8th
✓ Staff's recommendation

FDOT Methodology

- Peak Hour, Directional
  - Different tables and values for avg. annual daily and peak two-way volumes

- 244th Ave NE, north of NE 8th St

TABLE 7

Generalized **Peak Hour Directional** Volumes for Florida's **Urbanized Areas**[1]

12/18/12

INTERRUPTED FLOW FACILITIES

STATE SIGNALIZED ARTERIALS

Class I (40 mph or higher posted speed limit)

Lanes	Median	B	C	D	E
1	Undivided	*	830	880	**
2	Divided	*	1,910	2,000	**
3	Divided	*	2,940	3,020	**
4	Divided	*	3,970	4,040	**

Class II (35 mph or slower posted speed limit)

Lanes	Median	B	C	D	E
1	Undivided	*	370	750	800
2	Divided	*	730	1,630	1,700
3	Divided	*	1,170	2,520	2,560
4	Divided	*	1,610	3,390	3,420

Non-State Signalized Roadway Adjustments
(Alter corresponding state volumes by the indicated percent.)
Non-State Signalized Roadways - 10%

Median & Turn Lane Adjustments

Lanes	Median	Exclusive Left Lanes	Exclusive Right Lanes	Adjustment Factors
1	Divided	Yes	No	+5%
1	Undivided	No	No	-20%
Multi	Undivided	Yes	No	-5%
Multi	Undivided	No	No	-25%
–	–	–	Yes	+ 5%

One-Way Facility Adjustment
Multiply the corresponding directional volumes in this table by 1.2

BICYCLE MODE[2]

(Multiply motorized vehicle volumes shown below by number of directional roadway lanes to determine two-way maximum service volumes.)

Paved Shoulder/Bicycle Lane Coverage	B	C	D	E
0-49%	*	150	390	1,000
50-84%	110	340	1,000	>1,000
85-100%	470	1,000	>1,000	**

PEDESTRIAN MODE[2]

(Multiply motorized vehicle volumes shown below by number of directional roadway lanes to determine two-way maximum service volumes.)

Sidewalk Coverage	B	C	D	E
0-49%	*	*	140	480
50-84%	*	80	440	800
85-100%	200	540	880	>1,000

BUS MODE (Scheduled Fixed Route)[3]

(Buses in peak hour in peak direction)

Sidewalk Coverage	B	C	D	E
0-84%	> 5	≥ 4	≥ 3	≥ 2
85-100%	> 4	≥ 3	≥ 2	≥ 1

UNINTERRUPTED FLOW FACILITIES

FREEWAYS

Lanes	B	C	D	E
2	2,260	3,020	3,660	3,940
3	3,360	4,580	5,500	6,080
4	4,500	6,080	7,320	8,220
5	5,660	7,680	9,220	10,360
6	7,900	10,320	12,060	12,500

Freeway Adjustments

Auxiliary Lane	Ramp Metering
+ 1,000	+ 5%

UNINTERRUPTED FLOW HIGHWAYS

Lanes	Median	B	C	D	E
1	Undivided	420	840	1,190	1,640
2	Divided	1,810	2,560	3,240	3,590
3	Divided	2,720	3,840	4,860	5,380

Uninterrupted Flow Highway Adjustments

Lanes	Median	Exclusive left lanes	Adjustment factors
1	Divided	Yes	+5%
Multi	Undivided	Yes	-5%
Multi	Undivided	No	-25%

[1] Values shown are presented as peak hour directional volumes for levels of service and are for the automobile/truck modes unless specifically stated. This table does not constitute a standard and should be used only for general planning applications. The computer models from which this table is derived should be used for more specific planning applications. The table and deriving computer models should not be used for corridor or intersection design, where more refined techniques exist. Calculations are based on planning applications of the Highway Capacity Manual and the Transit Capacity and Quality of Service Manual.

[2] Level of service for the bicycle and pedestrian modes in this table is based on number of motorized vehicles, not number of bicyclists or pedestrians using the facility.

[3] Buses per hour shown are only for the peak hour in the single direction of the higher traffic flow.

* Cannot be achieved using table input value defaults.

** Not applicable for that level of service letter grade. For the automobile mode, volumes greater than level of service D become F because intersection capacities have been reached. For the bicycle mode, the level of service letter grade (including F) is not achievable because there is no maximum vehicle volume threshold using table input value defaults.

Source:
Florida Department of Transportation
Systems Planning Office
www.dot.state.fl.us/planning/systems/sm/los/default.htm

2012 FDOT QUALITY/LEVEL OF SERVICE HANDBOOK TABLES

FDOT Methodology (cont)

- Peak Hour, Directional
  - Different tables and values for avg. annual daily and peak two-way volumes
- 244th Ave NE, north of NE 8th St

TABLE 7 Generalized **Peak Hour Directional** Volumes for Florida's **Urbanized Areas**[1]

INTERRUPTED FLOW FACILITIES

STATE SIGNALIZED ARTERIALS

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Lanes	Median	B	C	D	E
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Non-State Signalized Roadway Adjustments
(Alter corresponding state volumes by the indicated percent.)
Non-State Signalized Roadways - 10%

Median & Turn Lane Adjustments

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1	Undivided	No	No	-20%
Multi	Undivided	Yes	No	-5%
Multi	Undivided	No	No	-25%
–	–	–	Yes	+ 5%

One-Way Facility Adjustment
Multiply the corresponding directional volumes in this table by 1.2

* Cannot be achieved using table input value defaults.

** Not applicable for that level of service letter grade. For the automobile mode, volumes greater than level of service D become F because intersection capacities have been reached. For the bicycle mode, the level of service letter grade (including F) is not achievable because there is no maximum vehicle volume threshold using table input value defaults.

FDOT Methodology (cont)

- Peak Hour, Directional
  - Different tables and values for avg. annual daily and peak two-way volumes

- 244th Ave NE, north of NE 8th St

* Cannot be achieved using table input value defaults.

** Not applicable for that level of service letter grade. For the automobile mode, volumes greater than level of service D become F because intersection capacities have been reached. For the bicycle mode, the level of service letter grade (including F) is not achievable because there is no maximum vehicle volume threshold using table input value defaults.

INTERRUPTED FLOW FACILITIES

STATE SIGNALIZED ARTERIALS

Class II (35 mph or slower posted speed limit)

Lanes	Median	B	C	D	E
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(Alter corresponding state volumes by the indicated percent.)

Non-State Signalized Roadways - 10%

Median & Turn Lane Adjustments

Lanes	Median	Exclusive Left Lanes	Exclusive Right Lanes	Adjustment Factors
1	Divided	Yes	No	+5%

244th Ave NE LOS Operating Summary by Direction: 2016 & 2024

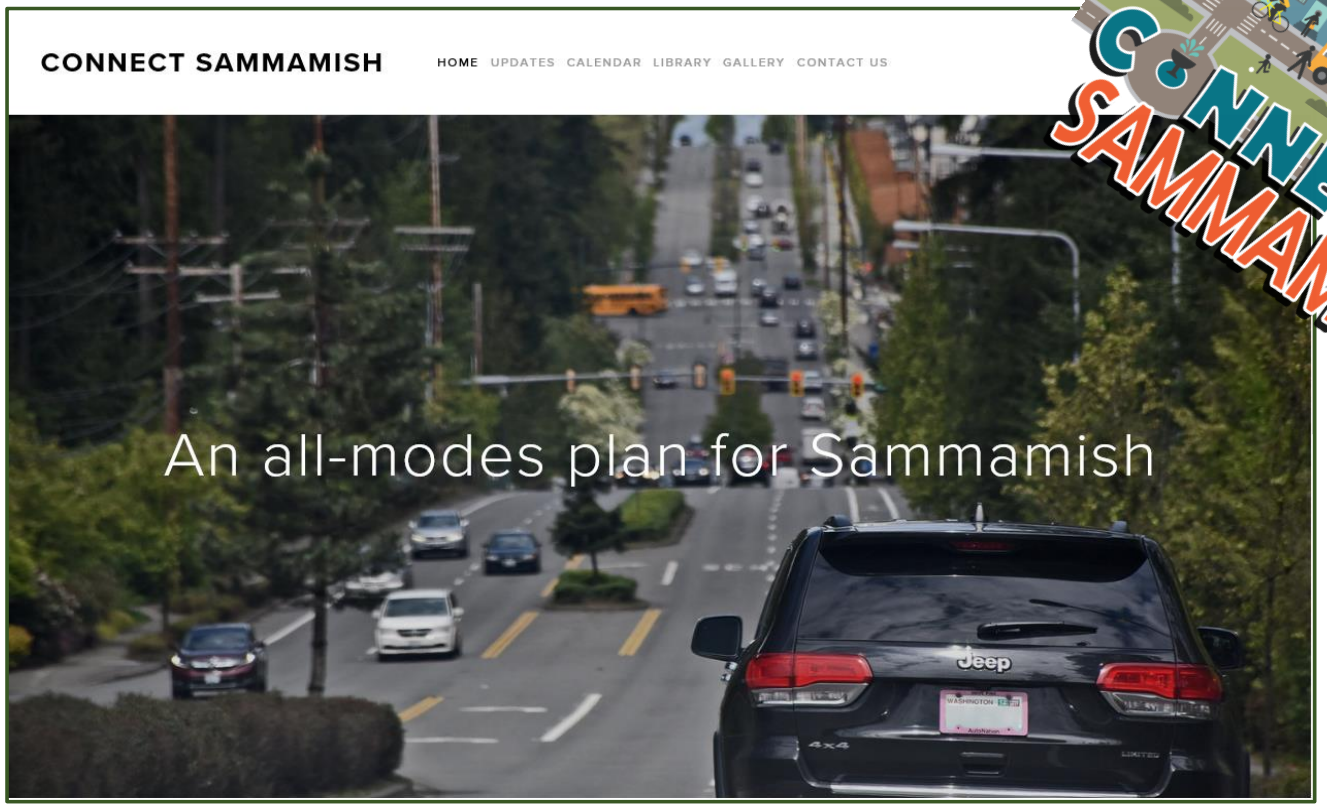
Direction	% of LOS D Threshold Volume, 7-8AM		% of LOS D Threshold Volume, 4:45-5:45PM	
	2016	2024	2016	2024
NE 20th - City Limits				
SB	44%*	45%*	60%	81%
NB	54%	58%	55%	58%
NE 8th - NE 20th				
SB	52%	38%*	49%*	69%
NB	54%	41%*	47%	50%

* Operating at LOS B/C

Next Steps

Council Deliberations	September 4
Council Public Hearings - Comp Plan and Codes	September 18
Restart TMP	October
Update Traffic Impact Fees	Fall/Winter

Thank You



TMP Website: www.sammamish-tmp.com

Extra slides

Concurrency & LOS Options Review | Option 1

Make slight updates to existing methodology:

- ✓ Keep Table T-8 as is
- ✓ Only use PM peak hour
- ✓ Don’t add more segments or intersections
- ✓ Change AWDT = M-F

Background Table T–8
Background Assumptions for Concurrency AWDT Threshold Definitions

TWO-LANE ROADWAY		TWO-DIRECTIONAL CAPACITY (VEHICLES PER DAY)		
		Principal or Minor Arterial	*Collector*	*Neighborhood Collector*
Base Capacity		**12,850**	**9,020**	**2,850**
Lane Width	10 feet	0	0	0
	11 feet	1,620	1,130	320
	12 feet	3,240	2,260	640
Striped Bike Lane/ Shoulder width[1]	8 feet max.	580	410	120
Median	None	0	0	0
	Median	4,640	3,240	920
	Left-Turn Lane	4,640	3,240	920
Walkway/Bikeway[2]	None	0	0	0
	Walkway	1,160	810	230
	Bikeway	1,620	1,130	320
	Both	1,620	1,130	320
Regional Trail width[3]	12 feet max.	580	0	0
MAXIMUM CAPACITY		25,370	17,800	5,100

Concurrency & LOS Options Review | Option 1 (cont)

Make slight updates to existing methodology:

- Update intersection and segment results w/2016 data
- Revise 2019-2024 TIP
- Would need at least 4-5 months to accomplish
- Would need to increase consultant fee
- May trigger lawsuits
- Political repercussions
- Would require extension of moratorium

Background Table T–8
Background Assumptions for Concurrency AWDT Threshold Definitions

TWO-LANE ROADWAY		TWO-DIRECTIONAL CAPACITY (VEHICLES PER DAY)		
		Principal or Minor Arterial	*Collector*	*Neighborhood Collector*
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	Both	1,620	1,130	320
Regional Trail width[3]	12 feet max.	580	0	0
MAXIMUM CAPACITY		25,370	17,800	5,100

Concurrency & LOS Options Review | Option 1 (cont)

Pros

- Policy encourages complete streets, i.e. sidewalks, bike lanes
- Results in low number of deficiencies = more project costs funded by impact fees
- Considers peak hour intersection delay and road capacity
- Weighting segments in a corridor provides flexibility in building projects
- Maintains high impact fee
- Based on HCM

Concurrency & LOS Options Review | Option 1 (cont)

Cons

- Presence of nonmotorized facilities doesn't improve driver experience
- Weighted average of segments misses problems of an individual segment
- AWDT misses peaking issues
- Poor documentation of methodology
- Program focuses on arterials, which primarily run north-south
- Maintains complexity
- Removing segment averaging reduces flexibility in timing of project implementation
- Two way directional roadway volume analysis
- Need to submit for Dept of Commerce review and conduct environmental review (SEPA)

Concurrency & LOS Options Review | Option 2

Make minor revisions to existing methodology:

- ✓ Revise Table T-8 by deleting non-motorized credits
- ✓ Include new segments and intersections
- ✓ Change AWDT = M-F

Background Table T–8
Background Assumptions for Concurrency AWDT Threshold Definitions

TWO-LANE ROADWAY		TWO-DIRECTIONAL CAPACITY (VEHICLES PER DAY)		
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~~**Striped Bike Lane/ Shoulder width[1]**~~				
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	Median	4,640	3,240	920
	Left-Turn Lane or Physically Constrained	4,640	3,240	920
~~**Walkway/Bikeway[2]**~~	None	0	0	0
	~~Sidewalk or Bikeway~~	~~1,160~~		~~230~~
	~~Soft or Multi-use Path~~	~~1,620~~		~~320~~
~~**Regional Trail width[3]**~~	~~12 feet max.~~	~~580~~	~~0~~	~~0~~
MAXIMUM CAPACITY		25,370	17,800	5,100

Concurrency & LOS Options Review | Option 2 (cont)

Make minor revisions to existing methodology:

- ❑ Update intersection and segment results w/2016 data
- ❑ Use 4:45-5:45PM peak only in traffic model
- ❑ Revise 2019-2024 TIP
- ❑ Would need at least five months to accomplish
- ❑ May need to increase consultant fee
- ❑ May trigger lawsuits
- ❑ Political repercussions
- ❑ Would require extension of moratorium

Background Table T–8
Background Assumptions for Concurrency AWDT Threshold Definitions

TWO-LANE ROADWAY		TWO-DIRECTIONAL CAPACITY (VEHICLES PER DAY)		
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Median	None	0	0	0
	Median	4,640	3,240	920
	Left-Turn Lane or Physically Constrained	4,640	3,240	920
~~**Walkway/Bikeway[2]**~~	None	0	0	0
	Sidewalk or Bikeway	1,160	[illegible]	230
	Both or Multi-use Path	1,620	[illegible]	320
~~**Regional Trail width[3]**~~	12 feet max.	580	0	0
MAXIMUM CAPACITY		25,370	17,800	5,100

Concurrency & LOS Options Review | Option 2 (cont)

Pros

- Considers peak hour intersection delay and road capacity
- Weighting segments in a corridor provides flexibility in building projects
- Maintains high impact fee
- Based on HCM
- Provides more flexibility in siting nonmotorized and transit improvements

Concurrency & LOS Options Review | Option 2 (cont)

Cons

- Presence of nonmotorized facilities doesn't improve driver experience
- Weighted average of segments misses problems of an individual segment
- AWDT misses peaking issues
- Poor documentation of methodology
- Program focuses on arterials, which primarily run north-south
- Maintains complexity
- Removing segment averaging reduces flexibility in timing of project implementation
- Two way directional roadway volume analysis
- Need to submit for Dept of Commerce review and conduct environmental review (SEPA)

Concurrency & LOS Options Review | Option 3

Average speeds

Measures average speeds of vehicles along a corridor

- ✓ Use INRIX (or similar) data provider
- ❑ Revise 2019-2024 TCIP
- ❑ Need to submit for Dept of Commerce review and conduct environmental review (SEPA)
- ❑ Need to adopt LOS threshold standards
- ❑ Would need at least 9-12 months to accomplish
- ❑ Would need to greatly increase consultant fee
- ❑ Would need to extend the moratorium
- ❑ Considerably less case law and established precedence than current approach enjoys

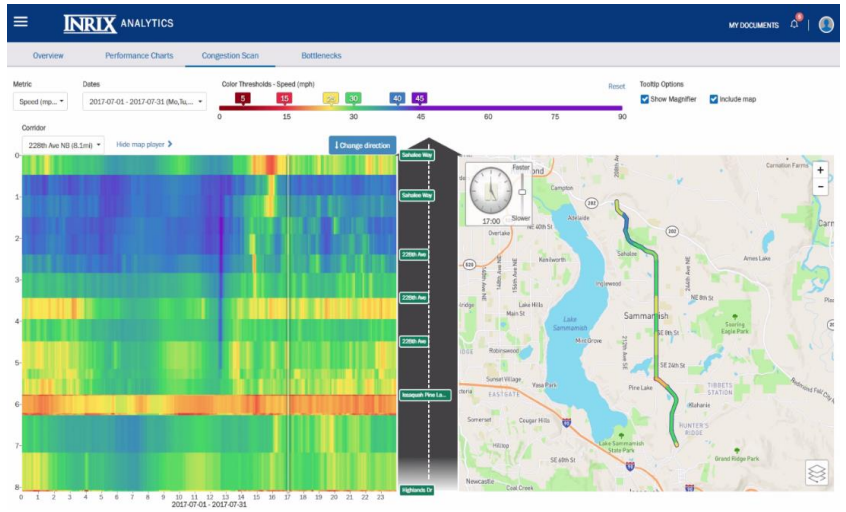
LEVEL OF SERVICE SPEEDS		
	Principal Arterials	Minor Arterials
LEVEL OF SERVICE	AVERAGE TRAVEL SPEED (MILES PER HOUR)	
A	>35	>30
B	>28 – 35	>24 – 30
C	>22 – 28	>18 – 24
D	>17 – 22	>14 – 18
E	>13 – 17	>10 – 14
F		<=13

KC Code 14.70.220.B.2

Concurrency & LOS Options Review | Option 3 (cont)

Pros

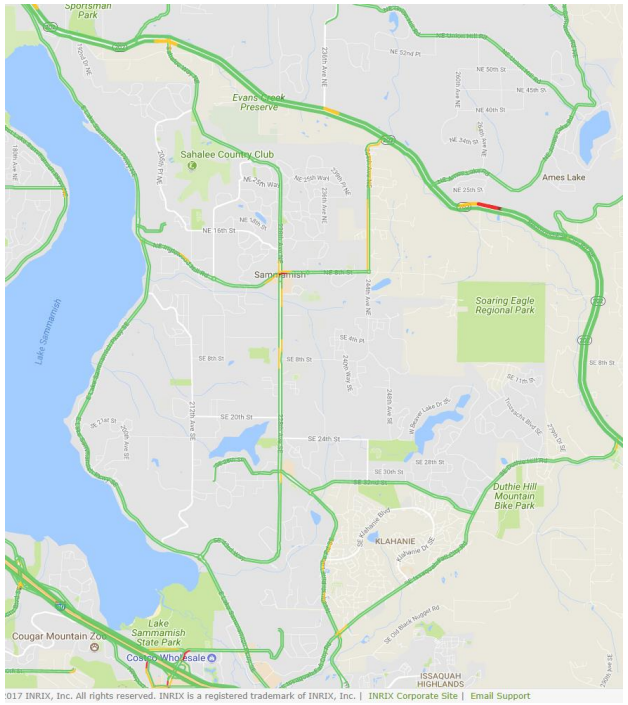
- Travel time is a reasonable proxy for driver experience
- Allows for establish travel time goals by time of day and peak direction
- Easy to understand
- Real time data available for arterials



Concurrency & LOS Options Review | Option 3 (Cont)

Cons

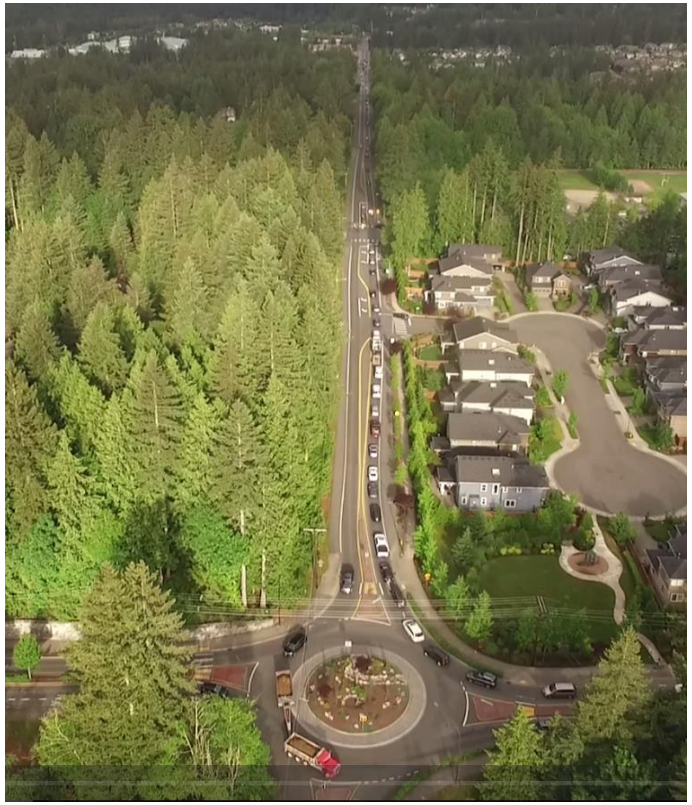
- Decrease in public safety (peds, bicyclists, etc) if actions that increase vehicular speeds are prioritized
- Does not encourage complete streets
- Difficult to model and incorporate into development review
- Except for some short road segments, data only available for principal and minor arterials
- Must collect real time data on non-arterials = $$$



Concurrency & LOS Options Review | Option 4

Intersections only (current proposal)

- Connects to driver experience
- Moratorium can be lifted by Oct 3
- ✓ Includes 20 new intersections
- ✓ Uses 7-8AM & 4:45-5:45PM in traffic model
- ✓ Uses 2016 traffic count data
- ✓ Draft Comp Plan and codes have been presented to Planning Commission, Council and public



Concurrency & LOS Options Review | Option 4 (cont)

Pros

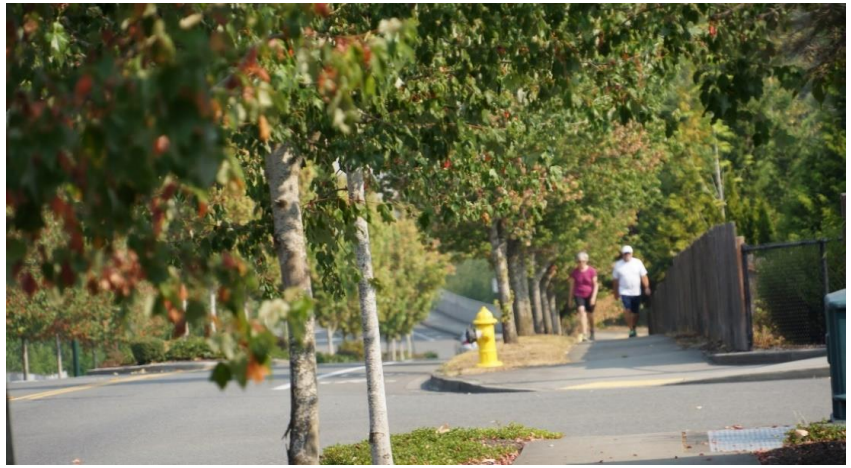
- Provides more flexibility in the siting of bike, pedestrian and transit improvements than existing approach
- Maintains current impact fee program
- Incorporates 7-8AM hour in traffic models
- Significant milestones have been met (updated Comp Plan and codes, Dept of Commerce has reviewed, SEPA DNS issued, PC held hearing and recommended approval)

Concurrency & LOS Options Review | Option 4 (cont)

Cons

- Doesn’t encourage complete streets which can worsen nonmotorized modes of travel

- Only addresses congestion during the hour(s) of measurement



Tools for Transportation Planning | Categories

- **Capital project list development**
  - Long range: how does future growth lead to additional project needs?
- **Transportation system operations**
  - Short range: how can the existing system be modified to improve operations?
- **Development management**
  - Short range: how can the existing system be modified to accommodate near term growth OR how can development proposals be tailored to minimize system impacts?

The City's Tools for Transportation Planning

Tool	Capital List Development	System Operations	Development Management
Comprehensive Plan	X		x
Level of Service Standards	X	X	X
Transportation Master Plan	X	X	X
Travel/traffic models	X	X	X
Traffic Impact fees	X		
Coordination with other jurisdictions (including transit and WSDOT)	X	X	X
Motorized/Non-motorized data (INRIX, counts, etc)	X	X	X
Development regulations			X
Concurrency			X
Public Works Standards	X	X	X
State Environmental Policy Act (SEPA)	X	X	X

- The City has a number of tools at its disposal
- Each tool plays a different role
- Concurrency should be viewed alongside these other tools

Agenda Bill

City Council Regular Meeting
September 04, 2018

SUBJECT:	Resolution: New Employee Handbook
DATE SUBMITTED:	August 24, 2018
DEPARTMENT:	City Manager's Office
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Approve the Resolution (Exhibit 1).
EXHIBITS:	1. Exhibit 1 - Resolution & Handbook 2. Exhibit 2 - PowerPoint
BUDGET:	
Total dollar amount	☐ **Approved in budget**
Fund(s)	☐ **Budget reallocation required**
	☑ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☐	Transportation	☐	Community Safety
☐	Communication & Engagement	☐	Community Livability
☑	High Performing Government	☐	Culture & Recreation
☐	Environmental Health & Protection	☐	Financial Sustainability

NEEDED FROM COUNCIL:

Should the City Council approve the new Employee Handbook?

KEY FACTS AND INFORMATION SUMMARY:

Summary

The City's current Employee Handbook was originally adopted in 2000 and last updated in 2009. It contains a number of provisions that are out of compliance with current employment laws and best practices, creating potential legal liability for the City. For that reason, the current Handbook has not recently been distributed to employees, which has caused confusion and uncertainty about the City's expectations of staff.

To remedy these issues, an internal committee and legal counsel worked diligently over the past eight months to create a new Employee Handbook. The new Handbook was developed to communicate expectations; to create a uniform system for personnel management; and to ensure that personnel actions and decisions are fair, equitable and in compliance with state and federal employment laws. Directors and supervisors have reviewed the new handbook and expressed their approval and support.

If approved, this Resolution (Exhibit 1) would adopt the new Employee Handbook and repeal all existing personnel policies and procedures, which are primarily contained in three documents titled:

1. Employee Handbook
2. Personnel Procedures
3. Supervisor's Manual

Following approval, the Handbook will be sent to all staff and an "acknowledgement of receipt and understanding" will be collected from each employee. To ensure proper implementation of policy, Human Resources will coordinate training sessions with supervisors and managers. Additional information sessions will be held with any employees who have questions or want to learn more about the City's policies.

To keep the new Handbook current, Human Resources will continually monitor employment legislation and implement changes as they become required. Human Resources will also collect staff suggestions throughout the year and release an updated copy of the Handbook annually. Please note that any changes affecting compensation and benefits will be reviewed by the City Council prior to approval.

CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2018-

A RESOLUTION OF THE CITY OF SAMMAMISH, WASHINGTON, ADOPTING A NEW EMPLOYEE HANDBOOK AND REPEALING ALL EXISTING PERSONNEL POLICIES AND PROCEDURES.

WHEREAS, on April 5, 2000, the City Council approved Resolution R2000-43, which adopted the current City of Sammamish Employee Handbook; and

WHEREAS, the City desires to replace the Employee Handbook to conform to state and federal requirements, and to clarify numerous other policies and procedures; and

WHEREAS, the City Council finds it beneficial to provide employees with a comprehensive guide to the personnel policies of the City;

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

Section 1. Adoption of the New Employee Handbook. The City of Sammamish Employee Handbook dated September 4, 2018, a copy of which is attached hereto, is hereby adopted. This Employee Handbook shall replace any and all City of Sammamish personnel policies and procedures in effect prior to the effective date of this Resolution, including, but not limited to, the 2000 Employee Handbook, the Personnel Procedures, and the Supervisor's Manual.

Section 2. Effective Date. This Resolution and the Employee Handbook shall be effective immediately.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ___ DAY OF SEPTEMBER 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:

City of Sammamish
Employee Handbook

City of Sammamish

Employee Handbook

INTRODUCTION

Welcome to the City of Sammamish! This Handbook is prepared so that employees (whether temporary or permanent) and volunteers will better understand how the City operates and what is expected of them.

As the need arises, the City Manager or designee may repeal, modify, or amend these policies and procedures, provided that changes in employee compensation or benefits must be approved by the City Council. The City also reserves the right, at its sole discretion, to depart from the guidelines outlined in this handbook in order to meet the business needs of the City. If you have questions about any of the City's policies, please ask your supervisor or Human Resources.

We wish you success in your position and hope that your employment relationship with the City will be a personally rewarding experience.

Please note: The policies and procedures contained in this handbook do not create, nor are they intended to create a contract, express or implied, of employment or a guarantee of employment, benefits or any terms of employment. Employment may be terminated at the will of either the employer or the employee with or without cause and with or without notice at any time by you or the City of Sammamish (hereafter "the City"). No City representative has the authority to enter into any agreement of employment for a specified length of time except in writing and signed by the City Manager (or their designee) or the Mayor.

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DRAFT

1. LEGAL COMPLIANCE & PROTECTIONS

1.1 Employment At-Will

The City does not offer tenured or guaranteed employment. Unless the City Manager has expressly agreed in writing, employment is at-will and may be terminated by the employee or by the City at any time, including during or after the conclusion of a probationary period.

1.2 Authority

The authority to take personnel actions is vested in the City Manager, or his or her designee. This authority shall include but not be limited to hiring, promoting, demoting, evaluating, reclassifying and terminating employees. Authority for personnel actions may be delegated to department directors and immediate supervisors; however, coordination of all such actions through Human Resources is required.

1.3 Equal Employment Opportunity

It is the intent of the City to provide equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, gender, national origin, marital status, veteran status, age, sexual orientation, disability, or other state or federally protected class. This policy applies to all terms and conditions of employment, including, but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. If an employee believes that his or her rights under this provision have been violated, he or she shall speak with their supervisor or Human Resources immediately.

1.4 Compliance with Local, State or Federal Law

In cases where these policies are in conflict with local, state or federal law, the provisions of the law will govern. If any provision of these policies or their application to any person or circumstance is held invalid, the remainder of the policies will not be affected.

1.5 Employee Harassment or Discrimination

The City expressly prohibits any form of unlawful employee harassment or discrimination based on a legally protected class (as defined under state and federal law). Improper interference with the ability of employees to perform their jobs will not be tolerated, whether from inside or outside of the organization. If an employee feels that they are the target of discrimination or harassment, they shall immediately report this to their supervisor, a director within the organization, or Human Resources. In addition, supervisors and managers are required to report all suspected incidents of harassment or discrimination to Human Resources.

1.6 Drug Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, the unlawful manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on City premises or in the course of performing City work is strictly prohibited. Please refer to the section of this handbook addressing Prohibited Substances & Behaviors for more information.

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1.7 Pay Equity

The City does not discriminate on the basis of any legally protected class (as defined under state and federal law), such as gender, when determining compensation or benefits. All employees performing work in the same establishment and with jobs that require equal skill, effort and responsibility, and which are performed under similar conditions and levels of experience, will be compensated equally.

1.8 ADA Compliance

The City is committed to complying fully with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. The City will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship or direct threat in the workplace. An employee with a disability for which reasonable accommodation is needed should contact their supervisor or Human Resources to discuss possible accommodations.

2. EMPLOYEE & POSITION CLASSIFICATIONS

2.1 FLSA Classifications

Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) are designated as either exempt or non-exempt.

2.1.1 Exempt

An employee exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, as defined by that Act or applicable state law and designated as such by the City Manager. Exempt positions are so indicated on the salary table adopted annually by the City Council.

2.1.2 Non-Exempt

An employee eligible to earn overtime pay (equivalent to 1.5 times their regular rate of pay for hours worked in excess of 40 hours in a given work week) as defined by the guidelines contained in the Fair Labor Standards Act. The established work week for the City is Sunday 12:00 AM to the following Saturday 11:59 PM. These employees are required to submit a time record for each pay period, approved by the appropriate supervisor, for the purpose of tracking hours worked and calculating compensation.

2.2 Select Benefit Eligibility Classifications

See Human Resources with questions about the information below.

2.2.1 Full-Time Employee

An employee that works, on average, 30 or more hours in a given work week is considered full time for the purposes of the administration of some benefits (e.g., medical insurance).

2.2.2 Part-Time Employee
An employee that works, on average, fewer than 30 hours in a given work week is considered part time for the purposes of the administration of some benefits (e.g., medical insurance).

2.2.3 Variable Hour Employee
An employee that works a varying number of hours each week, and whose typical hours per week cannot be predicted at the time of hire. Eligibility for benefits must be determined after an appropriate evaluation period as prescribed by state and federal law.

2.2.4 PERS Eligibility
An employee who works at least 70 hours per month for a consecutive five-month period is eligible for participation in the Public Employee Retirement System (PERS).

2.3 Budgetary Position Classifications

Permanent Positions

2.3.1 FTE – Full Time Equivalent Position
A position established and approved by the City budget that is expected to be ongoing and to work approximately 40 hours every week year round.

Non-Permanent Positions

2.3.2 Limited Term Employee
A position that has a specific end date and that is typically established for a specific purpose or project. The duration of these positions may be shortened or lengthened depending on workload.

2.3.3 Seasonal Employee
A worker that is hired at approximately the same season of each calendar year and whose employment is customarily less than six months in duration.

2.3.4 Temporary Employee
An employee who holds a job of limited duration, but is not hired seasonally (as defined above). Temporary employees may be benefit eligible, or become benefit eligible depending on work schedule classification and duration of employment with the City.

2.3.5 Intern
A position that is a form of on-the-job training in coordination with an employee participating in an educational internship program or receiving credit through an institution of higher education. These may be either voluntary or on paid status.

2.3.6 Volunteer
A person with specific expertise, general skills, or desire to help with City programs while receiving no compensation.

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3. RECRUITMENT & HIRING PRACTICES

3.1 Competitive Selection Process

The City's policy is to hire the best candidate for any job vacancy. The best candidate is an applicant who meets the minimum qualifications for the position and has the strongest match between their knowledge, skills and abilities and the work responsibilities of a position. The best candidate will be determined based upon a review of application materials, education, experience, the results of tests and/or background checks required by positions, an evaluation of responses to interview questions, and favorable references.

3.2 Misrepresentation in Application Materials

Any applicant supplying false or misleading information during the application process is subject to having their application rejected. Misrepresentations, falsifications, or material omissions, as determined by the City Manager, in any of the information or data submitted to the City during the course of recruitment may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.3 External Job Posting and Application Process

Open positions will be posted on the City's preferred online job board(s) (currently http://www.govjobstoday.com among others, dependent on the department and position). To ensure internal employees are aware of open positions, Human Resources will periodically announce openings through City email.

3.4 Selecting Candidates for an Interview

The hiring manager will review applications and identify candidates that will proceed to an interview based on the strength of match with core job responsibilities and desired experience relevant to the position. Employment questionnaires to determine an applicant's job fit and skills tests related to the demands of the job may also be required of all applicants for employment.

Internal employees who are in good standing are welcome to apply for all open positions. Internal applicants will be granted an interview provided they possess the experience and training qualifications listed in the job description for the position.

3.5 Internal Recruitment

In cases when the department director, after consultation with Human Resources, feels a strong applicant pool can be produced internally, an opening may be advertised to City employees only. In such cases, Human Resources will alert employees to the open position via City email along with the deadline for application submissions. Interested employees may apply by submitting a resume, letter of interest and/or other required application materials to Human Resources. The City reserves the right to advertise externally after the internal application period has closed if the number or quality of applicants is determined insufficient to merit a reasonably competitive process.

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3.6 Pre-Employment Screening & Conditions of Employment

All offers of employment are conditioned upon a pre-employment background screening. The City reserves the right to conduct a background screening any time after employment has commenced to determine eligibility for promotion, reassignment or retention in the same manner as described below. Any applicant or employee who refuses to sign a release form for the purpose of a background check will not be eligible for employment, promotion, reassignment or retention.

Background screenings are typically conducted by a third party and in accordance with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. Employees or applicants will be notified prior to Adverse Action.

If a criminal conviction is discovered, a determination will be made considering the date, nature and severity of the crime as well as whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made. A criminal conviction does not necessarily automatically bar an applicant from employment.

Additional information may be requested from third party agencies, such as credit reports or driving records, in the event that the job category justifies the screening of such information.

3.7 Driving Record Checks

Employees in positions in which the operation of City vehicles is required or needed on an occasional basis must possess a valid driver's license with any necessary endorsements required for their position. Driving records of applicants may be checked during the pre-employment screening process and rechecked at regular intervals during employment with the City. Applicants with poor driving history, as determined by the City, may be disqualified for employment in positions that require driving as an essential function.

3.8 Documentation of Eligibility to Work in the United States

In accordance with federal law, both new employees and re-hires will be required to provide documentation, within three days of their hire or rehire date, of identity and eligibility to work in the United States. The I-9 form will be used for this purpose.

3.9 Probation Period

Upon hire, rehire, promotion or transfer to a new position, all employees will be at-will while serving in a 6-month probation period from date of hire. The probation period is designed to give the employee time to learn the job and to give the employer time to evaluate whether the match between the employee and the job is appropriate. The probation period may be extended at the discretion of the City Manager or his or her designee.

If the employee is unable to perform their work, the employee should be terminated as early as possible. A decision to terminate will be coordinated with Human Resources and the City

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Manager. An employee may be terminated with or without cause or notice prior to the completion of the probation period.

A recently promoted or transferred employee that is unsatisfied in their new position may request to voluntarily return to their former position. A written request must be made to Human Resources for this purpose. If the position has not yet been offered to a new employee, the department director, after consulting with Human Resources and any other affected department, may approve the employee's return.

New employees are not permitted to use accrued vacation leave during probation unless requested and approved by their supervisor during the recruiting process.

This section shall not apply to select temporary positions of short duration where a probationary period is not imposed. Satisfactory completion of the probation period does not create an employment contract or guarantee employment with the City for a specified duration. Unless otherwise determined by a collective bargaining agreement or Civil Service Rules, all employment with the City is at-will.

4. COMPENSATION & EXPENSES

4.1 Pay Periods and Pay Days

The City has two pay periods corresponding to two paydays each calendar month. The first pay period is for hours worked from the 1st – 15th of a given month and is paid on the 20th of each month. The second pay period is for hours worked from the 16th – 31st and is paid on the 5th of the following month.

If a regularly scheduled payday falls on a Saturday, Sunday, or holiday, the City makes every effort pay employees on the business day before the weekend or holiday. If there are discrepancies in actual hours worked versus calculated hours paid, the necessary adjustments will be made as soon as possible, typically no later than the next scheduled pay day. The City utilizes direct deposit for distributing employee pay.

4.2 Pay Deductions

Some regular deductions from the employee's earnings are required by law; other deductions are allowed by law and specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, when allowed by statute or City policy.

4.3 Wage Garnishment

The City will honor and process any legally served writ of garnishment against any employee without prejudice towards the employee. Human Resources or Payroll will make every effort to alert employees confidentially to any received writ of garnishment. If three garnishments are

served for more than one indebtedness within a period of 12 consecutive months, the employee may be subject to termination.

4.4 Expense Reimbursement

The City will reimburse employees for reasonable **pre-approved** business expenses. Reasonable expenses while traveling on City business include travel fares, accommodations, meals, tips (not to exceed 15%), telephone, internet and fax charges, and purchases on behalf of the City. Reasonable local expenses include City purchases and mileage reimbursement for use of a personal vehicle for transportation to City business meetings or trainings.

All expenses must be submitted to the Finance Department via the required forms and approved by the employee's supervisor prior to submission of receipts for reimbursement. Only original itemized receipts will be accepted for reimbursement. Unreasonable or excessive expenses, or expenses incurred without prior approval, will not be reimbursed. Any questions should be directed to the Finance Department.

5. WORK SCHEDULES & HOURS OF OPERATION

5.1 Work Schedules

Employees may not deviate from their assigned hours of work, unless a supervisor specifically approves a request for leave or overtime. Alternative work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's supervisor will advise the employee regarding his/her specific working hours. Non-exempt employees are responsible for accurately reporting all hours worked on forms supplied by the City. Employees failing to accurately record time worked will be subject to discipline.

Employees may be requested to work different schedules, including varying shifts, weekends, holidays and overtime to meet the needs of the City. Varying schedules or overtime may also be required in emergency situations as defined by the City Manager.

5.2 Core Business Hours

The administrative offices of the City are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Administrative staff is expected to work within this schedule, unless having received approval from a supervisor for an alternate schedule. It is, however, understood that employees may be required to work extra hours to accommodate certain projects and deadlines. The City's primary goal with regard to employee schedules is to facilitate consistent and reliable availability for the public, meetings and other internal interactions, which are elemental to the smooth operation of the City.

Employees may request, on an individual basis, to work a flexible schedule, but such arrangements may not interfere with efficient City or department operation and must provide for effective service delivery. Flexible schedules must be approved by the department director, after consultation with Human Resources. The City may revise or cancel any alternative work schedule

due to changes in workload, legal mandates, changing legal interpretations or other needs of the City and/or individual departments.

5.3 Overtime

This section applies to non-exempt employees. Employees will receive compensation for approved time in paid status in excess of 40 hours in a work week. Employees receiving overtime will be paid at 1.5 times their regular hourly rate of pay. All overtime must be authorized in advance by the supervisor. When computing overtime: vacation, holiday time, compensatory time used, and sick leave-paid for, but not worked, shall be counted as hours worked.

5.4 Compensatory Time

Non-exempt employees entitled to overtime pay may request compensatory time off (1.5 times hours worked) instead of cash payment, or a combination of both, when approved by the employee's supervisor. An employee cannot be required to accept compensatory time in lieu of overtime pay. Compensatory time may not accumulate beyond a maximum of 80 hours. When employment is terminated, all unused compensatory time is paid out at the rate of 100%.

5.5 Meal Breaks

Employees who work more than five consecutive hours are entitled to a (minimum) 30-minute unpaid meal break. The meal break should be taken not less than two hours and no more than five hours from the start of the shift. This time is unpaid as long as the employee is relieved of all duties. If the employee performs job duties during the meal break, that portion of the meal break will be paid.

Employees who work three or more hours beyond their regularly scheduled shift are entitled to an additional 30-minute break.

5.6 Rest Breaks

Employees are entitled to a paid fifteen-minute rest break for each four-hour work period, scheduled as near to the midpoint of the work period as possible. Rest breaks should be arranged so as not to interfere with normal business operations. Rest breaks may not be combined or saved until the end of the day to arrive at work late or to leave work early.

5.7 Lactation Breaks

Nursing employees are allowed to take reasonable breaks to express breast milk whenever the nursing employee feels it is necessary to do so. A private space for this purpose will be established at all City work locations. Employees should contact their supervisor or Human Resources for more information about available private space.

5.8 Time Keeping

Non-exempt employees are required to log accurate time worked (excluding unpaid breaks). The Finance Department will inform all employees when timesheets are due in order to allow time for payroll processing. All time sheets must be approved and signed by an employee's direct

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supervisor and delivered by the supervisor to the Finance Department. Employees should contact their supervisor or the Finance Department with questions about timesheets.

5.9 Mandatory Meetings

Employees may be required to attend mandatory meetings from time to time. These meetings may fall on an employee's scheduled day off, but that does not excuse them from attending if the meeting is mandatory. Employees will be paid for all mandatory meetings.

5.10 Attendance & Punctuality

Punctuality and regular attendance are important to the smooth operation of the City. If an employee is late or absent, the City's ability to perform work is affected and an unfair burden is placed on co-workers. Employees are responsible for arriving on time for their scheduled shifts. If an employee is going to be absent or late, it is their responsibility to contact their supervisor in advance of tardiness or absence. If the employee will be absent for several days without prior approval, they must notify their supervisor each day. Each supervisor is responsible for maintaining an accurate attendance record of his/her employees. Multiple unexcused absences or instances of tardiness, other than those permitted or excused by the City's holiday, vacation, or leave policies, will be subject to disciplinary action, up to and including termination.

5.11 Inclement Weather

The City is in the business of providing vital public services and therefore does not cease operations during times of inclement weather or natural disasters. The City may be the only organization providing essential services to citizens. Therefore, all employees are asked to make every reasonable effort to report to work during such times without endangering their personal safety.

Vacation leave, floating holiday, compensatory time, or leave without pay may be applied for any time missed due to inclement weather. Paid sick time may be applied for the care of a dependent child in the event their school or daycare is closed due to weather. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

6. SAFETY POLICES

6.1 Employee Safety

The City is committed to providing a safe and healthy working environment. The City is willing to make reasonable efforts to address an employee's safety concerns, and makes every effort to comply with applicable federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies and programs conducive to such an environment. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or Human Resources if they believe there is a safety issue that should be addressed.

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6.2 On The Job Injury and Workers Compensation

All employees are covered by the State Workers' Compensation Program. For qualifying cases, State Industrial Insurance will pay the employee for work time lost and medical costs due to job-related injuries or illnesses.

Employees are required to report job-related accidents, injuries, and “near-misses” to a supervisor immediately, whether the accident occurred on or off City premises. Failure to report an injury, regardless of how minor, could result in disciplinary action as well as a delay to the claims process.

If medical treatment is necessary, the employee must inform the attending physician or health care provider that the injury is job-related. The health care provider will assist the employee in completing a Report of Industrial Injury or Occupational Disease and will file the claim with the Department of Labor and Industries (L&I). Employees will incur no cost for treatment of qualified work related injuries.

The City may require an examination, at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position. Every reasonable attempt will be made to supply an injured worker with light duty assignments and to keep them at work as they recover. Employees are expected to return to work immediately upon release by their doctor.

The Department of Labor and Industries will not pay time loss benefits for the date of injury or the first three days of time lost unless the employee is unable to work due to their work-related injury for 14 consecutive calendar days.

Pending the outcome of the worker’s compensation claim, the City will pay the employee’s salary by using first the employee’s accrued sick time followed by the use of other accrued leave when the sick time is exhausted. When the employee receives their worker’s compensation benefit payment, they must repay the City for any sick leave used that is also covered by the worker’s compensation benefit payment. The employee may also repay the City for any other accrued leave time used, but is only required to repay the sick leave used. The appropriate amount of sick leave and other leaves repaid will be restored to the employee’s leave banks.

Worker’s compensation payments do not cover 100% of the employee’s salary. Employees may use paid sick leave to make up the difference in net pay between the employee’s regular salary and the worker’s compensation benefit. The combination of sick leave and the worker’s compensation benefit may not equal more than the employee’s regular salary.

In accordance with State law, the Department of Labor and Industries shall retain jurisdiction over all appeals relating to industrial insurance claims. Any employee who disputes the findings or payment of an industrial insurance claim may file an appeal by letter with the Washington State Department of Labor and Industries, Appeals Division.

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6.3 Uniforms & Personal Protective Equipment (PPE)

Specific clothing and equipment may be required for some City tasks to enhance public identification, job safety, and in consideration of the site conditions or situations at which work activities take place.

While many employees occasionally need clothing for specific site conditions or situations, only inspectors and maintenance employees will have daily uniforms provided by the City on a recurring basis. Eligible employees may receive reimbursement up to a pre-determined amount, or a taxable clothing allowance on an annual basis to purchase position appropriate attire such as work boots or pants. Purchase of these types of clothing items may be approved by a department director for other positions pending the position's duties and available budget. Clothing provided by the City or purchased with the employee clothing allowance is only to be used while performing work for the City. Use in other employment or while doing personal business is not permitted. Employees are responsible for keeping their clothing neat, clean, and laundered. Some clothing with City logos, similar to a uniform, will be provided to appropriate staff at no cost. Employees should see their supervisor about clothing and protective equipment needs.

All OSHA required safety equipment such as reflective rainwear, ear protection, face shields, hard hats, safety glasses, face masks, or gloves will be supplied by the City at no cost to the employee. All City purchased clothing and equipment belongs to the City and must be available for use by other employees.

6.4 Violence

Any act or threat of violence by or against any employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all City employees, whether on or off City property.

Employees should promptly warn their supervisor or Human Resources of any suspicious workplace activity, situations, or incidents they observe or are aware of that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not condone any form of retaliation against any employee for making a report under this policy.

Violation of this policy may be grounds for disciplinary action, up to and including termination.

6.5 Weapons

The City prohibits employees from possessing weapons on City property or premises and in City vehicles. This includes, but is not limited to, weapons for which employees have a valid permit. An employee caught possessing a weapon in a manner that is in conflict with this policy, will be disciplined, up to and including termination. Exception to this policy is permitted for Police Services.

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7. CITY PROPERTY & PREMISES

7.1 No Expectation of Privacy

The City reserves the right to search any employee's office, desk, files, locker, City vehicle, internet usage or any other area or article on City premises, as permitted by law. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Searches may be conducted at any time without advance notice. Searches must be authorized by the City Manager or his/her designee.

7.2 Video Surveillance

To promote the safety of employees and City visitors, as well as the security of its facilities. The City reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras may be positioned in appropriate places within and around City-owned property. The only exceptions to this policy include private areas of restrooms, showers, space used for lactation breaks, and dressing rooms.

7.3 Personal Property

The City assumes no liability whatsoever for the damage, loss or theft caused by third parties to the an employee's personal property. Employees are to use their own discretion when choosing to bring personal property into the workplace, including into City vehicles, and do so at their own risk. Additionally, employees shall not bring or display in the office any property that a reasonable person would deem inappropriate or offensive to others.

7.4 E-mail, Voicemail and Logins

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the City and as such, are intended for job-related purposes. Personal use should be kept to a minimum.

Electronic mail, voice mail, and electronic login information for business accounts are also City property and are to be used only for business purposes. The City reserves the right to inspect, monitor and have access to City computers, electronic mail, voice mail messages, passwords and Internet communications.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized City representative. All passwords for City accounts are the property of the City and may be used by an employee's supervisor to access electronic and telephone communications at any time.

7.5 Social Media and Networking

Employees shall not use personal social media accounts to conduct City business. When using personal accounts to conduct personal business, employees are encouraged to clarify that the

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views and opinions expressed about any City-related matters are their own and do not necessarily represent the views and opinions of the City of Sammamish.

7.6 Intellectual Property and Creative Works

Employees agree that all work product produced in the course of their employment with the City shall be and remain the property of the City. Work product shall mean research, plans for products or services, marketing plans, computer software (including, without limitation, source code and object code), computer programs, original works of authorship, information, data, technology, algorithms and designs, whether or not subject to patent or copyright protection, made, conceived, expressed, developed, or actually or constructively reduced to practice by the employee solely or jointly with others in connection with or relating to any work performed by the employee for the City.

7.7 Confidential Work Product

Work product related to the operation of the City shall not be removed from the premises or disclosed to third parties without proper authorization. Any questions about this policy may be directed to Human Resources.

7.8 Disability Accommodation

The City is committed to protecting the rights of persons with disabilities, and affording them equal opportunity in the workplace in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 and the Washington Law Against Discrimination. Any applicant or employee that has a physical or mental impairment that substantially limits one or more major life activities, or is regarded as having such impairment, is entitled to reasonable accommodation(s) by the City to assist them in both the interview process and in performing the essential functions of their job.

Reasonable accommodation may include, but is not limited to:

- Modifying access to existing facilities or worksites
- Modifying work schedules
- Acquiring or modifying equipment to aid in job performance
- Adjusting or modifying training materials
- Providing the services of qualified readers or interpreters
- Allowing the employee assistance from their service animal

The City will make reasonable accommodations for qualified individuals with known or perceived disabilities unless doing so would result in an undue hardship or a direct threat in the workplace. The City is not required to lower quality or production standards to make an accommodation; nor is the City obligated to provide personal use items such as glasses or hearing aids. An employee

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with a disability, for which reasonable accommodation is needed, should contact their supervisor or Human Resources to discuss possible accommodations.

8. LEAVE POLICIES

8.1 Paid Holidays

The City observes certain paid holidays throughout the year whereby employees will be awarded the day off with pay. The following are currently recognized as paid, eight-hour holidays for all regular full-time employees:

Paid Holiday	Day
New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Floating Holiday	Employee’s choice

Holiday hours for regular part-time employees are pro-rated. Any holiday falling on Saturday will be observed on the preceding Friday. Any holiday falling on Sunday will be observed on the following Monday.

8.1.1 Working on a Holiday

Non-exempt employees that are scheduled to work on a City-observed holiday (excluding floating holidays) will be compensated for all hours worked at a holiday premium rate of 1.5 times their regular rate of pay. These hours will be counted on a 1:1 ratio for purposes of calculating the total hours worked in a given work week. They will also receive 8 hours of straight-time pay for the observed holiday. Overtime pay will be awarded for all hours in excess of 40 in a single work week and will be calculated at 1.5 times the employee’s regular rate of pay.

8.1.2 Floating Holiday

After completing six months of employment, full-time employees shall be entitled to one floating holiday (8 hours) per calendar year, subject to approval of the scheduled date by the employee's supervisor. Floating holidays may not be carried over to the following year.

8.1.3 Unpaid Religious Holidays

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The employee may select the days on which the employee desires to take the two unpaid holidays after consultation with the City. If an employee prefers to take the two unpaid holidays on specific days for a reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, the City will allow the employee to do so unless the employee's absence would impose an undue hardship on the City or the employee is necessary to maintain public safety. Undue hardship shall have the meaning established in rule by the office of financial management under RCW 43.41.109. The two unpaid holidays allowed by this section may not be carried over to the following year.

8.2 Paid Vacation Leave

Employees shall accrue paid vacation leave at minimum accrual rate of 12 days per year and a maximum accrual rate of 21 days per year. For each year of service with the City, employees will earn an additional day of paid vacation, up to the maximum of 21 days.

One day of paid vacation leave equals eight hours. Vacation leave shall accrue for the actual time the employee was in a paid status, including paid leaves. The City Manager has the authority to ensure that awarded paid vacation leave is internally equitable and in compliance with the law.

8.2.1 Vacation Carryover Maximum

The maximum number of vacation hours that may be carried over from December 31 of one year to January 1 of the next year is 240 hours. Unused vacation leave in excess of the carryover maximum shall be forfeited at the end of the calendar year unless a carryover exception has been granted by the City Manager.

8.2.2 Vacation Use During Probation

Vacation for a new employee shall accrue, but shall not be used, within their probationary period unless approved by their department director at time of hire.

8.2.3 Vacation-Ineligible Employees and Part-Time Employees

Part-time employees receive prorated vacation accrual based on the ratio of their normally scheduled work week to a forty-hour week. Temporary employees, interns, and seasonal workers are not eligible for vacation leave benefits.

8.2.4 Requesting Vacation

When requesting vacation, employees should consider the City's need to conduct business and to have time to plan for vacation coverage. Supervisors should respect employees' needs to take vacation. An employee's reasonable request for vacation should be approved, unless the granting of the vacation would negatively compromise the business needs of the City. Employees and their supervisor are encouraged to work out scheduling conflicts. Employees will not be reimbursed for the cost of travel arrangements if a vacation request is denied.

Each department director is responsible for scheduling their employees' vacations without undue disruption of department operations. Vacation leave may be denied or modified in emergency situations or where such leave causes undue disruption of department operations.

8.3 Paid Sick Leave

Full-time employees accrue paid sick leave at a rate of 12 days per year (four hours per pay period). Employees become eligible to accrue paid sick leave upon their first day of work.

The rate of accrual is pro-rated for part-time employees and certain seasonal or temporary positions. Employees will accrue no less than one hour of paid sick leave for each 40 hours worked.

8.3.1 Sick Leave Carryover Maximum

The maximum number of sick leave hours that may be carried over from December 31 of one year to January 1 of the next year is 720 hours. Balances above 720 hours will be forfeited at the end of each calendar year.

8.3.2 Calling in Sick

Employees who become ill, or have a last minute need for the use of paid sick time and are unable to attend work, must contact their supervisor directly prior to the start of their shift. If the employee must leave the office before the end of their shift because of illness or personal emergency, they must inform their supervisor prior to leaving. If the employee or a family member they care for are suffering from a serious medical condition, they may be eligible for unpaid Family Medical Leave. Please refer to the Family and Medical Leave policy below and see Human Resources to request extended leave for these purposes.

8.3.3 Authorized Use of Paid Sick Leave

Employees may use their accrued paid sick leave hours for the care of themselves or a family member in the following instances:

- Mental or physical illnesses, injuries, or health conditions;
- The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions;
- The need for preventive medical care;

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- The care of a child whose school or place of care has been closed due to weather or a health related reason;
- Applying hours to a paid holiday in an amount up to the difference between the 8 hours of holiday pay and the number of hours in the employee's typical shift (e.g., workers on a four-tens schedule could apply up to 2 hours of sick leave to the paid holiday); or
- Circumstances qualifying for leave under the Domestic Violence Leave Act (Chapter 49.76 RCW).

Non-exempt (hourly) employees may apply paid sick time in 15-minute increments. The City asks that employees make every effort to coordinate and schedule foreseen absences, such as elective procedures, with their supervisor at a time convenient to department workload. It is essential that employees coordinate coverage of their duties whenever there is a foreseeable absence; however, the City will not require that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

8.3.4 Verification for Absences Exceeding Three Days

If an employee has used paid sick leave for an authorized purpose for more than three consecutive days during which the employee is required to work, the employee may be asked to provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law. Any information the employee provides will be kept confidential to the extent possible under the law.

Acceptable verification may include:

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose;
- Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;

- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; or

- A court order of protection.

Employees should discuss options with Human Resources if they feel that providing such verification creates an undue hardship.

8.3.5 Employee Shared Sick Leave Pool

The shared sick leave program provides employees the opportunity to receive and use donated paid leave, and to donate their paid sick leave to other employees.

If an employee wishes to donate to the shared paid leave program, the employee must indicate in writing (email is acceptable) the rate and frequency of the donation of leave and copy both Human Resources and Payroll to begin contributing. Employees may donate up to 20% of their accumulated sick leave or any amount of their accumulated vacation or compensatory time. Donated vacation and compensatory time hours may only be used as sick leave. Hours donated will be converted to a dollar equivalent based upon the donating employee's wage rate. Donated hours will be available to all employees meeting the criteria described below to draw from the pool. Donations to the pool cannot be reversed.

Employees may only withdraw from the Leave Pool after all of their own accumulated leave time has been exhausted. To apply for leave, employees should contact Human Resources. A written statement will be required explaining the circumstances for the request. Human Resources will deliver all requests for shared leave to the City Manager's Office for final review. Access to the leave pool will be granted for up to 160 hours per written request. Elective medical procedures do not qualify for use of the shared leave pool.

8.3.6 Retaliation Prohibited by Law – Paid Sick Leave

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. The City will not discriminate or retaliate against an employee for the lawful exercise of WA State Minimum Wage Act rights or the authorized use of paid sick time.

If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee should contact Human Resources immediately.

If an employee is not satisfied with the response from the City, the employee may contact the Washington State Department of Labor & Industries.

Online: www.lni.wa.gov/workplacerights
Call: 1-866-219-7321, toll-free
Visit: www.lni.wa.gov/offices

8.4 Annual Management Leave

The City recognizes that exempt employees often put in hours that extend beyond the standard work week to meet the demands of their position. While some extra time is an expected component of these positions, the City wishes to provide a benefit in recognition of this service. Management leave is granted in recognition of the extraordinary work time required in overtime-exempt positions but is not intended to be balanced hour for hour with extra time worked.

Exempt employees who were employed by the City in an exempt position for the entire previous calendar year, shall be granted 40 hours of management leave annually at the start of each calendar year. Management Leave shall be pro-rated for eligible employees who start mid-year in an exempt position. Management Leave shall be granted in addition to other earned leave benefits. Human Resources will maintain a list of positions that are eligible for Management Leave.

Management Leave must be used in the calendar year it was granted and cannot be carried forward from one calendar year to the next. No compensation for unused Management Leave shall be paid to an employee who leaves City service.

8.5 Annual Administrative Leave

In recognition of extraordinary work performance, either on a project basis or a sustained basis, the City Manager may grant non-exempt employees up to 40 hours of paid Annual Administrative Leave each calendar year. Examples might be receiving the Employee of the Year Award, or being a contributing member of Team of the Year, or a similar award.

Administrative Leave must be used in the calendar year it was granted. Administrative Leave cannot be carried over from one calendar year to the next. No compensation for unused Administrative Leave shall be paid to an employee who leaves City service.

8.6 Paid Administrative Leave

The City may use paid administrative leave while conducting an investigation into an alleged wrongdoing by an employee. This leave may be used when it is necessary or helpful to remove the employee from the work place pending the outcome of an investigation.

8.7 Unpaid Leave of Absence

The City Manager may grant leaves of absence without pay for absence from work not covered by any other legally mandated type of leave or if leave balances are exhausted. Paid vacation, sick time or other types of paid leave will not accrue while an employee is on an unpaid leave of absence.

8.8 Parental Leave

An employee may use accumulated paid leave and unpaid leave for the period of actual disability attributable to pregnancy or childbirth or after a child is born or placed in his/her home. Disability due to a pregnancy may permit the pregnant employee leave for the period of disability, as well as up to 12 weeks of unpaid leave to care for the newborn, under Washington

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law. Job protected parental leave is afforded to employees under both the federal Family Medical Leave Act and WA Family Leave Act. Please see Human Resources to learn more about parental leave options.

8.9 Jury Duty and Witness Leave

Employees summoned to serve on a jury or appear as a subpoenaed witness in any established court of law or administrative proceeding shall be released from work to perform this civic responsibility. Employees must provide advance notice to their supervisor and documentation of the required appearance. Employees will be compensated at their regular rate of pay for scheduled shifts missed due to jury duty service, less any reported stipend or earnings resulting from their jury duty service. An employee who is a subpoenaed witness will receive full salary upon proof that the testimony given was in connection with City business. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or in court. The City may require the employee to supply documentation from the court confirming receipt of the employee's jury duty service.

8.10 Bereavement Leave

Employees may be granted up to three (8 hour) work days of paid leave to attend to the death of a family member. An additional two (8 hour) work days may be awarded for out of state travel with approval from Human Resources. If additional leave is necessary, sick leave, compensatory time, vacation or other paid leaves may be applied. The City Manager may grant additional bereavement leave for international travel or in the case of extenuating circumstances.

8.11 Victims of Domestic Violence Leave

The City grants employees domestic violence/sexual assault leave in accordance with Washington State Law in Chapter 49.76 RCW. Leave may be taken with or without pay at the employee's option. Sick leave, compensatory time, vacation or other paid leaves may be applied.

Employees who are victims of domestic violence, sexual assault, or stalking may take reasonable unpaid leave from work to take care of legal or law enforcement needs or to get medical treatment, social services assistance, or mental health counseling. Employees who are qualifying family members of a domestic violence victim are also eligible for leave under this policy.

Employees must give as much advance notice of the need for leave under this policy as is possible. Leave requests in excess of three days may trigger the request by an employee's supervisor for documentation of authorized use of leave under this policy.

8.12 Washington Family Care Act

The Washington Family Care Act (WFCA), RCW 49.12.265, allows an employee with available paid sick leave or other paid time off to use the employee's choice of paid leave to care for a sick minor child with a routine illness, other family members with serious or emergency health conditions, or a sick adult child who is incapable of self-care because of a physical or mental disability. There are also provisions specific to parental leave that differ from federal FMLA. Employees will not be disciplined for applying leave for these reasons. Employees should see

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Human Resources to discuss available options if they incur or foresee any need for extended leave.

8.13 Family and Medical Leave (FMLA)

The City complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain documented medical and family-related reasons. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Under federal law, unpaid leave may be requested for pregnancy and prenatal care; pre-placement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. Leave to care for a child following birth or placement for adoption or foster care must be concluded within 12 months of the birth or placement.

Please note there are requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact Human Resources to discuss options for leave. Unless otherwise specified by the employee, paid vacation, sick time or other types of paid leave will run concurrently with FMLA leave until paid leave balances are exhausted.

8.13.1 Military Entitlements Under FMLA

Under the federal FMLA law, unpaid leave may also be requested by eligible employees who have need for leave arising from a family member of the employee on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

8.13.2 FMLA Leave Designation

If an employee does not expressly request FMLA leave, the City reserves the right to designate a qualifying absence as FMLA leave if there is no objection by the employee, and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, workers'

compensation, and/or any other leave where permitted by state and federal law. Employees may choose to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave policies.

8.13.3 FMLA Basic Eligibility Requirements

Employees are eligible for FMLA if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

8.13.4 Continuation of Benefits During FMLA Leave

The City continues healthcare benefits during leave as though the employee were still at work, and will pay the employee's portion of any premium during their absence from work for approved leave.

8.14 Military Leave

The City grants employees leave for military service in accordance with federal and state law. Employees are required to provide their supervisor with copies of their military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law. As soon as practicable, individuals returning from any military leave of 30 days or more are required to provide evidence, such as a certified copy of release papers, that they are entitled to reemployment.

Employees who fail to return to work within the time specified by law, without receiving an extension in advance, are subject to disciplinary action up to and including termination.

8.14.1 Paid Military Leave for Public Employees

Up to 21 days of paid leave per year (from October 1st through September 30th) shall be granted to employees for time spent for military service in the Washington National Guard, reserves or armed forces, and is to be used on any day an employee cannot report to his/her regular job because of military obligations. As per RCW 38.40.060, during such military leave the employee shall receive his/her normal pay, and such paid leave shall be in addition to any vacation or sick leave to which the employee is entitled

A "Day", for purposes of this section, is defined as a 24-hour period beginning and ending at midnight. Military leave must be calculated in "days" and cannot be reduced or converted to hours, regardless of whether or not an employee's normal shift or work period transpires over the course of one day or two. Pay is based on the employee's normal pay.

In general, if military service extends beyond 21 working days, the additional leave will be unpaid. At the employee's request, accrued vacation leave may be applied to any unpaid military leave. Military service includes active military duty and Reserve or National Guard training. An employee requesting military leave is required to provide his/her supervisor with copies of the military orders as soon as possible after they are received.

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8.14.2 Military Spousal Leave – WA State Family Military Leave Act

In accordance with the provisions of the Washington State Family Military Leave Act, during a period of military conflict, a full-time or part-time employee who works an average of 20 or more hours per week and who is the spouse of a member of the U.S. armed forces, National Guard or reserves is entitled to take up to 15 days of unpaid leave: while their spouse is on leave from a deployment; or before and up to deployment once the spouse receives official notification of an impending call or order to active duty.

The employee must provide his or her supervisor with notice of the employee's intention to take leave within five business days of receiving official notice: that the employee's spouse will be on leave; or of an impending call or order to active duty. The 15 days of unpaid leave is per deployment. The employee may elect to substitute any form of accrued leave for any part of the family military leave. Family military leave is in addition to other leave to which the employee may be entitled.

8.14.3 Military Employee Reinstatement and USERRA

The City is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment & Reemployment Rights Act (USERRA), no employee or prospective employee will be subjected to any form of discrimination on the basis of their membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, they shall make a report to Human Resources.

9. PREMIUM PAY & OFF-SHIFT WORK

9.1 Standby Pay

This section applies to non-exempt employees. A department may assign an employee who may be needed to work during off-hours to be on standby. Standby assignment normally will be rotated among similarly situated employees. An employee placed on standby shall be provided with a mobile device to facilitate communications as needed while the employee is on call.

Each employee on standby will receive compensation at the currently established rate for standby assignment, and this allowance will be suspended when callback commences. Standby hours are not to be counted as hours worked for purposes of computing overtime or eligibility to receive benefits. Employees on standby are expected to report for work within an hour of a request. If an employee on standby status fails to respond to a call to return to work, he or she may be subject to disciplinary action.

9.2 Callback

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to a call back is grounds for immediate disciplinary action, including possible termination. In the event of emergencies or disasters, all essential personnel are expected to report to their work station after they have taken care of themselves and their families.

9.2.1 Callback Minimum

This section applies to non-exempt employees. Employees called back to work shall be paid a minimum of two hours, regardless of if the callback requires them to work a full two hours or not. The greater of two hours or the actual number of hours worked will be counted for purposes of computing overtime or eligibility for receiving benefits.

9.3 Out-of-Class Pay

When a department director or the City Manager assigns an employee substantially higher responsibilities outside the scope of his or her job classification, and the assignment exceeds ten working days, the employee shall be awarded additional out-of-class pay. This will be a minimum of 5% above their current grade and step and shall adequately compensate them for their out-of-class duties. The assignment and the out-of-class pay should be in writing and approved by Human Resources and the City Manager or his or her designee prior to the department director making the assignment.

If the department director believes that circumstances warrant an exception to the 5% placement rule, and if the Human Resources concurs, they may recommend to the City Manager a higher rate of compensation.

10. BENEFITS & TOTAL COMPENSATION

10.1 Benefit Offerings

The City offers eligible employees the opportunity to participate in group medical coverage as well as other health, wellness, or financial benefit programs. All benefits apply to regular and limited term employees, and select or pro-rated benefits apply to seasonal and temporary employees and paid interns pending their work schedule and duration of service. These benefits contribute to an employee's total compensation. A summary of benefit offerings will be provided by Human Resources upon hire and at open enrollment periods.

Please be advised that benefits, carriers, and plan provisions are subject to change, modification or revocation at any time at the City's discretion, as allowed by law, and as set forth in the plan documents. Additional information may be found below, and detailed descriptions of all benefits offered are available from Human Resources.

10.2 Public Employee's Retirement System (PERS)

The City contributes to the Washington State Public Employees Retirement System (PERS) as prescribed by law. State law determines employee eligibility. For more information, contact Human Resources or the Washington State Department of Retirement Systems.

10.3 Social Security Replacement Plan

All regular and limited term employees must participate in a Social Security Replacement Plan (401a) and Medicare. Future Social Security benefits may be affected by membership in this replacement plan (see Human Resources for details). Seasonal and temporary employees are enrolled in Social Security as required by law.

10.4 Declined Medical Coverage Compensation

Employees eligible for medical benefits and/or their qualified dependents that waive medical insurance and provide documentation of required coverage from an alternate source, will be awarded with 40% of the City's savings contributed as deferred compensation to their 457 account. Employees must demonstrate that they and/or their dependents have medical insurance from another source to receive this benefit. If such coverage should cease, this will be seen as a qualifying event (pending documentation of loss of coverage) for enrollment by the employee and subsequent dependents in the City's medical plan.

10.5 Employee Assistance Program

The City offers an employee assistance program, free of charge, to all employees. This program helps individuals privately solve problems that may otherwise interfere or distract from performing their best while at work. Services are always confidential and provided by experts. For no-questions-asked access to the EAP program, please see Human Resources.

11. DRUGS, TOBACCO & ALCOHOL

11.1 Drug Free Workplace

In accordance with the Drug-Free Workplace Act of 1988, the unlawful manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on City premises or in the course of performing City work is strictly prohibited. Employees are required to notify their supervisor of any drug or alcohol related arrest or conviction as soon as is reasonably possible. Violation of this policy may result in disciplinary action, up to and including termination.

11.2 Tobacco Free Workplace

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, use of all tobacco products, including smoking and smokeless tobacco, and vapor products or electronic cigarettes is prohibited at all City work locations and property, and in City owned vehicles. Smoking and vaping is prohibited within 25 feet of all building entrances, windows that open and ventilation intakes (or as prescribed by state and local law). Violation of this policy may be grounds for disciplinary action, up to and including termination.

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11.3 Prohibited Substances & Behaviors

The City is committed to providing a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities.

This policy applies to all employees and all applicants for employment with the City. Employees should report to work fit for duty and free of any adverse effects of illegal drugs, prescription drugs, or alcohol. Violation of any part of this policy may result in termination due to misconduct.

Whenever employees are working, operating any City vehicle, are present on City premises, and/or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Impairment from the use of alcohol, prescribed drugs, or an illegal drug as defined in this policy.
- Having the presence of any detectable amount of any illegal drug or illegal controlled substance in their body while performing City business or while in a City facility.

If illegal drugs or drug paraphernalia is found, the appropriate law enforcement agency will be notified and the employee will be subject to discipline, up to and including termination of employment. For the purposes of this handbook, “illegal drugs” includes but is not limited to marijuana.

11.4 Drug and Alcohol Testing

Employees of the City will be subject to testing for alcohol or controlled substances under the circumstances described below. Refusal to submit to testing when required or the reporting of an adulterated sample will result in disciplinary action, up to and including termination. Drug and alcohol testing will be at the City's expense unless otherwise indicated in this policy.

Types of testing used by the City includes:

- **Pre-employment or Return to Duty**: Applicants who are selected for hire may be required to pass a drug test as a condition of employment. Employees that have been on an extended leave of absence may also be asked to pass a drug test as part of their return to duty.
- **Reasonable Cause:** Employees may be required to submit to a test when a supervisor has observed and documented that an employee's behavior, appearance, speech or performance may indicate alcohol or controlled substance impairment.
- **Post-incident:** Employees involved in an accident or "near-miss" or repeated “near-misses” may be required to be tested for alcohol and controlled substances. An on-the-

job accident is defined as any accident or incident occurring while on City premises, while operating City vehicles or equipment, and/or while conducting City business provided the accident or incident results in death, injuries requiring advanced medical attention away from the scene or property damage.

- **Follow-up:** The City may require follow-up testing for employees referred for treatment following voluntary self-disclosure.

Drug testing specimens used as a basis for action will be collected by a trained professional at a contracting facility of the City's choosing. A confirmatory test of the same sample that is conducted by a laboratory utilizing a chromatographic technique such as gas chromatography-mass spectrometry or another comparable reliable analytical method may be used if/when results are contested by an employee. All drug and alcohol test results will be treated as confidential.

11.5 Prescription & Over-The-Counter Medication

City policy does not prohibit employees from the lawful prescribed use and possession of prescription strength or over the counter medications which do not impair the employee's ability to perform their work safely and effectively. Such drugs will be permitted on City premises only if they are contained in the original prescription container.

In instances in which employees are in safety sensitive jobs, the use of prescription medication on the job must be accompanied by a statement from the prescribing physician that the medication will not impair the individual's ability to perform his/her job safely and accurately. The City reserves the right to determine ultimately whether it is safe and appropriate for the employee to do the job while taking medication, and if not, to reassign the employee to other work or place them on medical leave.

11.6 Assistance for Substance Abuse

The City will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, and/or be placed on leaves of absence to treat their problem. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up drug and alcohol tests. If the employee does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she may be subject to disciplinary action, up to and including termination.

11.7 Non-Solicitation, Distribution, and Posting Policy

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or post materials, sell merchandise, solicit financial contributions or otherwise solicit for any cause during working hours. An employee (including any employee with management responsibility) shall not directly solicit any employee he or she supervises or otherwise exercises some element of control over.

E-mail shall not be used to solicit employees for any purpose, and non-employees are prohibited from distributing material or soliciting employees on City premises at any time. All employees shall recognize that any employee has the right to say “no” to any solicitation.

12. PROHIBITED CONDUCT & DISCIPLINE

12.1 Expressly Prohibited General Conduct

Employees are expected to conduct themselves in an appropriate, professional manner. Examples of behavior that is inappropriate and require immediate corrective action include, but are not limited to:

- Insubordination, hostility or contempt for supervisor or a willful disregard of a supervisor’s reasonable and lawful directive.
- Theft, fraud or other criminal activity which impacts the employee’s ability to conduct themselves in a professional, reliable, or safe manner.
- Dishonesty including falsifying employment or other City records or documents.
- Failing to maintain confidentiality of City information.
- Discourtesy or rudeness to other employees or the public.
- Refusal to adhere to safety rules and safe work practices.

The above behaviors may be grounds for disciplinary action, up to and including termination.

12.2 Disciplinary Action

In taking disciplinary action, managers and supervisors may use a variety of measures, depending upon individual circumstances and the nature of the offense. The disciplinary process will be determined on a case-by-case basis after an evaluation of the facts and circumstances of each individual incident. Depending upon the facts and circumstances, the discipline applied may include, among other things, verbal or written warnings, probation, suspension without pay, demotion, or termination.

When considering discipline that would sever the employment relationship, the City Manager will conduct a pre-disciplinary hearing. The hearing serves as a check against a mistaken decision and as an opportunity for an employee to furnish reasons why he or she should not be disciplined before the decision is finalized. An employee will be notified in writing of the City Manager’s decision. The pre-disciplinary meeting does not apply to employees who have not completed their initial probationary period.

13. REPORTING HARASSMENT OR DISCRIMINATION

13.1 Anti-Harassment/Discrimination

The City is committed to ensuring that the practices and conduct of all its employees comply with the requirements of federal and state laws against employment discrimination. To that end, the City expects all employees to work in a manner that respects their coworkers. It is the policy of the City that all employees have the right to work in an environment free from harassment based upon their race, color, religion, gender, national origin, age, marital status, disability, sexual orientation, or any other protected status or characteristic. The City will not tolerate any such harassment of employees by their co-workers or supervisors.

For the purpose of this policy, harassment is defined as unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual (or group) because of that individual's protected status or characteristics that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

13.1.1 Sexual Harassment

Sexual Harassment in the workplace is one of the most common and frequent types of discrimination. The type of behavior that constitutes sexual harassment is that which is unwelcome, makes one feel uncomfortable, and is sexual in nature. This may include statements as well as physical actions or gestures. Other examples might include jokes, inappropriate compliments on appearance, displaying offensive material, pressuring a coworker or subordinate for dates or other sexual quid pro quo, or generally making a person and work environment feel unreasonably uncomfortable and effectively interfere with their daily work. The City will not tolerate sexual harassment of any kind, and will investigate all allegations of sexual harassment. Employees who feel they are the victim of sexual harassment by anyone in the workplace should speak to their supervisor, a trusted person in City management, or Human Resources immediately.

13.2 Complaint Procedure

If an employee feels they are the target of discrimination or harassment, they shall immediately report this to their supervisor, a director within the organization, or Human Resources. A written complaint should be made as soon as possible following a verbal report. In addition, supervisors and managers are required to report all suspected incidents of harassment or discrimination to Human Resources immediately.

The City will determine the steps needed to address the complaint. These may include conducting an internal inquiry, or retaining an independent investigator to conduct an outside investigation. The employee will be notified when the complaint has been addressed.

If the employee is not satisfied with the response, the employee may submit a complaint, in writing, to the City Manager. The written complaint must contain, at a minimum:

- A description of the problem; and
- The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

The City Manager or a designee will provide a response to the complaint.

14. JOB CLASSIFICATION & COMPENSATION

14.1 Compensation Plan

The City has a strong interest in attracting and retaining excellent employees. It is the policy of the City to maintain a comprehensive compensation program. Within budget limitations, the City endeavors to pay salaries competitive with those paid within comparable jurisdictions and within the applicable labor market.

The City Manager shall be responsible for the administration of the classification and compensation plan. All changes in classifications and changes in assignment of classifications to salary ranges must be approved by the City Manager, and in some cases the City Counsel.

14.2 Position Classification

Creation of a job description coupled with the creation of a grade and respective salary range on the annual salary schedule document approved by the City Council is referred to as a position's overall "classification." Temporary and seasonal positions are assigned to an ungraded pay range on the salary schedule.

A job description includes a job title and statements that define the position, including essential and marginal job functions and qualifications for knowledge, ability, experience and training. The experience and training qualifications in the job description are considered to be minimum qualifications. Salary range assignments are recommended by Human Resources to the City Manager, with input from the department director.

14.3 Cost of Living Adjustment (COLA)

The City Manager may propose and the City Council may grant an across-the-board (cost-of-living) pay adjustment from time to time, raising or lowering the salaries of all positions by a specified amount within a defined group of classifications.

14.4 Classification Review

Positions sometimes evolve as a result of changed duties and responsibilities assigned by a supervisor. Periodically, the City may revise job classifications as needed or as part of a compensation study. A classification review studies these changes to determine if a different job description and salary range assignment is appropriate. Importantly, not all changes warrant a different salary range assignment, the majority of the assigned duties must be a different type or complexity that is compensated at a different level to warrant a different salary range assignment.

14.4.1 Requesting a Classification Review

A department director may request a classification review seeking to change the assigned duties of a position.

An employee who does not believe that their classification accurately reflects the current duties of the position may also request a classification review if it has been more than one year since the last classification review was performed.

All requests for a reclassification shall be initiated in writing, utilizing appropriate internal procedure, and should include justification for the reclassification emphasizing changes in duties and responsibilities or qualifications.

14.4.2 Performing the Classification Review

Human Resources performs the classification review and will ask the requestor for updated job information which may include the use of a job analysis questionnaires and interviews with employees. A reclassification is not to be used as a merit raise; nor can it be used to reflect an increased volume of work at the same level of responsibility that the incumbent is currently performing.

Human Resources will recommend changes to the City Manager for reclassification as appropriate. The City Manager retains the final authority to approve or disapprove changes in classifications, within budgetary guidelines, and/or assignment of duties to employees.

In the event that a classification review results in a denial of a change in classification, but also results in a determination the employee was working out-of-class, the employee will be awarded out-of-class pay.

The out-of-class pay will be effective on the date the employee submitted the written request for classification review and end on the date the out-of-class duties are no longer performed.

If the approved action was reclassifying the position to a lower grade, then the affected employee(s) are notified before the final action is taken. The affected employee(s) salary may be frozen at his/her current rate until such time as the lower salary range reaches or surpasses that level through annual cost of living increases.

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14.5 Promotion via Reclassification

An employee receiving a promotion shall be placed in the step in the new salary range that provides for a minimum of 5% increase and adequately compensates them for their job duties, bearing in mind skill, education, experience, current market conditions, and avoidance of inequities with existing internal salaries. The top step of the new salary range will be awarded if there is not a step that allows for the minimum increase.

Employees promoted to a new position with a new title will repeat the standard six month probationary period. A review is conducted after the probation period and may result in an increase to the next step. This date becomes the employee's new date for annual reviews and potential salary increases, elsewhere referred to as pay increase date.

14.6 Pay Increases

Upon successful completion of the probationary period, and on an annual basis thereafter, employees will be given a performance evaluation and considered for a pay increase until they reach the top of their salary range. Pay increases may be withheld for reasons of poor performance.

The salary schedule consists of "grades" each labeled with a letter, and salary steps within each grade, which are referred to as the salary range. Only one step may be awarded each year as merit pay for a satisfactory performance review. No additional merit pay is awarded once an employee has reached the top of the salary range.

The "step increase date" is used for the purpose of the annual performance review. Step increases usually occur on the anniversary date of the employee's end of probation period review. This date may change over the course of employment if an employee assumes a new position and undergoes probation on more than one occasion.

14.7 Performance Evaluations

To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City conducts periodic performance evaluations for all positions. Employees are evaluated by their supervisor prior to completion of their probation period and annually thereafter. The performance evaluation is part of an employee's personnel record. The performance evaluation is a factor in determining whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated. The failure of a supervisor to conduct performance evaluations for her/his subordinate employees will be considered in the evaluation of the performance of the supervisor.

Employees who disagree with their formal performance evaluations may provide comments on the evaluation form itself and may also submit a rebuttal in writing that will be attached to a copy of their performance evaluation and kept in their official personnel file.

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14.8 Interim Assignments

Interim assignments are made to cover the full duties of a vacant position (sometimes referred to as “acting”). Vacancies may result from terminations, promotions, intentional hiring delays, or creation of a new position. The salary and effective dates of interim assignments are set by the City Manager or designee in consultation with Human Resources. The employee will be compensated a minimum of 5% above their current grade and step. This information is communicated to the employee in writing.

15. ETHICS

15.1 Use of City Resources

City equipment, including computers, photocopiers or printers shall not be used for personal business. This shall not apply to incidental or limited personal use of City equipment so long as it does not impact work and is done during breaks. Consumable City supplies, including but not limited to paper, ink, envelopes, postage, etc., may only be used for City business.

15.2 Political Activities

While all employees have the right to participate in political or partisan activities of their choosing, employees are stewards of the public's trust in matters of City government. Political activity may not adversely affect the responsibilities of employees in their official duties.

Employees may not campaign on City time or in City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities with the exception of City rental facilities eligible for such activities. Employees may not use City authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. Violation of this policy may lead to disciplinary action.

15.2.1 Elected Office, Commission or Board Service

Employees may not serve as an elected official of the City, a member of a City commission, or a member of a City board while an employee of the City.

15.2.2 Outside Elected Positions

If there is a conflict of interest between an employee’s elected position outside of the City and their position with the City, the employee must resign from one of the positions.

16. CONFLICTS OF INTEREST

16.1 Prohibited Personal Gain

Staff shall have no beneficial interest in any contract which may be made by, through or under his or her supervision, or for the benefit of his or her office, or accept directly or indirectly, any compensation, gratuity or reward in connection with such contract unless allowed under State law.

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Further, employees are prohibited from receiving proceeds or having any financial interest in any sale to the City of any service or property when such proceeds or financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service

16.2 Accepting Gifts

Employees shall not directly or indirectly solicit any gift, accept or receive any gift (whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form), under the following circumstances:

- It could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or
- The gift was intended to serve as a reward for any official action on the official's or employee's part.

The City suggests that employees refuse all gifts in order to avoid the appearance of impropriety.

16.3 Outside Employment

In order to protect the interests of both the City and the employee, it is important that an employee and his or her department director have an opportunity to discuss any outside employment with the goal of avoiding any possible conflicts between the City and the other employment. Therefore, employees shall consult with Human Resources prior to engaging in employment or rendering services for pay for any public or private interest (including self-employment). It is the expectation of the City that outside employment should not interfere with job performance. Failure to comply with these provisions concerning outside employment may be grounds for disciplinary action, up to and including termination.

Outside employment will be deemed problematic if:

- It interferes with the employees established work schedule;
- It detracts from the efficiency of the employee while performing City duties;
- It constitutes a conflict of interest or create an appearance of impropriety as determined by the City Manager;
- The employee might utilize confidential information or contacts made during City employment which would give an unfair insider advantage or would otherwise be an inappropriate use or disclosure of such information or contacts;
- It takes preference over extra duty required by City employment;
- It interferes with emergency on-call duty;

- It tends to impair independence of judgment or action in performance of official duties; or
- It involves the use of any City resources such as copiers, telephones, supplies, other equipment, or time.

16.4 Employment of Family

The family of current City employees and City Council members will not be employed by the City in a case in which:

- One of the parties would have authority (or practical power) over the other;
- One party would handle confidential material that creates improper or inappropriate access to that material by the other;
- One party would be responsible for auditing the work of the other; or
- Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both and the best interests of the City.

16.5 Employee Dating Relationships

All consensual dating relationships between employees should be disclosed to Human Resources to protect the rights of all parties. The City reserves the right to change work locations/assignments, duties, reporting structures to avoid a conflict of interest. The City reserves the right to terminate employment if a conflict of interest cannot be avoided.

16.6 Investments in Conflict with Official Duties

Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

17. REPORTING IMPROPER GOVERNMENTAL ACTIONS

In compliance with the Local Government Employee Whistleblower Protection Act, Chapter 42.41 RCW, it is the policy of the City to encourage employees to report any improper governmental action taken by City officials or employees without fear of retaliation.

Reports can be made to the City's toll-free whistleblower hotline or to a supervisor, Human Resources, the City Manager, the City Attorney or Mayor, as appropriate. The phone number of the hotline and the City's Whistleblower Protection Policy will be posted on the bulletin board in the breakroom of City Hall and the Maintenance and Operations Center.

Please refer to the City's Whistleblower Protection Policy (Policy #: CM-01) for more detailed information about the City's whistleblower policies, including procedures for reporting, investigation and protection.

17.1 Improper Governmental Action

"Improper governmental action" means any action by a local government officer or employee:

a. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and

b. That is in violation of any federal, state, or local law or rule; is an impermissible abuse of authority; is of substantial and specific danger to the public health or safety; or is a gross waste of public funds.

Improper governmental action does not include personnel actions of any type, including but not limited to alleged labor agreement violations, appointments, assignments, complaints, demotions, dismissals, employee grievances, performance evaluations, promotions, re-employments, reassignments, reductions in pay, reinstatements, reprimands, restorations, suspensions or transfers. It also does not include any actions that may be taken under Chapter 41.08, 41.12, 41.14, 41.56, 41.59, or 53.18 RCW or RCW 54.04.170 and 54.04.180.

18. SEPARATION

18.1 Resignation

The City requests that a resigning employee give at least 14 days' written notice to their supervisor of their intent to resign and the intended last day of work. This should be promptly routed to Human Resources for inclusion in the personnel folder, and appropriate employees should be notified to facilitate separation.

18.2 Termination Process

The City Manager is the hiring and terminating authority for the City. He/she may delegate that authority when appropriate. City employees are "at-will" employees and may be terminated with or without cause.

The City requires that employees return all documents, files, equipment, phones, uniforms, City tools, business credit cards, keys and other City owned property on or before the last day of work. Employees leaving the employment of the City will have the option of having an electronic exit survey or an in person exit interview with a representative of Human Resources.

18.3 Job Abandonment

Employees of the City that are absent for more than three consecutive shifts without notifying a supervisor (no call - no show) are considered to have voluntarily abandoned their employment with the City.

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18.4 Continuing Benefits Via COBRA (Consolidated Omnibus Budget Reconciliation Act)

Upon separation, Human Resources will coordinate timely notification of continuation of benefits options to the employee, typically via mail delivery to the employees forwarding address.

18.5 Reduction in Force (Layoff)

The City Manager may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place. Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation, and any options available, as soon as possible to allow time to make necessary arrangements.

Regular employees will be retained on the basis of their ability to perform work needed to meet City needs. Prior work performance, attendance, qualification for remaining tasks and years of service will all be determining factors in which employees are retained should a layoff occur.

Employees who are laid off may be considered for re-employed if a vacancy occurs in a position for which they are qualified.

18.5.1 Severance Pay Upon Layoff

Full time and part time employees are eligible for severance pay if affected by a reduction in force. The employee shall receive a severance package consisting of two weeks' pay or one weeks' pay for each year of service with the City, whichever is greater, up to a maximum of 12 weeks. If the employee leaves employment at the City prior to the layoff date, the employee is not eligible for severance pay. A lump sum payment equivalent to three months of premiums for continuation of benefits via COBRA will be awarded at time of layoff to all affected employees pending budget availability.

18.6 Retirement

A service retirement is a voluntary separation after having satisfied the age and length of employment requirements of PERS. Procedural requirements for applying for retirement benefits are available from the Washington State Department of Retirement Systems (DRS).

A disability retirement is a voluntary separation necessitated by an injury or illness which renders the employee totally incapacitated for continued employment by the City. To apply for disability retirement benefits, please contact DRS. DRS will make a determination on eligibility for disability retirement benefits.

18.7 Final Paycheck

When employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled pay date:

- Regular wages for all hours worked up to the time of termination;
- Overtime and holidays occurring up to the time of termination; and
- A lump sum payment for accrued, but unused: vacation (100%, up to accrual limit); sick leave (25%, up to accrual limit); and compensatory time (100%).

18.8 Employment Verifications & References

All requests for information regarding past or present employees shall be directed to Human Resources. Human Resources will provide dates of employment, wage information and positions held. If the employee has signed a statement releasing the City from liability, additional information may be given. Supervisors may provide personal references for current or previous employees; however, written letters of recommendation on behalf of the City are not permitted.

18.9 Reinstatement of Paid Sick Leave Hours Upon Rehire

The City will reinstate an employee's previously accrued, unused paid sick leave up to 40 hours that was not previously provided to the employee through financial or other reimbursement at the time of separation if it rehires an employee within 12 months of separation.

18.10 Unemployment Compensation

City employees may qualify for state funded unemployment compensation after separation from City employment, as established by Washington State law. Determination for eligibility is made by the WA State Employment Security Department based on information supplied by the City and the employee. Contact Human Resources for information on how to apply for unemployment benefits.

19. MISCELLANEOUS POLICIES

19.1 Personal Appearance and Hygiene

The City requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance.

Employees are expected to meet basic hygiene requirements by maintaining personal cleanliness, oral hygiene (brushing of teeth), and use necessary aids to reduce body odor while avoiding heavily scented perfumes, colognes and lotions. It is also expected that employees wash hands after eating, or using the restrooms.

Employees failing to adhere to City standards with respect to hygiene may be subject to disciplinary action, up to and including termination.

19.1.1 Dress Code

The City prescribes to an overall business casual dress code. Appropriate attire includes items such as a City-issued uniforms, collared shirts, dress pants or slacks, dresses, skirts, dress shoes or casual dress shoes and sweaters. The following guidelines shall always apply:

- Clothing must be clean, in good condition and fit appropriately.
- Clothing and jewelry must not interfere with the safe operation of equipment.
- Inappropriate attire: flip flops, sweat pants, clothing with stains or tears, athletic shorts, revealing clothing, clothing that is offensive or disruptive.

Acceptable dress is ultimately left to the discretion of department directors who may prescribe alternative standards based on an employee's work site or duties (e.g. field work or special events). Employees are responsible for exercising good judgment for their attire at all times and shall dress in such a way that will not create a negative perception by customers, either internal or external.

If an employee is deemed to be wearing inappropriate attire, his/her supervisor is responsible for coaching the employee accordingly. Employees with questions about the dress code should speak with Human Resources or their department director.

19.2 Contact with the News Media

The City Manager, Communications Manager, or designated department directors, shall be responsible for all official contacts with the news media, including answering questions from the media. These individuals may designate specific employees to give out procedural, factual or historical information on particular subjects. Employees shall be notified in advance when they have been designated to provide information to the news media.

19.3 Department Specific Protocols

Department directors are responsible for administering their departments in accordance with the provisions of this manual. Individual departments may adopt additional reasonable procedures to meet their operating needs. Department procedures may not conflict with the guidelines in the Employee Handbook. If there are conflicts, procedures in the Employee Handbook shall govern.

19.4 Tuition Reimbursement Program

The City has established an educational reimbursement program to help eligible regular employees develop their skills and upgrade their performance. This program is subject to modification or elimination based on funding availability.

Employees who intend to apply for tuition reimbursement must obtain approval from their department director and Human Resources prior to registering for the class. Employees who do not obtain approval prior to taking the class will not be eligible for reimbursement. See Human Resources for additional program details and eligibility criteria.

19.5 Employee Training and Development

It is the intent of the City to provide training opportunities to employees for skill development directly related to the job. These opportunities may include in-house workshops, or workshops and seminars sponsored by other agencies or institutions, and are subject to budget availability. Each department maintains a budget for training and professional development opportunities. Employees can inquire with their supervisor or department director about training opportunities within their department.

19.6 Reporting Changes to Personal or Contact Information

Each employee is responsible for promptly notifying Human Resources of any change in their name, address, telephone number, marital status, citizenship, tax withholding allowances,

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dependent eligibility/enrollment, or emergency contact information. Accurate and correct information is vital for City operations and vendors providing benefits.

19.7 Personnel Files

Official personnel files are maintained by Human Resources. An employee has the right to inspect his or her personnel file at reasonable times during regular business hours. An employee wishing to see his or her personnel file should contact Human Resources.

Employees may request in writing the removal of information that they deem irrelevant or erroneous. If the City denies the employee's request to remove the information, employees may file a written rebuttal statement to be placed in their file. Final determination of the retention of such material shall be made by Human Resources. Personnel files are kept confidential to the maximum extent permitted by law.

19.8 Criminal Arrests or Convictions While Employed

All employees are required to report to their supervisor if they are arrested or charged for any criminal offense, with the exception of minor traffic offenses unless the employee holds a position that requires driving as an essential function. Employees may be required to submit a police report or other documentation concerning the arrest or charges. The report must occur within two business days of the incident, or as soon as reasonably possible.

Noncompliance with the above stated requirement may trigger disciplinary action up to and including termination. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for disciplinary action.

20. KEY DEFINITIONS

20.1 Work Week

The established work week for the City is Sunday 12:00 AM to the following Saturday 11:59 PM, as outlined by the guidelines contained in the Fair Labor Standards Act.

20.2 Family Member

Unless defined otherwise in these policies or prescribed by law, the employee’s grandparent, parent, parent-in-law, child, spouse, domestic partner, grandchild, sibling, or other relative who lives in the employee’s home is considered a family member.

In appropriate circumstances, an employee may believe that another individual should be considered a member of their family, for the purpose of applying a particular policy. The employee shall make a written request explaining to Human Resources why the employee believes that this individual should be considered a member of their family. If Human Resources concurs, they shall forward a recommendation to the City Manager for approval. The City Manager shall decide to approve or deny the request. (If the definition of immediate family is

different in certain approved benefit plans or leave policies; the provisions of those plans or policies will govern.)

20.3 On-Call or Standby

Specific assignment of an employee during off-hours to be available to come to work if needed.

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21. ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I hereby certify and acknowledge that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies and guidelines contained in this handbook with a City representative. I agree to abide by the policies set forth in this handbook and understand that compliance with these policies is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the City's policies, rules and regulations. An employee who refuses or fails to sign this acknowledgement shall still be required to abide by the City's policies, rules and regulations.

Further, I acknowledge and understand:

- This Handbook represents a brief summary of some of the more important City policies, procedures and benefits. It is not all-inclusive.
- The City of Sammamish retains the sole right to change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished City policies or procedures.
- The policies and procedures contained in this handbook do not create, nor are they intended to create a contract of employment or a guarantee of employment, benefits or any terms of employment. Employment may be terminated at the will of either the employer or the employee with or without cause and with or without notice at any time by me or the City of Sammamish. No City representative, except for the City Manager, has authority to enter into any agreement of employment for a specified length of time except in writing and signed by the City Manager or Mayor.

Signature _____ **Date** _____

Print Name _____

By signing this form, I acknowledge that this Employee Handbook replaces all previous versions and handbooks. This handbook is intended to complement, and does not supersede, any separate employment agreement which I may have signed with the City of Sammamish.

Rev 09.04.18

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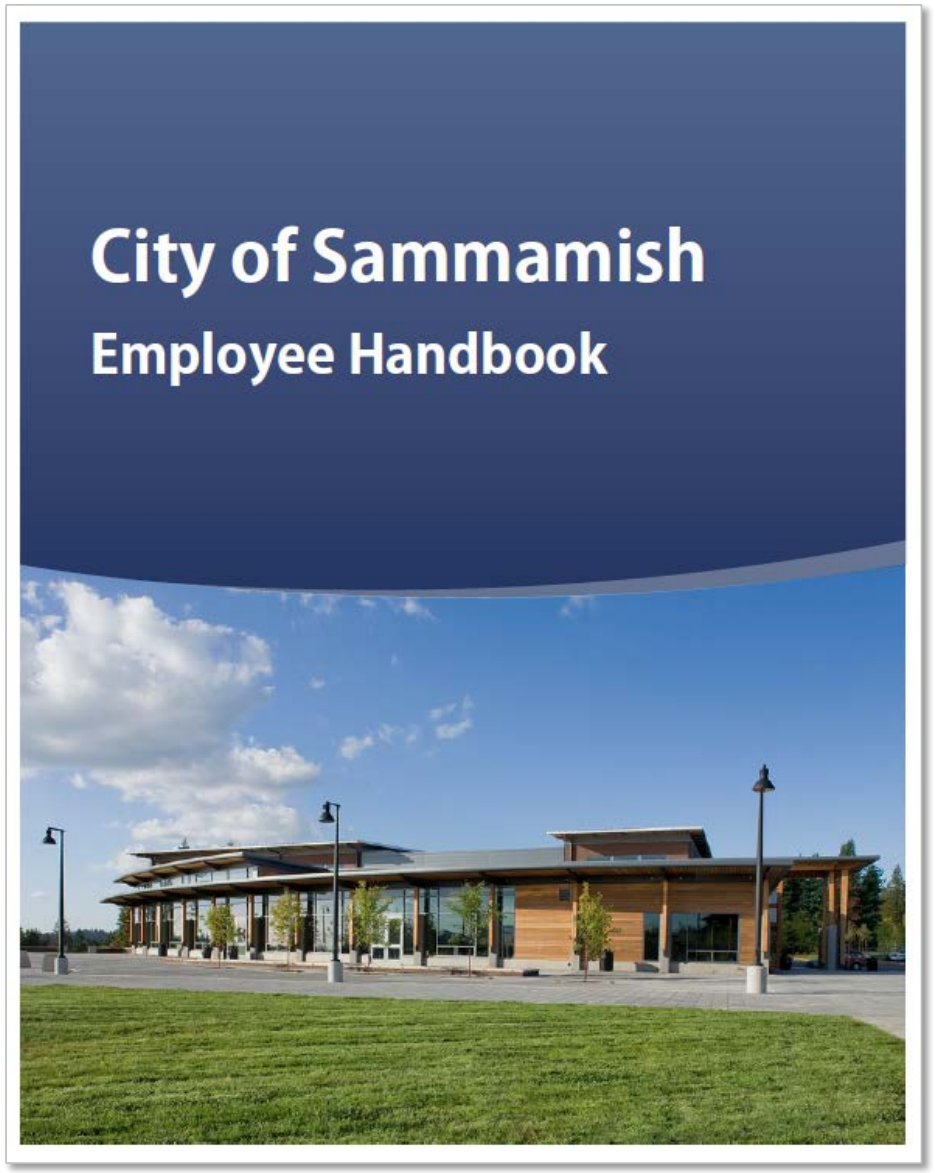
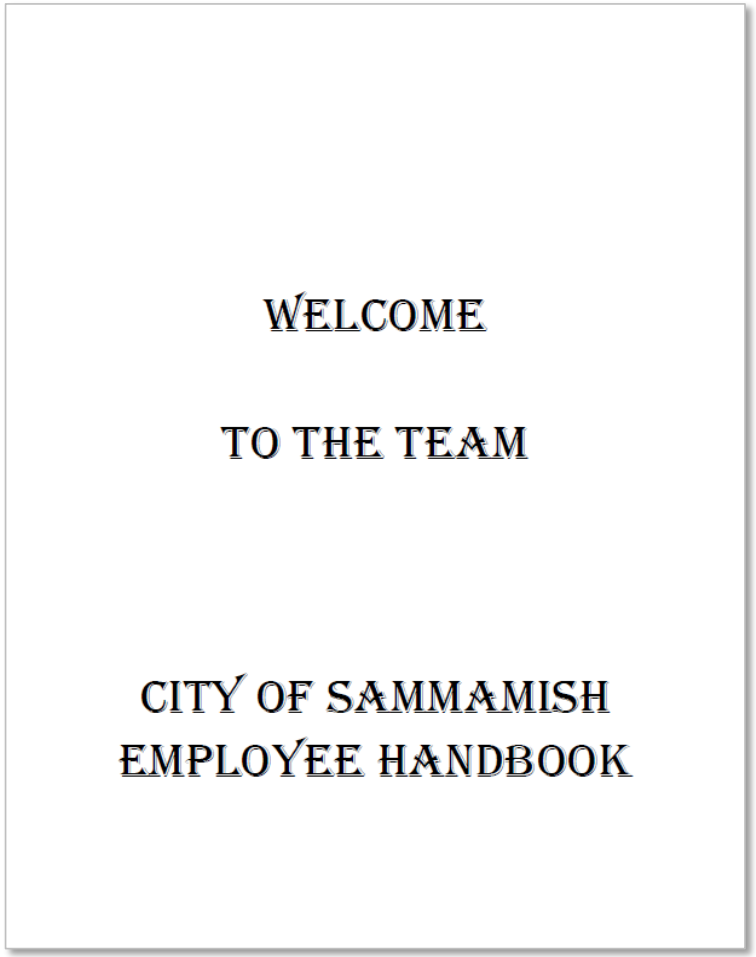


New Employee Handbook

City Council Meeting | September 4, 2018

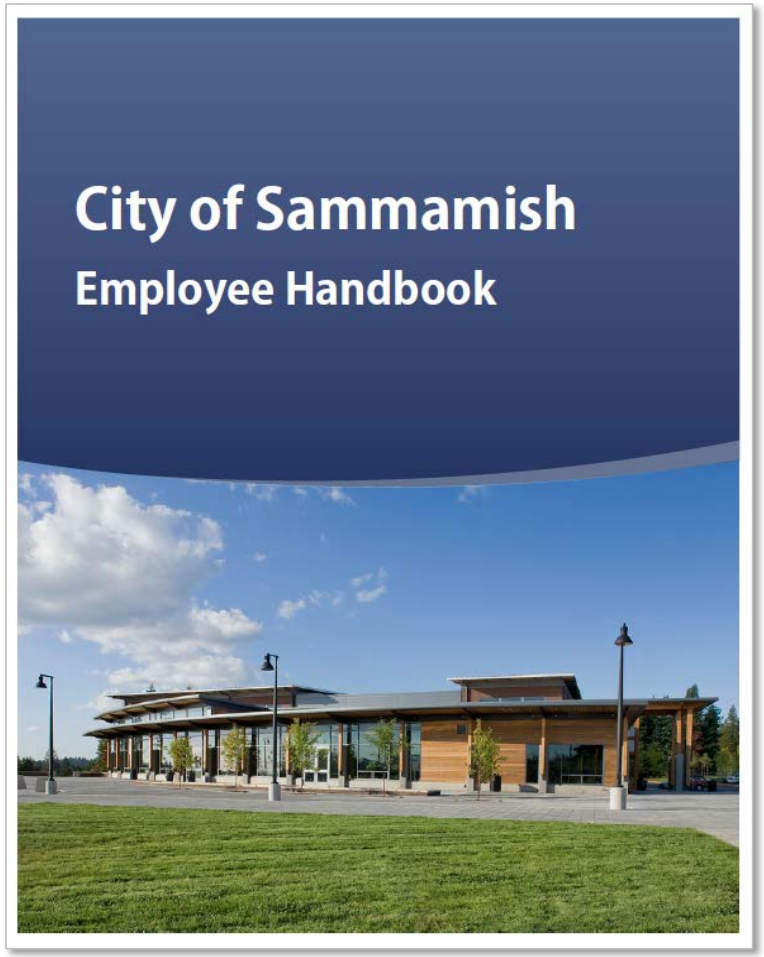
Employee Handbook | Background

- Originally adopted in 2000.
- Amended many times via resolution and agenda bill.
- Historically difficult to determine if all amendments are captured in the most recent version (2009 version).
- Numerous policies are not compliant with recent employment laws and best practices → creates legal risk.
- *Copies are no longer given to new employees.*



Employee Handbook | Proposed Draft

- Fresh start – combined existing policies, comparable cities' practices and legal recommendations.
- Reviewed by two attorneys (Kenyon Disend & WCIA).
- Intended to **supersede all existing personnel policies** (Incl. the "Personnel Procedures" & "Supervisors Manual").
- Next step will be to develop new or revised internal procedures that follow a standard format.



Employee Handbook | Highlights

- **No change to Council's authority over compensation & benefit policies**
  - Changes to comp/benefit policies must be approved by Council. CM can administratively amend non-comp personnel policies.
- **Removed excess procedural language that creates unnecessary bulk or legal liability**
  - Examples: At-will employment relating to disciplinary procedure. Stand-alone policies like tuition reimbursement.
- **Revised/added provisions to address new employment laws**
  - Examples: Sick leave, gender equity, lactation breaks, recent case law regarding FMLA.

Employee Handbook | Next Steps

1. Send new Handbook to all staff.
2. Hold trainings with supervisors & managers.
3. Information sessions with non-supervisory staff.
4. Continually collect changes throughout year.
5. Release updated handbook annually.
6. Maintain Handbook in easily-accessible location.

Agenda Bill

City Council Regular Meeting
September 04, 2018

SUBJECT:	Recruitment of Permanent City Manager
DATE SUBMITTED:	August 29, 2018
DEPARTMENT:	City Manager's Office
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Authorize the Interim City Manager to release an RFP for an Executive Search Firm to perform City Manager Recruitment Services.
EXHIBITS:	Exhibit 1 - Draft RFP for City Manager Recruitment Services Exhibit 2 - RFP Example: Bellevue Exhibit 3 - RFP Example: Bainbridge Island
BUDGET:	
Total dollar amount	☐ **Approved in budget**
Fund(s)	☐ **Budget reallocation required**
	☑ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☐ Transportation	☐ Community Safety
☐ Communication & Engagement	☐ Community Livability
☑ High Performing Government	☐ Culture & Recreation
☐ Environmental Health & Protection	☐ Financial Sustainability

KEY FACTS AND INFORMATION SUMMARY:

Introduction

During a special meeting held on August 23, 2018, the City Council discussed the process for selecting a permanent City Manager. Three approaches for this recruitment were discussed:

1. Release an RFP to find an executive search firm to manage the recruitment process and coordinate the selection of the City Manager;
2. Manage the recruitment process using existing staff resources; or
3. Consider combining the efforts of an executive search firm and City staff.

Following discussion, the Council moved to begin the RFP process, and assigned a Council Subcommittee of Deputy Mayor Moran, Councilmember Ross and Councilmember Stuart to work with staff and bring back a recommendation for Council consideration.

Council Subcommittee Recommendation

The Council Subcommittee met with Interim City Manager Larry Patterson, Senior HR Analyst Mandy Bossard, and Management Analyst Mike Sugg to discuss the options outlined by Council and formulate a recommendation for Council consideration. The subcommittee unanimously recommends that an executive search firm be hired through an RFP process. The subcommittee recommends this approach for the following reasons:

1. Limited time and staffing in City's HR Division and absence of communication staff to assist with promoting the recruitment;
2. Ability of an Executive Search Firm to do a nationwide search because of their access to a large pool of candidates, professional managers and management organizations;
3. Transparency of process of an outside consultant in conducting this recruitment;
4. Comfort to candidates in confidentially submitting name for consideration during initial round of process;
5. Ability of firm to guide such processes and help coordinate Council, staff, and public's involvement during site visits and interviews;
6. Ability of firm to do initial background inquiries and, if desired, final background checks; and
7. Costs for both methods appear to be similar, due to the staff time requirement to complete such a process internally at the expense of other priorities being addressed in HR.

In developing the RFP that is before the Council, the subcommittee did review other examples of RFPs, which are provided as Exhibits 2 and 3. The recommended RFP requires the respondents to provide information such as their experience, methodology, timeline, lead consultant and their experience, and costs. These criteria will be weighed as described in the RFP and used in selecting a consultant. The proposed timeline outlined in the RFP is based on the assumption the Council approves of this process at the September 4th meeting. If Council wishes additional discussion beyond September 4th, the RFP will be amended to reflect an extended timeline.

FINANCIAL IMPACT:

The estimated cost for an executive search firm to perform the recruitment is approximately $25,000 - $50,000.

Additional costs associated with a candidate search includes the candidates' and their spouses' travel, accommodations and meals for the interview process. Moving costs for the selected candidate may also be required if they do not currently live near Sammamish.

Council may also wish to engage a background investigator to conduct final background checks on leading candidates (beyond what is provided by the executive search firm). These checks would be an additional expense.

REQUEST FOR PROPOSALS

City Manager Recruitment Services

RELEASE DATE: September 5, 2018
DUE DATE: September 21, 2018 at 2:00 PM PT

INTRODUCTION

The City of Sammamish, Washington invites proposals from experienced executive search consulting firms to assist the City with conducting a national search that will lead to the selection of a new City Manager.

The deadline for submittal of proposals is September 21, 2018 at 2:00 PM PT.

DELIVERY INSTRUCTIONS

One hard copy and one electronic copy (on a CD or USB drive) of the proposal must be mailed or hand delivered to the RFP Delivery address listed below no later than the deadline. All proposals must be sealed in an opaque envelope and clearly marked "City Manager Recruitment Services." The official clock for submissions is located at City Hall (address listed below). Vendors accept all risks of late delivery of mailed proposals regardless of fault. Proposals received by the City after the posted deadline will not be considered for selection. No faxed or emailed proposals will be accepted.

RFP Delivery Address:

Sammamish City Hall
Re: City Manager Recruitment Services
801 - 228th Ave SE
Sammamish, WA 98075

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BACKGROUND

The City of Sammamish incorporated on August 31, 1999, and operates as a noncharter optional code city with a Council–Manager form of government. The City Council is comprised of seven members, elected at large by the citizens of Sammamish. They are part-time officials who exercise the legislative powers of the city and determine matters of policy. The Mayor is a Councilmember selected by the Council to chair meetings, authenticate documents and serves as the ceremonial head of the city. The Council is supported by several advisory boards and commissions. The Council appoints a full-time City Manager who is the head of the executive branch and serves as the professional administrator of the organization, coordinating day-to-day activities.

The City serves a population of approximately 64,000 and provides a full range of municipal services including:

- Police protection (contracted from the King County Sheriff)
- Fire protection (contracted from Eastside Fire & Rescue)
- Parks and Recreation
- Public Works
- Community Development
- General Administrative Services

For 2018, there are approximately 115 full-time employees of the City, excluding seasonal workers.

SCOPE OF WORK

Please see **Attachment A** for the preliminary scope of work.

PROPOSAL REQUIREMENTS

Proposals shall address the following information:

1. **Executive Summary**: Summarize your proposal and include your firm's contact information.

2. **Methodology**: Explain how your firm would approach the process, including estimated timelines, your candidate vetting process, and how you would involve stakeholders and work together with the City Council towards final appointment of the successful candidate. Include key milestones, deliverables, and meetings with the City during the recruitment.

3. **Pricing**: Provide information on your firm's proposed fee schedule.

4. **Qualifications**: Identify the individual you propose to assign as project manager and all members of the project team. Include a resume and/or statement of qualifications for each member.

5. **Experience**: Please provide specific examples of recent City Manager searches, preferably in cities of similar size as Sammamish. Include jurisdiction contact information and the total cost (i.e. fees plus all other billables or reimbursable expenses) of each search.

6. **References**: Include a list of references, with contact information, of at least four clients who can verify your

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firm's ability to provide the scope of services requested. References from Mayors and City Council members in cities of similar size who have recently hired City Managers are strongly preferred.

7. **Work Samples**: Please include samples of recruiting specifications, community profiles, recruitment brochures, invitee letters, announcements, etc.

8. **Guarantees:** Please include an explanation of your firm's guarantees: (1) if the selected candidate resigns or is terminated, or (2) if a candidate is not selected for hire at the conclusion of the recruitment, or (3) if the search must be extended due to loss of candidates from the interview pool.

The Proposal shall not exceed 20 pages (10 double-sided sheets of paper). The front cover, back cover, and work samples may be in addition to the 20-page limit. All costs for developing proposals in response to this RFP are the obligation of the consultant and are not chargeable to the City.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall qualifications of personnel assigned to the work.	15
Thoroughness and understanding of the tasks to be completed. Overall content quality and responsiveness to RFQ requirements.	25
Background and experience with similar projects.	30
Cost.	30
Total	**100**

SCHEDULE

The following is an outline of the selection procedure and a *tentative* time schedule:

EVENT	DATE
Release RFP	September 5, 2018
Questions due	September 13, 2018
Deadline for submission of proposals	**September 21, 2018 at 2:00PM**
Proposal evaluation complete	September 28, 2018
City interviews short-listed vendors*	TBD

*The City reserves the right to select a firm from submitted proposals alone.

CONTRACT

Upon selection of a consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. See **Attachment B** for a sample contract.

DRAFT

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain supplementary information as may be necessary for the City to analyze the proposals pursuant to the consultant selection criteria listed above.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

CONTACTS

All communication concerning this RFP should be directed in writing to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on the City.

Mike Sugg
Management Analyst, City Manager's Office
801 228th Ave SE, Sammamish, WA 98075
Phone: (425) 295-0537
Email: MSugg@Sammamish.us

Questions regarding this RFP must be received by the date listed in the "Schedule" section of this RFP. Answers to questions received by this date will be posted on the City's website under "Community News."

ATTACHMENTS

A. Preliminary Scope of Work
B. Sample Professional Services Contract

DRAFT

ATTACHMENT A:
PRELIMINARY SCOPE OF WORK

Note: This preliminary scope of work is presented as a reference. The selected consultant will work with the City to develop the final scope of work.

The City is seeking a search firm to conduct a national recruitment for the position of City Manager. The search should yield the broadest possible pool of highly qualified candidates meeting the City's and community's needs for this position. The search firm's tasks will include, but not be limited to:

1. Develop a candidate profile, in conjunction with the City Council and other key individuals selected by the City that addresses the education, training, leadership qualities, management style and other attributes that are desirable for the City Manager position.
2. Confirm the job requirements and ensure that the description of the duties and responsibilities is accurate, clear and complete.
3. Translate the City Council's requirements into a detailed recruitment brochure.
4. Assist the Council in the involvement of other key stakeholders in the process, including residents.
5. Conduct a national search that includes recruiting activities such as targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches.
6. Assist the City Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on all semi-finalists and respond to Council questions.
7. Work with the City Council to narrow the semi-finalist group to finalist candidates, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
8. Conduct in-depth interviews, detailed background investigations, and verify references and credentials of finalists. Prepare a detailed report on each finalist. Assist the City Council with their candidate interviews, including involvement of City staff and residents.
9. Represent the City's interests and advise the Council on salary, benefits and other terms of the prospective employment agreement (such as relocation and housing allowances), with the goal of negotiating an employment contract that results in appointment of the City's chosen candidate.

ATTACHMENT B:
SAMPLE PROFESSIONAL SERVICES CONTRACT

CITY OF SAMMAMISH
AGREEMENT FOR SERVICES

Consultant: __SAMPLE_____

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

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

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

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

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

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

The City shall pay Consultant:

[Check applicable method of payment]

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

___ A sum not to exceed $

___ 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 [DATE], 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 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:

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 _____
Contact Name _____
Street Address _____
City, State Zip _____
Phone Number _____
Email _____

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	CONSULTANT
By:_____	By:_____
Print Name: __ _____	Print Name: _____
Title:_____	Title:_____
Date:_____	Date:_____
Attest/Authenticated:	Approved As To Form:
_____	_____
City Clerk	City Attorney

REQUEST FOR QUOTATION

Search for
City Manager

City of Bellevue, Washington

INTENT/PURPOSE

It is the intent of the City of Bellevue to enter into contract for the purpose of providing executive search services for the City Council-appointed position of City Manager. The purpose of this Request for Quotation (RFQ) is to:

- Provide information about the nature of the services the City is seeking.
- Describe the information to be submitted for consideration by the City in selecting a firm.
- Describe the process the City will employ in selecting a firm.

GENERAL INFORMATION

Definitions

For purposes of this request, the following definitions apply:

City:	The City of Bellevue, Washington
RFQ:	Request for Quotation
Firm:	The search firm responding to this request.
Contractor:	The search firm selected to conduct the recruitment process.
Candidates:	Individuals who have been screened and are ready for presentation to the City.
Finalists:	Those candidates from among whom the City Council intend to select the new City Manager.

Background

Bellevue is the fifth largest city in Washington state, located three miles east of Seattle. The city spans more than 31 square miles between Lake Washington and Lake Sammamish, and is a short drive from the Cascade Mountains. The city has a culturally diverse residential population of more than 130,000 and is the high-tech, cultural, and retail center of the "Eastside" with more than 140,000 jobs, a skyline of gleaming highrises, and thriving neighborhoods set among parks and green spaces. The city government has a full-time employee base of 1,240.

Bellevue's seven-member City Council, elected at large and serving staggered 4-year terms, selected the last City Manager in October, 1999. The City Council values continuity, loyalty, and stability, and are seeking a candidate who can help to forge a Council agenda and mobilize the community in support of the Council's policy direction for the city.

Term of Contract

The City anticipates completing the recruitment and selection process within five months (150 days) of the award of the search contract. The recruitment period may be extended subject to agreement between the City and Contractor, should such extension be in the best interest of the City.

Cancellation

This contract may be canceled by the City, without penalty, either in whole or in part, by providing the Contractor with thirty (30) days written notice.

SPECIFIC INFORMATION AND REQUIREMENTS

Scope of Services

The City is seeking a search firm to conduct a national recruitment for the position of City Manager. The search should yield the broadest possible pool of highly qualified candidates meeting the City's and community's needs for this position. The search firm's tasks will include, but not be limited to:

- Conducting individual interviews with Councilmembers on desired management/communications styles and other desirable attributes for City Manager.
- Confirming the job requirements and ensuring that the description of the duties and responsibilities is accurate, clear and complete.
- Assisting with identifying the qualifications, such as leadership and communications styles, technical expertise, and other knowledge, skills and abilities necessary to be successful in this position.
- Working with the City to identify any other expectations regarding education, experience, compensation and other items necessary to complete the successful recruitment for the ideal candidate.
- Translating the job analysis into a candidate profile and recruitment brochure.
- Developing an effective advertising campaign, including identifying recruitment sources and strategies, such as advertising, networking, social media, etc., to reach a broad audience of qualified candidates.

- Screening resumes and identifying candidates for presentation to the City using criteria established in initial meetings with City representatives.
- Conducting personal interviews with the top ten to fifteen candidates, with the goal of determining which candidates have the greatest potential to succeed in the City organization.
- Conducting a review of published articles and communications materials for/about each candidate, including:
  - newspaper/magazine search engines,
  - Google/Bing,
  - local newspapers for the communities in which the candidates have worked, and
  - social media.
- Following up on inquiries raised by reviews of these media.
- Recommending a limited number of candidates for further consideration, including preparing a detailed written report on each candidate that focuses on results of the interviews and records review, and provide samples of work products for each candidate referred. Final determination of candidates to proceed to interviews at the City rests with the City Council.
- Working with the City, developing and administering an interview and selection process that objectively assesses the qualifications of each candidate, including ensuring robust public engagement and opportunities for the City's Leadership Team and staff to provide input to the City Council.
- Providing for any additional candidate assessments (executive/ management assessment), background checks (credit, criminal, civil litigation and motor vehicle record checks), and verification of academic credentials for up to five finalists.
- Conducting detailed, confidential reference checks with people who have direct knowledge of candidates' work and management style to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, including those who are and those who may not be on the candidates' preferred lists of contacts.
- Representing the City's interests and advising the Council on salary, benefits and other terms of the prospective employment agreement (such as relocation and housing allowances), with the goal of negotiating an employment contract that results in appointment of the City's chosen candidate.
- Providing regular updates to the City Council on the status of the search and routinely communicating with candidates on their status during the search process.

It is anticipated that the services provided by Contractor within the agreed fee will include several days of meetings on site. Expenses reimbursable to the Contractor shall include: the cost of recruiter travel; placement of ads; credit, criminal and civil background checks; education verification; public records searches; postage and printing.

Information Required

Please submit 8 copies of your Firm's quotation on or before 5:00 p.m. Pacific Standard Time on Friday, May 10 to:

City of Bellevue
450 110th Avenue NE
Bellevue, WA 98009
Attention: Myrna Basich, Assistant City Manager/City Clerk

Questions may be referred to:

Myrna Basich
Phone: 425-452-2733
FAX: 425-452-7919
E-mail: mbasich@ bellevuewa.gov

Please include the following information in your submittal:

1) A brief profile of your firm and its philosophy.

2) The services to be provided and a fee schedule for the services.

3) A detailed description of how the job specifications will be defined, a description of sourcing and screening techniques your Firm would employ, and a discussion of selection methodologies that you are recommending.

4) A description of the recruitment efforts that would be used for this recruitment, including a description of past success in:
    a) placing City Managers in cities with a population in excess of 100,000 that are viewed as neighborhood/commercial centers of excellence;
    b) placing City Managers in long-tenured positions;
    c) recruiting for diversity; and
    d) enabling robust public engagement elements in the selection process.

5) Proposed time estimate and schedule of milestone events.

6) A description of how your Firm's recommended finalists will be presented to the City Council, including a sample of a typical candidate evaluation, reference report, and academic verification.

7) List of client references and search assignments for similar positions.

8) An explanation of your Firm's guarantees: (1) if the selected candidate resigns or is terminated, or (2) if a candidate is not selected for hire at the conclusion of the recruitment, or (3) if the search must be extended due to loss of candidates from the interview pool.

9) A statement of your Firm's capability to conduct this engagement, including that the Firm has the necessary staff, expertise, resources, and ability to provide the City with responsive and high-quality executive recruitment services.

10) Identification of the staff members who will be assigned to this project and their expertise.

11) A summary statement specifying what is unique about your Firm or your services.

Evaluation of Quotations

The City will review and screen submittals and develop a short-list of firms that will be invited to make presentations to the City Council. The purpose of the presentations is to allow the City Council to determine which Firm would provide the best match of services fitting the City's recruitment requirements. The City anticipates notifying the short-listed Firms of their selection by May 31, 2013.

Cost of services will be a factor in evaluating search firms. However, the Firm's approach, track record, references, staff expertise, and perceived "value added" are also significant decision criteria.

CITY OF BAINBRIDGE ISLAND

Request-for-Proposal for Executive Search Services

Purpose of Request
The City of Bainbridge Island, Washington ("City") is requesting proposals from skilled independent executive search consultants to assist the City with conducting a national search that will lead to the selection of a new City Manager. The City is interested in completing the search and selection process for the new City Manager by the end of July, 2012.

Bainbridge Island is a Washington code City and operates under the Council/Manager form of government, with a seven member City Council, including a Council elected Mayor. The City Council sets the policy direction for the City, incorporating public input received directly from local citizens and several Council-appointed Boards, Commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance. City Departments include:

- Executive
- Finance & Administrative Services
- Planning & Community Development
- Police
- Public Works
- Municipal Court

The City currently employs approximately 111 FTE's, and operates with an annual budget of $52 million.

The City is located within the Central Puget Sound Basin, east of the Kitsap Peninsula and west of the City of Seattle. With 53 miles of shoreline, the island is approximately five miles wide and ten miles long, encompassing nearly 17,778 acres, or 28 square miles, and is one of the larger islands in Puget Sound. The City of Bainbridge Island has occupied the entire island since February 28, 1991, when the former City of Winslow annexed the rest of the island. In 2009, the City voted to change the form of government from a strong council/strong mayor form to a council/city manager form of government. The community is a 35-minute ride away on the Washington State Ferries from Seattle. The population was 23,025 at the 2010 census.

TIME SCHEDULE FOR SELECTION OF CONSULTANT
The City intends to follow a selection timetable that results in the selection of a consultant by March 30,2012. Proposals will be accepted if received by 5pm on March 17,2012.

280 Madison Avenue North
Bainbridge Island, WA 98110-1812
Tel: (206) 842-2545 Fax: (206) 780-8600
City's Website: www.ci.bainbridge-isl.wa.us

SCOPE OF SERVICES

The consultant will be responsible for providing the following services to the City:

1. Develop a recruiting specification, in conjunction with the Bainbridge Island City Council recruitment sub-committee and/or the full Council, and other key individuals selected by the City that addresses the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the City Manager position.
2. Coordinate all stages of the process with the Council sub-committee and/or full Council, with the collaboration of key staff such as the City Manager and Human Resources.
3. Assist Council in the involvement of other key stakeholders in the process, including city committees, city staff, city unions, community leaders and residents.
4. Translate the City Council's requirements into a detailed recruitment brochure.
5. Conduct a national search that includes recruiting activities such as targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches.
6. Assist the City Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on all semi-finalists and respond to Council questions.
7. Work with the City Council to narrow the semi-finalist group to finalist candidates, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
8. Conduct in-depth interviews, detailed background investigations, and verify references and credentials of finalists. Prepare a detailed report on each finalist. Assist the City Council with their candidate interviews, including involvement of city committees, city staff, city unions, community leaders and residents.
9. Coordinate and/or conduct any additional assessments and background investigations as directed by the City Council. This could include a site visit to the workplace of finalist candidates, to speak to references and other relevant individuals in-person.
10. Assist the City in the negotiation of an employment agreement with the final candidate, as directed by the City Council and coordinated with Human Resources and the City Attorney's Office.

INTERIM CANDIDATES

The City may also be interested in securing an Interim City Manager, and would like proposals from firms that provide short term candidates available until the selection of a permanent City Manager. Firms may propose on the selection of the permanent City Manager even if they do not also provide services for selection of an Interim City Manager. Please separate price and process information for Interim Manager proposals.

GUARANTEE

The consultant must continue to provide the services listed above until a City Manager has been appointed. In addition, should the City Manager be terminated for cause or resign within eighteen (18) months, the consultant shall be responsible for conducting a replacement search at no charge to the City.

COMPLIANCE WITH LAWS
The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Contractor must obtain a City of Bainbridge Island business license or otherwise comply with Bainbridge Island Municipal Code Title 5.

LIABILITY INSURANCE
During the term of service to the City, the consultant must have professional liability coverage with combined single limits of liability of not less than one million ($1,000,000), and provide a certificate evidencing such insurance and naming the City as additional insured.

TERMS AND CONDITIONS
The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. The City reserves the right to request clarification of information submitted, and to request additional information from any party submitting proposals. The City reserves the right to award any contract to the next most qualified consultant that responds to the Request for Proposal, if the successful consultant does not execute a contract within fifteen (15) days after the award. The City shall not be responsible for any costs incurred by a consultant in preparing, submitting, or presenting its proposal. Additionally, if an oral presentation is required to supplement and/or clarify a proposal for the Bainbridge Island City Council, such presentation expenses shall be borne by the consultant. The contract resulting from acceptance of proposal by the City shall be in the form of a "Professional Services Agreement" and shall be reflective of the specifications in this Request for Proposal. The City reserves the right to reject any proposed contract that does not conform to the specifications contained in this Request for Proposal, and which is not approved as to form by the City Attorney. The consultant will be required to assume responsibility for all services offered in the proposal, whether or not directly performed by the consultant. Further, the consultant will be the sole point of contact for the City with regard to contractual matters, including payment of any and all charges resulting from the contract.

COMPENSATION
Payment by the City for the executive search services will be made only after the services have been performed and an invoice is submitted. Three to four "installment" payments are contemplated. The invoice should specifically describe the services performed, the name(s) of the personnel performing such services. The City will make payment within 30 days after receipt of the invoice. The consultant will be solely responsible for the payment on any taxes or license fees imposed by any lawful jurisdiction as a result of the delivery of services to the City of Bainbridge Island.

INSTRUCTIONS FOR PROPOSERS
Proposers are asked to respond to the following items in the sequence presented:

1. Qualifications. Describe the background, public sector experience, and executive search capabilities of your firm. Please give specific information regarding your qualifications to conduct City Manager searches in cities of similar size and complexity to Bainbridge Island. As part of this, provide specific examples of recent City Manager searches, jurisdiction contact information and the total cost (i.e. fees plus all other billables or reimbursable expenses) of each search.

2. Scope of Services. Provide a scope of services and a proposed outline of tasks, products, and project schedule, keeping in mind the proposed timeline for completion of the process by or soon after the end of July, 2012.

3. Consulting Staff. Name the principal or project manager in the firm who will have direct and continued responsibility for the services provided to the City. Include the resume of the project manager, and their specific experience relative to this type of recruitment. Identify other key personnel and their roles. Identify any sub-consultants and the work to be assigned.

4. References. Provide a list of at least five (5) clients who can verify your firm's ability to provide the scope of services requested. References from Mayors and City Council members in cities of similar size and complexity who have recently hired City Managers are strongly preferred.

5. Cost. Provide a cost proposal for the overall recruitment and selection process. The proposal should clearly delineate a fixed cost (fee) for the project, as well as a description and delineation of any other reimbursable expenses expected to be submitted, which are not part of the fees (i.e., advertising, copying, consultant travel, applicant travel, etc.). Actual fees will be based on the final negotiated contract.

6. Approach. Provide a general statement, based on experience, as to how the firm would approach the process, including estimated timelines, and how they would involve stakeholders and work together with the City Council towards final appointment of the successful candidate. Include key milestones, deliverables, and "intersection points" with the City during the recruitment. Council meeting dates (each Wednesday evening, except 5th Wednesdays) should be incorporated into the time frames for reporting purposes. Although the City desires to have the process complete by the end of July, the firm should propose a timeline or ranges to complete the work identified consistent with the firm's experience in performing these tasks.

7. Sample Materials. Samples of recruiting specifications, community profiles, recruitment brochures, invitee letters, announcements, etc. are desired.

SUBMISSION OF PROPOSALS
All proposals should be sent, and inquiries directed, to:

Brenda Bauer, City Manager
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110-1812
206-780-8626
bbauer@bainbridgewa.gov

All proposals must be received by 5:00 p.m. local time on Friday, March 17, 2012. Proposals should clearly provide a description of consultant capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Proposals should not contain staples

or binder clips that impede easy photocopying of materials. All proposals become the property of Bainbridge Island, upon submission. However, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the selection process. The City requests that respondents to this request for qualifications not contact City staff and/or members of the Bainbridge Island City Council during the proposal process and evaluation phase. The City will notify the selected consultant by about March 30,2012.

SELECTION CRITERIA
Each proposal will be independently evaluated on the following criteria:

1. Experience and Qualification. Depth/Breadth in providing services similar to those requested and having obtained favorable outcomes. (Measured in terms of number of City Managers, or other key senior management personnel placed, length of service of City Managers placed, and level of satisfaction with both the process and the City Managers placed as determined by Mayors and City Council members.)

2. Cost. Total estimated fee and reimbursable expenses for the services. While cost will be a consideration in the award of the contract, the contract will not necessarily be awarded to the firm submitting the lowest cost proposal. The City's intent is to award the contract to the firm that's proposal is deemed to offer the best overall value and fit to the needs of the City.

3. References. Evaluation of past recruitments as stated by references in the proposal and relevance of past experience as reported in the proposal.

4. Dependability. Ability to meet time and cost estimates as evidenced by documentation provided through references.

5. Responsiveness. The overall quality of the proposal and its responsiveness to this Request for Proposal, as well as the ability of the firm to be responsive to the key components of the process, including personal involvement as needed with the various stakeholders at Bainbridge Island.

Agenda Bill

City Council Regular Meeting
September 04, 2018

SUBJECT:	Contract: State Lobbyist
DATE SUBMITTED:	August 22, 2018
DEPARTMENT:	City Manager's Office
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Authorize the City Manager to execute a contract with one of the two lobbying firms.
EXHIBITS:	Exhibit 1a & 1b - Contract: Luke Esser & Nick Federici Exhibit 2 - Contract: The Arledge Group

BUDGET:

Total dollar amount	$4,000 or $5,500 per month, depending on choice of contract	☑ **Approved in budget**
Fund(s)	For 2018: General Fund Savings For 2019: 001-011-511-60-41-08	☐ **Budget reallocation required** ☐ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☐	Transportation	☐	Community Safety
☐	Communication & Engagement	☐	Community Livability
☑	High Performing Government	☐	Culture & Recreation
☐	Environmental Health & Protection	☐	Financial Sustainability

NEEDED FROM COUNCIL:

Should the City Council enter into a contract for state lobbying services? And if so, which lobbyist should be selected?

KEY FACTS AND INFORMATION SUMMARY:

Summary

Following a thorough screening and interview process, two firms remain as finalists for the state lobbyist consulting position. Tonight, the Council will discuss these candidates and select a firm to represent the City during the upcoming legislative session. Contracts with both firms are included as exhibits to this agenda bill.

Both contracts are one-year in duration, beginning immediately and ending on September 5, 2019. Fees are as follows:

- **Luke Esser & Nick Federici (Exhibits 1a & 1b):** $4,000 per month
- **The Arledge Group (Exhibit 2):** $5,500 per month

Staff recommends that the Council authorize the City Manager to execute a contract with one of the two firms. Following selection, the Council may wish to schedule a meeting between the lobbyist and Legislative Committee to begin discussions on priorities for the 2019 session.

Please note that Luke Esser & Nick Federici represent one firm, but they have requested a separate contract for each team member. Proposals for both firms may be found as exhibits to the agenda bill from the August 14 meet and greet.

Background

On May 1, 2018, the City Council approved the release of an RFP for state lobbying services. Eight proposals were received by the due date, and a staff committee subsequently scored each proposal according to the criteria outlined in the RFP. The six top-scoring firms were then interviewed by a panel made up of two staff members and the three Councilmembers of the Legislative Committee (with one substitute).

Following interviews, the panel determined that The Arledge Group was their top choice if a lower fee could be achieved. If a lower fee was not possible, the panel would recommend Luke Esser & Nick Federici to move forward in the process. With the panel's direction, staff and the Arledge Group were able to tentatively agree on a lower fee of $5,500 per month.

On July 10, 2018, members of the interview panel briefed the full Council on their activities and requested direction on next steps. As many of the Councilmembers had yet to meet the lobbyists and because of the position's importance toward achieving legislative priorities, the Council desired to hold a "meet and greet" with the top two candidates.

The public meet and greet was held on August 14, 2018. Councilmembers and the public met and asked questions of both candidates to determine the best fit for Sammamish. No decision or action was made during that meeting.

Duties of a Lobbyist

The following list includes general examples of lobbyist duties:

- Assist in the development of State legislative priorities.
- Represent the City's legislative objectives to the appropriate parties.
- Monitor State legislation and other activities which pertain to the objectives of the City;
- Recommend appropriate action regarding pertinent legislation;
- Identify opportunities for City representatives to testify before legislative committees and subcommittees and communicate such opportunities to the City. Assist in preparation of testimony, and as requested, testify on behalf of the City;
- Attend City meetings to brief City officials on legislative activities;
- Provide reports to the City regarding the status of pertinent legislation;

- Provide support on City efforts and initiatives beyond the legislative session to position the City to advance its objectives.

FINANCIAL IMPACT:

Contract costs for the remainder of 2018 will be paid for by budget savings in the City Council Department budget. The draft 2019/2020 Budget includes funding for lobbyist services in the City Council Department budget under line item 001-011-511-60-41-08.

The cost for each lobbyist candidate is as follows:

- **Luke Esser & Nick Federici (Exhibits 1a & 1b):** $4,000 per month ($48,000 for one-year contract)
- **The Arledge Group (Exhibit 2):** $5,500 per month ($66,000 for one-year contract)

CITY OF SAMMAMISH
AGREEMENT FOR SERVICES

Consultant: Luke Esser

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and Luke Esser, 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:

_X_ Other (describe): The services described in Exhibit A shall be billed on a fixed fee basis of $2,000 per month.

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 September 5, 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 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. The Consultant shall furnish the City with personal liability and auto insurance declarations pages before commencement of the work.

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.

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	Luke Esser
Contact Name	Luke Esser
Street Address	404-158Th Place SE
City, State Zip	Bellevue, WA 98008
Phone Number	425-736-6067
Email	lukeesser@aol.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.

Revised 6/2016

CITY OF SAMMAMISH, WASHINGTON	CONSULTANT
By:_____	By: Luke Esser
Print Name: _____	Print Name: Luke Esser
Title:_____	Title: Proprietor
Date:_____	Date: 8/28/18
Attest/Authenticated:	Approved As To Form:
_____	_____
City Clerk	City Attorney

Revised 6/2016

Exhibit A
Scope of Services

OUR APPROACH TO ADVOCACY

The strategies and tactics that define our approach to advocacy are presented below in outline format. This is a project approach that we have honed over decades of experience in Olympia and it has proven itself effective time and time again for our local government clients and for all the clients we represent. We are confident that this approach will prove equally as successful for the City of Sammamish as well.

CONSTANTLY MONITORING THREATS & EXPLORING OPPORTUNITIES

- State agencies never adjourn for the year. We therefore provide year-round monitoring, identification and analysis of key regulatory and legislative processes.
- Likewise, legislative committees hold interim meetings that must be closely monitored.
- Continuous review of AWC policy developments, of activity by other stakeholders and interest groups, and of political developments in general in the state.
- This "early warning system" on behalf of the City can be invaluable in identifying new threats and emerging opportunities.

STRATEGIC THINKING ALIGNED WITH THE CITY'S PRIORITIES

- We propose to take an early "deep dive" into the City's priority issues.
- Based on the "deep dive" we provide legislative and regulatory strategic advice, aligned with the City's priorities and focused on effectively promoting the City's objectives.
- Achieve tangible progress by working with City elected officials and staff on development, preparation and implementation of State Legislative Agenda for 2019.

COMMUNICATE & ADVOCATE FOR THE CITY'S PRIORITIES

- Waste no time in come in communicating the City's priorities to local legislators, other key legislators, Governor's Office, and state agency personnel.
- Early engagement leads to local legislators becoming more invested in City's priorities.
- For the City of Spokane we had great success in gathering local legislators (including some who did not represent any part of the City) for an in-person sharing of priorities.

SECURE PRIME SPONSORS AND "CHAMPIONS" FOR CITY'S PRIORITIES

- Work closely with local legislators (especially those from 5th, 41st & 45th Districts), learn their interests and priorities, and determine best choice to spearhead each priority issue.
- Recruit Prime Sponsors for policy bills and "Champions" for appropriation requests (in Capital Budget, Operating Budget and Transportation Budget).
- Assure recruited prime sponsors and "champions" of ongoing support from the advocates for the City and City elected officials and staff, and then follow through.

BROADENING THE CIRCLE OF SUPPORT

- Arrange bipartisan and geographically dispersed groups of Co-Sponsors for policy bills and "Supporters" for appropriation requests.
- Ensure early committee support by obtaining co-sponsorships from members of the appropriate policy committee, the Rules Committee and fiscal committees.

Revised 6/2016

ORCHESTRATING PERSUASIVE COMMITTEE TESTIMONY

- Arrange public hearings for City policy bills at times convenient for City.
- Promptly alert City elected officials and staff of opportunities to testify on other bills of interest (whether those bills represent threats or opportunities).
- Develop concise, persuasive talking points for City elected officials and staff in preparation for testimony in Olympia.
- Deliver testimony ourselves as representatives of the City when necessary.

BUILDING ON THE MOMENTUM OF SUCCESSFUL COMMITTEE TESTIMONY

- Secure support of Committee Chair and sufficient votes for committee passage.
- Work with leadership to obtain Floor Votes for priority bills.
- Repeat process in Opposite House.

NEVER TAKE THE EXECUTIVE BRANCH FOR GRANTED

- Familiarize the Governor's Office with our priority bills early in the process.
- We never assume the Governor will sign our bills – we work to earn support.
- Monitor state agency activity (rule-making, bill implementation, enforcement, grant dispersal, etc.) throughout the year and keep City apprised of relevant developments.
- Coordinate with City departments as desired in their interactions with state agencies.

BUILDING STRONG RELATIONSHIPS & ALLIANCES

- There is no substitute for personal contact, and therefore personal relationships, with key lawmakers and staff, officials at the Governor's Office, and state agency personnel.
- We have decades of experience building those relationships, on both sides of the aisle.
- Active coordination with like-minded local governments and the AWC.
- Construction of alliances with other stakeholders committed to the adoption of the City's legislative priorities through coalition building, activation, and issue leadership.

YEAR-ROUND COMMUNICATIONS & ACCESSIBILITY

- Comprehensive and timely communication on all matters of interest.
- We pride ourselves on being accessible to our clients via phone, text and email.
- Provide timely information and updates through written reports, oral reports, teleconferences and in-person meetings (as desired by the individual client).
- Attend City Council meetings and meet in-person with City staff throughout the year, as requested, to provide briefings on legislative and regulatory activities.

Revised 6/2016

CITY OF SAMMAMISH
AGREEMENT FOR SERVICES

Consultant: Nick Federici

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and Nick Federici, 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:

_X_ Other (describe): The services described in Exhibit A shall be billed on a fixed fee basis of $2,000 per month.

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 September 5, 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 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. The Consultant shall furnish the City with personal liability and auto insurance declarations pages before commencement of the work.

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.

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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.

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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	_____
Contact Name	Nick Federici
Street Address	2714 North Alder Street
City, State Zip	Tacoma, WA 98407
Phone Number	360-481-1936
Email	nickfederici@gmail.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.

Revised 6/2016

CITY OF SAMMAMISH, WASHINGTON

By:_____

Print Name: _____

Title:_____

Date:_____

Attest/Authenticated:

_____

City Clerk

CONSULTANT

By:_____

Print Name: Nick Federici

Title: Consultant

Date: August 29, 2018

Approved As To Form:

_____

City Attorney

Revised 6/2016

Exhibit A
Scope of Services

OUR APPROACH TO ADVOCACY

The strategies and tactics that define our approach to advocacy are presented below in outline format. This is a project approach that we have honed over decades of experience in Olympia and it has proven itself effective time and time again for our local government clients and for all the clients we represent. We are confident that this approach will prove equally as successful for the City of Sammamish as well.

CONSTANTLY MONITORING THREATS & EXPLORING OPPORTUNITIES

- State agencies never adjourn for the year. We therefore provide year-round monitoring, identification and analysis of key regulatory and legislative processes.
- Likewise, legislative committees hold interim meetings that must be closely monitored.
- Continuous review of AWC policy developments, of activity by other stakeholders and interest groups, and of political developments in general in the state.
- This "early warning system" on behalf of the City can be invaluable in identifying new threats and emerging opportunities.

STRATEGIC THINKING ALIGNED WITH THE CITY'S PRIORITIES

- We propose to take an early "deep dive" into the City's priority issues.
- Based on the "deep dive" we provide legislative and regulatory strategic advice, aligned with the City's priorities and focused on effectively promoting the City's objectives.
- Achieve tangible progress by working with City elected officials and staff on development, preparation and implementation of State Legislative Agenda for 2019.

COMMUNICATE & ADVOCATE FOR THE CITY'S PRIORITIES

- Waste no time in come in communicating the City's priorities to local legislators, other key legislators, Governor's Office, and state agency personnel.
- Early engagement leads to local legislators becoming more invested in City's priorities.
- For the City of Spokane we had great success in gathering local legislators (including some who did not represent any part of the City) for an in-person sharing of priorities.

SECURE PRIME SPONSORS AND "CHAMPIONS" FOR CITY'S PRIORITIES

- Work closely with local legislators (especially those from 5th, 41st & 45th Districts), learn their interests and priorities, and determine best choice to spearhead each priority issue.
- Recruit Prime Sponsors for policy bills and "Champions" for appropriation requests (in Capital Budget, Operating Budget and Transportation Budget).
- Assure recruited prime sponsors and "champions" of ongoing support from the advocates for the City and City elected officials and staff, and then follow through.

BROADENING THE CIRCLE OF SUPPORT

- Arrange bipartisan and geographically dispersed groups of Co-Sponsors for policy bills and "Supporters" for appropriation requests.
- Ensure early committee support by obtaining co-sponsorships from members of the appropriate policy committee, the Rules Committee and fiscal committees.

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ORCHESTRATING PERSUASIVE COMMITTEE TESTIMONY

- Arrange public hearings for City policy bills at times convenient for City.
- Promptly alert City elected officials and staff of opportunities to testify on other bills of interest (whether those bills represent threats or opportunities).
- Develop concise, persuasive talking points for City elected officials and staff in preparation for testimony in Olympia.
- Deliver testimony ourselves as representatives of the City when necessary.

BUILDING ON THE MOMENTUM OF SUCCESSFUL COMMITTEE TESTIMONY

- Secure support of Committee Chair and sufficient votes for committee passage.
- Work with leadership to obtain Floor Votes for priority bills.
- Repeat process in Opposite House.

NEVER TAKE THE EXECUTIVE BRANCH FOR GRANTED

- Familiarize the Governor's Office with our priority bills early in the process.
- We never assume the Governor will sign our bills – we work to earn support.
- Monitor state agency activity (rule-making, bill implementation, enforcement, grant dispersal, etc.) throughout the year and keep City apprised of relevant developments.
- Coordinate with City departments as desired in their interactions with state agencies.

BUILDING STRONG RELATIONSHIPS & ALLIANCES

- There is no substitute for personal contact, and therefore personal relationships, with key lawmakers and staff, officials at the Governor's Office, and state agency personnel.
- We have decades of experience building those relationships, on both sides of the aisle.
- Active coordination with like-minded local governments and the AWC.
- Construction of alliances with other stakeholders committed to the adoption of the City's legislative priorities through coalition building, activation, and issue leadership.

YEAR-ROUND COMMUNICATIONS & ACCESSIBILITY

- Comprehensive and timely communication on all matters of interest.
- We pride ourselves on being accessible to our clients via phone, text and email.
- Provide timely information and updates through written reports, oral reports, teleconferences and in-person meetings (as desired by the individual client).
- Attend City Council meetings and meet in-person with City staff throughout the year, as requested, to provide briefings on legislative and regulatory activities.

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CITY OF SAMMAMISH
AGREEMENT FOR SERVICES

Consultant: The Arledge Group

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and The Arledge Group, 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

_X_ Other (describe): The services described in Exhibit A shall be billed on a fixed fee basis of $5,500 per month. Allowed reimbursable expenses are limited to mileage to and from Sammamish at the IRS standard mileage rate.

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 September 5, 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

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. The Consultant shall furnish the City with general liability and auto insurance declarations pages before commencement of the work.

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.

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	The Arledge Group
Contact Name	Cody Arledge
Street Address	PO Box 815
City, State Zip	Olympia, WA 98507
Phone Number	360-359-1238
Email	cody@johnsonarledge.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	CONSULTANT
By:_____	By: Cody W. Arledge
Print Name: __ _____	Print Name: Cody Arledge
Title:_____	Title: Principal
Date:_____	Date: 8/22/2016
Attest/Authenticated:	Approved As To Form:
_____	_____
City Clerk	City Attorney

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Exhibit A
Scope of Services

Cody Arledge will lead the Arledge Group consisting of Cody and Jeff DeVere. Cody and Jeff will work in close collaboration with the City of Sammamish, including the Legislative Committee, City Council, City Manager and staff, city partners and will serve as the lead contractor in developing and maintaining relationships between the City, the Governor, State Agency and Legislative Leadership.

Cody and Jeff will lead and support the development and execution of a comprehensive legislative strategy to secure the City's legislative goals in the following areas:

1. Salmon Passage Culvert Improvements;
2. Double Taxation of Annexed Park District Areas;
3. Public Transportation /Development/Options; and
4. Public safety (Police and Fire protection), Parks and Recreation, Public Works, Community Development, and other related issues as identified by the City.

The Arledge Group proposes the following Scope of Services and Duties:

- In-depth development and drafting of legislation, budget provisos, executive orders, agency rules and related amendments on City priorities as needed.
- Assist the City in the ongoing development and execution of political strategy to successfully gain bipartisan support to accomplish the City's legislative goals. Assist the City in development of strategic messaging and talking points to achieve those goals.
- Advocate for the City's positions with the legislative and executive branches of Washington State government and appointed officials to develop support for the City's policy and funding goals, as determined by the City in consultation with the Arledge Group.
- Maintain a strong presence in the City in Olympia and legislative districts during and outside the legislative session.
- Assist the City in relationship development with state government leaders in key agencies where the City will focus its policy and legislative objectives; build and maintain coalitions with business, labor, environment, and other local community groups to build broad support for the City's objectives.
- Provide support to the City, including the Mayor, Council, City Manager and Legislative Committee, by identifying key legislation, state programs, and budget issues that impact the City, and provide continuous and consistent monitoring and intelligence-gathering.
- Develop information, data, and stories and disseminate to legislators to inform their understanding of key issues and the City's legislative priorities; provide the Council with necessary information from these interactions.
- Work to build and maintain coalitions and develop relationships with business, labor, human services, and other community groups.

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- Provide continued road mapping of legislative targets for City priorities, facilitate legislator meetings with the Mayor, City Manager and City Council throughout session and in the interim.
- Coordinate with the City Council and contract team to prepare for the 2019 legislative session, including analysis and research for 2019 priorities and providing a strategic plan for legislative and coalition engagement to pass 2019 priorities. Coordinate and participate in weekly discussions with the City and lobbying team to prepare for upcoming committee hearings and legislative action on key bills and budget items relevant to City's legislative priorities.
- Identify and track political events and legislation that could impact the City's policy and funding priorities.
- Provide state legislative and state regulatory testimony, and coordinate and assist with City staff, Mayor and City Council participation in legislative committees and meetings on City priorities.
- Assist as needed with activities related to high-priority City special events, such as lobby days, delegation meetings and legislative receptions.
- Assist with developing and presenting weekly written reports to the Mayor and City Council that include the top priorities and actions that happened the previous week and that will happen in the coming week.
- Provide a final written report to the Mayor and City Council, summarizing activities and accomplishments at the conclusion of the 2019 legislative session.
- Work during the interim with City staff, the legislative committee, and City Council to prepare for the 2019 legislative session. This will include issue analysis, research, and identification for 2019; outlining implementation plans for goals; legislator education; coalition building; and other activities to continue to strengthen outcomes in the identified issue areas.
- Be available to City staff and the council for direct communication and access.
- Comply with all state laws and regulations, including but not limited to lobbyist registration and related filings.

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EXHIBIT B

REQUEST FOR CONSULTANT PAYMENT

To: City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone: (425) 295-0500
FAX: (425) 295-0600

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

_____

Telephone: _____

Email Address: _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: $_____

Specific Program:_____

_____
Authorized signature

ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED

For Department Use Only

Total contract amount	
Previous payments	
Current request	
Balance remaining	

Authorization to Consultant: $
Account Number:
Date:

Approved for Payment by: _____ Date: _____

Finance Dept.

*Check #*_____ *Check Date:*_____

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EXHIBIT C

TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, you must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Sammamish prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

_____ Corporation _____ Partnership _____ Government Consultant

_____ Individual/Proprietor _____ Other (explain)

TIN No.: _____

Social Security No.: _____

Print Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

_____ _____

Date Authorized Signature (Required)

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AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Sept 2018				
Tues 9/11	9/03	4:30 pm	Special Study Session	Council Training Session (2 hours) Presentation: King County Solid Waste Comprehensive Plan (30 minutes – tentative) Presentation: King County Transit Community Connections Presentation: Branding
Tues 9/18	9/10	6:30 pm	Regular Meeting	Presentation: 2019-202 EF & R Budget Presentation: Housing Strategy Update (60-minutes) Public Hearing: Emergency Amendments to the Comprehensive Plan Glossary & Transportation Element (30 minutes) Public Hearing: Transportation Concurrency & LOS Code Amendments (30-minutes) Public Hearing /Ordinance: Development Moratorium Extension (45-minutes) <u>Consent:</u> Proclamation: Diaper Awareness Week Proclamation: National Pollution Prevention Awareness Week, Sept 17-21 Proclamation: Welcoming Week Contract: Traffic Impact Fee Update: FCS Group Resolution: Water Quality and Aquatic Habitat Monitoring Strategic Plan
Tues 9/25	9/17	6:30 pm	Special Study Session	Discussion/Workshop: 2019-20 Budget (3-hours)
Oct 2018				
Mon 10/01	9/24	6:30 pm	Study Session	Discussion: Housing Strategy Update (60-minutes) Discussion: Capital Facilities Element Updates – School Impact Fees (15-minutes) Discussion: Big Rock Park, Site B – Phase I Preliminary Design

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Tues 10/02	9/24	6:30 pm	Regular Meeting	Public Hearing/Ordinance: First Reading Capital Facilities Element Updates – School Impact Fees (15-minutes) Approval: 2019/2020 Human Services Grant Funding Public Hearing: Franchise Agreement Verizon Fiber <u>Consent:</u> Ordinance: New Business Licensing requirements Contract: ITS Phase 2 Design/TBD Contract: Big Rock Park, Site B, Phase I Improvements/KPG
Tues 10/09	10/01	6:30 pm	Study Session	Discussion: Urban Forest Management Plan (60-minutes) Discussion: Transportation Master Plan Update and Traffic Impact Fee Update (60-minutes) Discussion: 2019-20 Budget (60-minutes)
Tues 10/16	10/08	6:30 pm	Regular Meeting	Discussion: Police Services Study Update (60-minutes) <u>Consent:</u> Resolution: 212th Way SE Project Acceptance Resolution: East Lake Sammamish Parkway Ditch Maintenance Project Acceptance Resolution: ELSP/SE 33rd Crosswalk Project Acceptance
Nov 2018				
Mon 11/05	10/29	6:30 pm	Study Session	<u>Discussion:</u> Issaquah Pine Lake Road Phase 1- Project Update
Tues 11/06	10/29	6:30 pm	Regular Meeting	Public Hearing/Ordinance: First Reading of the 2019-20 Budget Public Hearing/Ordinance: First Reading for the 2019 Property Tax Levy Ordinance Public Hearing/Ordinance: 2019 School Impact Fee Update (15-minutes) <u>Consent:</u>
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 Update: Issaquah Pine Lake Road Design Presentations: Public Works Standards Annual Update

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Tues 11/20	11/12	6:30 pm	Regular Meeting	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: Sahalee Way Stormwater Tightline Project Acceptance
Dec 2018				
Mon 12/03	11/26	6:30 pm	Study Session	Discussion: 2019 Comprehensive Plan Amendments – Docket Requests (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) Resolution: Adopting the Police Services Study <u>Consent:</u> 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 Contract: 2019-2020 City-wide Water Quality Monitoring - Consultant Services/TBDResolution: Flashing Yellow Arrow Installation Project Acceptance Resolution: Minor Intersection Improvements Project Acceptance
Tues 12/11	12/03	6:30 pm	Study Session	
Tues 12/18	12/10	6:30 pm	Regular Meeting	<u>Consent:</u>
	To Be Scheduled		**To Be Scheduled**	**Parked Items**

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	• Lk. Sammamish Water Level • Growth Centers • Internet Usage & Social Media Policies • Indexing the impact fee rates • Small Cell Facility Technology	• Special Events Ordinance • Maintenance Safety Program Adoption • M&O Strategic Plan • Fleet Management Policy • Roadway Funding Strategy • Maintenace & Fire Station Facility Assessment • Franchise Agreement/SPWS • Comprehensive Solid Waste Plan • Bid Award: Citywide Guardrail Repair/TBD	• 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. • Contract: Beaver Lake Park Phase 1 Improvements, Design/TBD