AGENDA

City Council Regular Meeting - Revised

6:30 PM - Tuesday, March 5, 2019

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 Deputy City Clerk, Lita Hachey at lhachey@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.*		
	CONSENT CALENDAR		**7:05 pm**
	Revised: "**Approval:** Minutes for the February 5, 2019 Regular Meeting"		
4 - 16	1.	**Approval:** Claims For Period Ending March 5, 2019 In The Amount Of $3,175,100.71 For Check No. 52855 Through 53269 View Agenda Item	
17 - 164	2.	**Resolution**: Adopting The City's Human Services Strategic Plan View Agenda Item	
165 - 200	3.	**Contract:** SharePoint Implementation Planning and Project Consulting / Stoneshare View Agenda Item	
201 - 212	4.	**Contract**: 2019-2020 Inspection and Geotechnical Analysis /	

HWA
View Agenda Item

213 - 215 5. **Supplemental Agreement**: Mobile Mechanic Services / Auto Doctor
View Agenda Item

216 - 220 6. **Approval:** Minutes for the February 5, 2019 Regular Meeting
View Agenda Item

221 - 225 7. **Approval:** Minutes for the February 19, 2019 Regular Meeting
View Agenda Item

PRESENTATIONS / PROCLAMATIONS **7:10 pm**

Revised: Addition of "**Proclamation:** Declaring our Commitment to Being Welcoming, Inclusive, and Caring Communities for All"

226 8. **Proclamation**: Declaring our Commitment to Being Welcoming, Inclusive, and Caring Communities for All
View Agenda Item

PUBLIC HEARINGS

UNFINISHED BUSINESS **7:20 pm**

227 - 249 9. **Discussion**: Stormwater Code Amendments
View Agenda Item

NEW BUSINESS **7:50 pm**

250 - 281 10. **Resolution**: Approving The 2019 Budget And Work Plan Program For A Regional Coalition For Housing (ARCH)
View Agenda Item

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS **8:35 pm**

Revised: Addition of "**Report:** Mayor Christie Malchow"

282 11. **Report:** Mayor Christie Malchow
View Report

283 - 285 12. **Report:** Councilmember Pam Stuart
View Report

CITY MANAGER REPORT

EXECUTIVE SESSION **9:00 pm**

Potential Land Acquisition pursuant to RCW42.30.110(1)(b)

ADJOURNMENT **10:00 pm**

LONG TERM CALENDAR

286 - 290 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.

City of Sammamish Washington

MEMORANDUM

TO: Melonie Anderson/City Clerk

FROM: Tracey/Finance Department
DATE: February 28, 2019
RE: Claims for March 05, 2019

	268,137.29 +	
	89,181.41 +	$268,137.29
	46,154.30 +	$89,181.41
	161,800.62 +	$46,154.30
	2,153.02 +	$161,800.62
	90,832.37 +	$2,153.02
	116,869.35 +	$90,832.37
	558,349.08 +	$116,869.35
	132,751.88 +	$558,349.08
	23,876.61 +	$132,751.88
	321,280.09 +	$23,876.61
	1,170,281.55 +	$321,280.09
	84,122.44 +	$1,170,281.55
	109,310.70 +	$84,122.44
	014	$109,310.70
Check # 52855-53269	3,175,100.71 *	**$3,175,100.71**

Top 10 Over $10,000 Payments

Eastside Fire and Rescue	**$**	**964,110.88**	**Fire and rescue services contract**
Perteet	**$**	**529,291.81**	**SE 4th St**
AWC	**$**	**157,568.59**	**Employee benefits**
ICMA 401	**$**	**61,109.00**	**Employee benefits**
Pape Machinery	**$**	**56,514.70**	**New equipment**
ICMA 401	**$**	**52,276.40**	**Employee benefits**
King County	**$**	**44,700.39**	**Traffic contract and Beaver Lake monitoring**
GeoTerra	**$**	**43,704.30**	**Kirkland aerial mapping**
Patriot Maintenance Inc	**$**	**40,602.00**	**Cleaning services - Jan 2019**
Best Parking Lot	**$**	**35,979.92**	**Street arterial and parks sweeping**

Check Register - Not Entered Into Springbrook

Vendor Name	Check Date	Check Value	Check No
Payroll	2/5/2019	**268,137.29**	52855-52976

Accounts Payable

Check Register Totals Only

User: Lkraynak
Printed: 2/25/2019 - 5:27 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
52977	02/07/2019	AUTODOC	Auto Doctor	3,727.57	52,977
52978	02/07/2019	HOMEDE	Home Depot	1,175.77	52,978
52979	02/07/2019	PATRIOT	Patriot Maintenance Inc	40,602.00	52,979
52980	02/07/2019	SMS	SMS Cleaning, Inc	2,808.00	52,980
52981	02/07/2019	STAPLES	Staples Advantage	2,364.34	52,981
52983	02/07/2019	us bank	U. S. Bank Corp Payment System	25,263.36	52,983
52984	02/07/2019	VERIZON	Verizon Wireless	6,871.11	52,984
52985	02/07/2019	VOYAGER	Voyager	6,369.26	52,985
			Check Total:	89,181.41	

Accounts Payable

Check Register Totals Only

User: Lkraynak
Printed: 2/25/2019 - 6:21 PM

Check	Date	Vendor No	Vendor Name		Amount	Voucher
52986	02/07/2019	GEOTERRA	GeoTerra, Inc.		43,704.30	52,986
52987	02/07/2019	PRPOSE	PRPOSE		2,450.00	52,987
				Check Total:	46,154.30	

Check Register - Not Entered Into Springbrook

Vendor Name	Check Date	Check Value	Check No
Baker Marc	2/8/2019	1,670.32	52988
Association of WA Cities	2/8/2019	1,683.04	52989
AWC Employee Benefits Trust	2/8/2019	157,568.59	52990
California State Disbursement Unit	2/8/2019	663.50	52991
WA State Support Registry	2/8/2019	215.17	52992
		161,800.62	

Accounts Payable

Check Register Totals Only

User: Lkraynak
Printed: 2/25/2019 - 6:42 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
52993	02/13/2019	COMCAST3	Comcast	1,333.96	52,993
52994	02/13/2019	REPUBLIC	Republic Services #172	819.06	52,994
			Check Total:	2,153.02	

Check Register - Not Entered Into Springbrook

Vendor Name	Check Date	Check Value	Check No
VOID	**VOID**	**VOID**	**52995**
Allstream	2/13/2019	2,165.32	52996
Association of WA Cities	2/13/2019	89.50	52997
Century Link	2/13/2019	122.57	52998
Comcast	2/13/2019	378.59	52999
Costco Membership	2/13/2019	120.00	53000
Frontier	2/13/2019	399.17	53001
ICMA 401	2/13/2019	52,276.40	53002
ICMA 457	2/13/2019	20,568.22	53003
Navia Benefits Solution	2/13/2019	1,694.51	53004
PSE	2/13/2019	11,920.51	53005
VOID	**VOID**	**VOID**	**53006**
Sammamish Plateau Water & Sewer District	2/13/2019	1,097.58	53007
		90,832.37	

Accounts Payable

Check Register Totals Only

User: Lkraynak
Printed: 2/26/2019 - 10:52 AM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
53008	02/14/2019	AGENTERP	AG Enterprise Supply Inc	4,657.85	53,008
53009	02/14/2019	ASSISTAN	Assistance League Of the Eastside	3,000.00	53,009
53010	02/14/2019	ATHLETES	Athletes for Kids	2,500.00	53,010
53011	02/14/2019	BACKGROU	Background Source Intl	16.00	53,011
53012	02/14/2019	BARTLETT	Bartlett Tree Experts	14,971.00	53,012
53013	02/14/2019	BERK	Berk Consulting, Inc.	2,618.35	53,013
53014	02/14/2019	BEST	Best Parking Lot Cleaning, Inc	35,979.92	53,014
53015	02/14/2019	BRIDGE	Bridge Disability Ministries	1,500.00	53,015
53016	02/14/2019	ISSCITY	City Of Issaquah	1,190.75	53,016
53017	02/14/2019	EVANS	David Evans & Associates, Inc	8,212.36	53,017
53018	02/14/2019	DTGENTER	DTG Enterprises Inc.	136.25	53,018
53019	02/14/2019	DURHAM	Durham Painting	1,095.60	53,019
53020	02/14/2019	ELTEC	Eltec Systems LLC	533.26	53,020
53021	02/14/2019	ESA	ESA	6,478.75	53,021
53022	02/14/2019	FASTENAL	Fastenal Industrial Supplies	120.42	53,022
53023	02/14/2019	FEHRPEER	Fehr & Peers	5,458.73	53,023
53024	02/14/2019	FORESTRY	Forestry Suppliers, Inc	208.75	53,024
53025	02/14/2019	HERRERA	Herrera Environmental Consult.	23,191.36	53,025
53026	02/14/2019	IMAGINE	Imagine Housing - Sammamish	5,000.00	53,026
			Check Total:	116,869.35	

Accounts Payable

Check Register Totals Only

User: Lkraynak
Printed: 2/26/2019 - 12:40 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
53027	02/14/2019	AMERICAL	Americall International Inc	308.85	53,027
53028	02/14/2019	BEST	Best Parking Lot Cleaning, Inc	28,178.42	53,028
53029	02/14/2019	PERTEET	Perteet, Inc.	529,291.81	53,029
53030	02/14/2019	UPTON	Shelby Perrault	570.00	53,030
			Check Total:	558,349.08	

Accounts Payable

Check Register Totals Only

User: Lkraynak
Printed: 2/26/2019 - 6:40 PM

Check	Date	Vendor No	Vendor Name	Amount	Voucher
53031	02/19/2019	KINGFI	King County Finance A/R	44,700.39	53,031
53032	02/19/2019	KPG	KPG Interdisciplary Design	295.00	53,032
53033	02/19/2019	LWSFOUND	Lake Wa Schools Foundation	8,500.00	53,033
53034	02/19/2019	MASTERCH	Master Chorus Eastside	500.00	53,034
53035	02/19/2019	OTAK	Otak	9,298.93	53,035
53036	02/19/2019	POA	Pacific Office Automation	1,618.55	53,036
53037	02/19/2019	PACCIVIL	Pacific Civil & Infrastructure Inc.	11,516.00	53,037
53038	02/19/2019	PATTLAR	Larry Patterson	2,600.00	53,038
53040	02/19/2019	PRRINC	PRR Inc.	1,080.62	53,040
53041	02/19/2019	PSR	P.S.R. Equipment Repair	95.48	53,041
53042	02/19/2019	ROTARSAM	Rotary Club of Sammamish	130.00	53,042
53043	02/19/2019	RWC	RWC Group	289.23	53,043
53044	02/19/2019	SAFEBUIL	Safebuilt Washington LLC	720.00	53,044
53045	02/19/2019	SAMCITIZ	Sammamish Citizen Corps Council	956.53	53,045
53046	02/19/2019	RWSCOTT	R. W. Scott Construction Co	5,864.04	53,046
53047	02/19/2019	SDA	Site Development Associates LLC	525.00	53,047
53048	02/19/2019	SEQUOYAH	Sequoyah Electric, LLC	7,306.02	53,048
53049	02/19/2019	SPRERYAN	Ryan Sprecher	261.96	53,049
53050	02/19/2019	TRANSGRO	Transpo Group USA Inc.	31,917.59	53,050
53051	02/19/2019	WAPAT	Wa State Patrol	2,296.54	53,051
53052	02/19/2019	WC3	West Coast Code Consultants, Inc	2,280.00	53,052
			Check Total:	132,751.88	

Check Register - Not Entered Into Springbrook

Vendor Name	Check Date	Check Value	Check No
Auto Doctor	2/19/2019	4,769.70	53053
Best Parking Lot Cleaning Inc	2/19/2019	170.45	53045
CenturyLink	2/19/2019	56.68	53055
Comcast Business	2/19/2019	1,333.96	53056
Department of Ecology	2/19/2019	105.00	53057
LegalShield	2/19/2019	57.80	53058
North East Sammamish Sewer & Water District	2/19/2019	497.92	53059
Patterson Larry	2/19/2019	2,600.00	53060
PSE	2/19/2019	11,557.99	53061
Republic Services	2/19/2019	2,727.11	53062
		23,876.61	
Payroll	2/20/2019	**321,280.09**	53063 - 53179
Altus Traffic Management LLC	2/26/2019	5,104.53	53180
Background Source Intl	2/26/2019	170.00	53181
BMC	2/26/2019	528.79	53182
Brixton Homes	2/26/2019	7,500.00	53183
Cadman	2/26/2019	43.13	53184
Calportland Company	2/26/2019	1,329.11	53185
Cascini - Wade	2/26/2019	198.50	53186
CDW Government	2/26/2019	2,197.24	53187
Colwell - Steve	2/26/2019	1,410.00	53188
Consolidated Press LLC	2/26/2019	6,691.98	53189
Daily Journal of Commerce	2/26/2019	420.00	53190
DTG Enterprises Inc	2/26/2019	130.80	53191
Eastside Fire & Rescue	2/26/2019	964,110.88	53192
Eltec Systems LLC	2/26/2019	3,036.11	53193
Engineering Business Systems	2/26/2019	1,476.28	53194
Eusebio - Jeremy	2/26/2019	512.00	53195
Evergreen Print Solutions	2/26/2019	569.91	53196
Fastenal	2/26/2019	202.90	53197
Fastsigns	2/26/2019	3,076.70	53198
FCS Group	2/26/2019	3,575.00	53199
Geoterra	2/26/2019	975.00	53200
Govt Finance Officers Assoc	2/26/2019	305.00	53201
Grainger	2/26/2019	102.35	53202
Grange Supply	2/26/2019	195.78	53203
Henne Heather	2/26/2019	500.00	53204
King County Police Chief's Association	2/26/2019	50.00	53205

Check Register - Not Entered Into Springbrook

Vendor Name	Check Date	Check Value	Check No
L W Products Co	2/26/2019	3,022.80	53206
Lakeside Industries Inc	2/26/2019	119.88	53207
Les Schwab	2/26/2019	3,695.24	53208
LexisNexis	2/26/2019	61.25	53209
Marenakos Inc	2/26/2019	1,410.39	53210
Minuteman Press	2/26/2019	806.68	53211
Morup Signs Inc	2/26/2019	720.00	53212
VOID	**VOID**	**VOID**	**53213**
Nesco	2/26/2019	3,580.51	53214
Northend Truck Equipment	2/26/2019	3,706.45	53215
Olympic Environmental Resources	2/26/2019	3,428.64	53216
P.S.R. Equipment	2/26/2019	437.39	53217
Pacific Air Control Inc	2/26/2019	1,748.54	53218
Pacific Northwest Chapter ISA	2/26/2019	468.94	53219
Pacific Office Automation	2/26/2019	4,483.20	53220
Pacific Office Automation Inc	2/26/2019	184.80	53221
Pacific Plants Inc	2/26/2019	829.40	53222
Pacific Topsoils Inc	2/26/2019	2,485.50	53223
Pape Machinery	2/26/2019	56,514.70	53224
Performance Systems Integration LLC	2/26/2019	2,445.26	53225
Philips Publishing	2/26/2019	3,365.30	53226
Prothman	2/26/2019	9,476.00	53227
Puget Sound Clean Air Agency	2/26/2019	15,380.00	53228
Rich Landscaping	2/26/2019	6,416.67	53229
Right Systems Inc	2/26/2019	738.16	53230
Robert Half	2/26/2019	20,738.83	53231
RWC Group	2/26/2019	80.03	53232
Scribner Electric	2/26/2019	122.00	53233
Seattle Times	2/26/2019	1,392.90	53234
Shedd - Claradell	2/26/2019	183.74	53235
VOID	**VOID**	**VOID**	**53236**
SiteOne	2/26/2019	754.82	53237
Sprague Pest Control	2/26/2019	440.00	53238
Suburban Propane	2/26/2019	1,928.31	53239
Sumner Lawn 'n Saw	2/26/2019	1,257.00	53240
Sunbelt Rentals	2/26/2019	5,180.08	53241
Society of Wetland Scientists	2/26/2019	115.00	53242
Tags Awards & Specialties	2/26/2019	173.25	53243
The Watershed Company	2/26/2019	7,977.90	53244
		1,170,281.55	

Check Register - Not Entered Into Springbrook

Vendor Name	Check Date	Check Value	Check No
California State Disbursement Unit	2/20/2019	663.50	53245
ICMA 401	2/20/2019	61,109.00	53246
ICMA 457	2/20/2019	20,550.68	53247
VOID	**VOID**	**VOID**	**53248**
Navia Benefits Solution	2/20/2019	1,584.09	53249
WA State Support Registry	2/20/2019	215.17	53250
		84,122.44	
Adobe	2/26/2019	26,316.17	53251
Best Parking Lot	2/26/2019	654.10	53252
iland	2/26/2019	10,779.80	53253
Kirkland Land Care	2/26/2019	26,395.41	53254
Lake Missoula Group LLC	2/26/2019	16,002.70	53255
PSE	2/26/2019	10,452.17	53256
Sammamish Plateau Water	2/26/2019	1,117.93	53257
Shelby Enterprises, Inc	2/26/2019	185.36	53258
The Workwear Place	2/26/2019	49.49	53259
Thyssenkrupp Elevator Corporation	2/26/2019	4,253.96	53260
Toyota Lift Northwest	2/26/2019	1,244.56	53261
Tri-Tec Communications Inc	2/26/2019	3,033.80	53262
Uline	2/26/2019	4,252.93	53263
Utilities Underground Location Center	2/26/2019	561.15	53264
WA Association of Sheriffs & Police Chiefs	2/26/2019	305.00	53265
WA Assoc of Bldg Officials	2/26/2019	500.00	53266
Watson Security	2/26/2019	392.08	53267
WesSpur Tree Equipment Inc	2/26/2019	485.93	53268
Western Equipment	2/26/2019	2,328.16	53269
		109,310.70	

Agenda Bill

City Council Regular Meeting
March 05, 2019

SUBJECT:	Resolution: Human Services Strategic Plan
DATE SUBMITTED:	March 05, 2019
DEPARTMENT:	Human Services
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Approve the Resolution (Exhibit 1).
EXHIBITS:	1. Exhibit 1 - Resolution and Human Services Strategic Plan
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 Resolution (Exhibit 1) adopting the Human Services Strategic Plan?

KEY FACTS AND INFORMATION SUMMARY:

Summary

The Human Services Commission has been working diligently to complete the City's first *Human Services Strategic Plan*. Their goal was to develop realistic and equitable strategies that address community needs in the five "priority areas" outlined by the *Health and Human Services Needs Assessment* – mental wellness, basic needs, seniors, cultural inclusion and domestic violence.

On February 5, 2019, the City Council received and provided feedback on the Commission's recommended draft *Human Services Strategic Plan*. Based on that feedback, the consulting team completed minor edits and finalized the document. One of the primary changes involved removing the table comparing grant funding among neighboring jurisdictions. That table, and further discussion

about the City's grant funding, is a separate topic that is anticipated to take place prior to the next grant funding cycle.

Tonight, staff recommends that the Council adopt the Strategic Plan by approving the included Resolution (**Exhibit 1**). Going forward, staff and the Commission will use this document to provide focus to their work in the community.

Background

In early 2015, the City Council and staff began discussing the possibility of completing a Human Services Needs Assessment and associated Strategic Plan. Funding for the work was allocated in the 2017-18 budget, and subsequently, BERK Consulting was selected to lead the project. The project launched in early 2017, and the work progressed through the Human Services Task Force, which worked closely with BERK to ensure a wide range of viewpoints within the community were sought.

On March 6, 2018, the City Council approved a Resolution (R2018-781) adopting and supporting the *Health and Human Services Needs Assessment*. The Needs Assessment included a comprehensive body of data about the current needs and demographics of Sammamish residents. Five "priority areas" were developed to help focus the City's resources on specific areas of need in the community, including mental wellness, basic needs, domestic violence, cultural inclusion and seniors.

Taking action on those human services needs would require the City to consider funding, staffing, and work program priorities. Therefore, following adoption of the Needs Assessment, the Council approved a supplemental agreement with BERK Consulting to allow work to begin on the strategic planning phase of the project. The consulting team started by reaching out to community partners, service providers and peer jurisdictions. This outreach helped to evaluate the capacity of community partners and the potential timeline needed for implementation of any recommended actions.

BERK then began drafting goals, strategies and a work plan for the City's human services program. In September 2018, the Human Services Commission picked up this project and was able to quickly and efficiently complete its review and develop a recommendation for the Council. On February 5, 2019, Tom Ehlers, Chair of the Human Services Commission, and Erika Rhett, Senior Planner at BERK, presented the draft Plan to the Council.

CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2019-_____

A RESOLUTION OF THE CITY OF SAMMAMISH, WASHINGTON, ADOPTING THE CITY'S HUMAN SERVICES STRATEGIC PLAN.

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

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

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

WHEREAS, the City Council confirmed the scope of work for the Health and Human Services Needs Assessment project on March 21, 2017, and directed staff to proceed with consultant selection; and

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

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

WHEREAS, on March 6, 2018, the City Council adopted the Health and Human Services Needs Assessment and directed staff to complete the strategic planning component of the project; and

WHEREAS, on April 3, 2018, the City Council approved a supplemental agreement with BERK Consulting to complete the Human Services Strategic Plan; and

WHEREAS, BERK Consulting developed goals and strategies to address human services needs within Sammamish by engaging community partners, service providers and peer jurisdictions; and

WHEREAS, during the development of the Human Services Strategic Plan, the consultant engaged the Human Services Commission to collect input and refine the strategies; and

WHEREAS, on February 4, 2019, the consultant and the Human Services Commission presented the recommended draft Human Services Strategic Plan to the City Council and collected feedback; and

WHEREAS, the City Council desires to adopt the Human Services Strategic Plan;

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

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

PASSED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE _____ DAY OF MARCH, 2019.

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.:

HUMAN SERVICES STRATEGIC PLAN

February 2019

City of Sammamish Washington

SAMMAMISH CITY COUNCIL, 2019 COUNCIL MEMBERS

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

HUMAN SERVICES COMMISSION, 2019 MEMBERS

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

CITY OF SAMMAMISH, STAFF

- Rita Badh, Community Services Coordinator
- Mike Sugg, Management Analyst

BERK
STRATEGY ▪ ANALYSIS ▪ COMMUNICATIONS

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

PROJECT TEAM

Allegra Calder, Principal

Erika Rhett, Project Manager

Kristin Maidt, Analyst

Sherrie Hsu, Analyst

2200 Sixth Avenue, Suite 1000
Seattle, Washington 98121
P (206) 324-8760
www.berkconsulting.com

City of Sammamish Human Services Strategic Plan

FINAL | February 2019

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Introduction

The *City of Sammamish Health and Human Services Needs Assessment,* adopted in 2018, laid the groundwork for the Human Services Strategic Plan. The Needs Assessment identified community needs and generated ideas for actions the City can take to support those needs. It included a Community Profile describing the current well-being of Sammamish residents, identified five priority areas for the City to focus on, and recommended potential actions the City can take to leverage, fund, partner, advocate, and provide direct services in each area.

PRIORITY AREAS FROM THE COMMUNITY NEEDS ASSESSMENT

- **Mental Wellness** – ensuring sound behavioral health and reduction in substance abuse for both adults and youth.
- **Basic Needs** – helping local residents reduce insecurity around access to housing, medical care, and food.
- **Cultural Inclusion** – embracing an identity as a welcoming community that meets the needs of the whole population.
- **Active Seniors** – providing a good quality of life for aging residents.
- **Domestic Violence** – connecting people in crisis with safe alternatives.

Transportation and Housing were also identified as regional advocacy issues that have significant impact on health and human service needs in Sammamish.

Development of the Strategic Plan picked up where the Needs Assessment left off by proposing a staffing model, work program, and options for funding. The purpose of the Strategic Plan is to explore how the City can better support the provision of human services in the community in the next two to five years. The Strategic Plan is guided by the idea that the City can maximize its investment in human services for the community with modest changes in staffing, work programs, and funding. Given this focus, it does not include all the possible roles and actions the City could take in regard to human services. Instead it examines realistic ways the City can begin to maximize its investment in human services in the short term. These actions are designed to establish a foundation for long-term improvements in the provision of human services. Long term success relies on the periodic reassessment of human services needs and adjustment of the Strategy. Long term investment should also include the establishment of a vision and mission for the City's human services efforts.

This document is organized to focus on the steps the City can take to support the provision of human services in the community. It starts with a five-point framework for taking action on the priority areas identified in the Needs Assessment. The framework covers the basics: city roles, staffing, focus areas, work program, and funding. Next the report dives into the five priority areas and looks at the goals, recommended actions, and metrics that could be used to effectively support each area. Finally, it describes how the Strategy was developed. Appendices include a review of how human services are provided on the Eastside and a copy of the Needs Assessment Document.

Human Services Strategy

The City of Sammamish has the opportunity to positively affect the lives of the people in its community by building on its existing role in Human Services. Currently, the City provides direct financial support to social service agencies through its Human Services Grant Program. Review of the grant program is within the purview of the newly created Human Services Commission. Direct staffing support comes from the Community Services Coordinator as well as crisis response by police and fire (both agencies provide contracted services to the City). Various City departments also provide indirect support for human services through functions such as land use planning, transportation planning, and parks and recreation.

The City can improve the effectiveness of its support for human services by establishing a framework that builds on existing functions to ensure a more responsive and adequately-resourced Strategy over time. Initial steps to establish such a framework include:

- clarifying **roles** in supporting human services in the community;
- designating an initial **area of focus** for City efforts;
- identifying a preferred **staffing model;**
- developing a **work program** for the Human Services Commission and staff; and
- identifying **funding** alternatives that work for the City.

Each of these steps is reviewed in more detail in the sections below.

ROLES IN HUMAN SERVICES

The Needs Assessment identified several roles the City could take to support human services, but there are four recommend roles that Sammamish is poised to assume at this time. In each of the roles, the City takes a leadership role in cooperating and coordinating with human service agencies and providers. This both supports the human services work being done in the community and provides an opportunity to extend the reach and effectiveness of the money provided through the grant program. Depending on the choices that the City makes in terms of staffing, area of focus, or work program, Sammamish may take on any or all of these roles in the next two to five years.

The four recommended roles are shown below, with role objectives shown in the text that follows.

Administrator

Apply the Strategy internally to support human service partners.

Facilitator

Support the needs of human service partners.

Communicator

Improve awareness of human services needs and resources.

Advocate

Participate in local and regional efforts to improve human services.

Administrator

In the role of administrator, the goal of the City is to make a positive community impact by applying the Human Services Strategy internally. It would support the community and its human services partners through the following objectives:

- **Focus on five priority needs**. Align City polices, programs, and budget decisions with the five priority needs identified in the *Health and Human Services Needs Assessment*. Additional details are shown in the recommendations by priority area, below.
- **Maintain a volunteer bank**. Expand volunteer coordination services to provide a one stop resource for non-profits that need volunteers as well as for youth, seniors, and adults looking to volunteer.
- **Measure progress**. Track key metrics over time to provide data and examine community progress on the five priority needs. Non-profits value the information generated by the *Healthy and Human Services Needs Assessment*. It helps them plan their programs and provides data that can be used in grant applications. It is also valuable to the City in helping to monitor the success of its grant program and measure the success of its strategies. In each of the priority areas it is important to know how many Sammamish residents are served.
- **Budget for Human Services**. Identify reliable sources to fund the City's work in human services and establish a dedicated fund to continue this work. Consider funding the budget at a level that would increase the per capita expenditure for human services. This would provide consistency in support for the grant program and for city staff with human services and related roles.

Facilitator

As a facilitator, the City can support the unique needs of the agencies and service providers that work within the five priority needs in Sammamish. It can do so by meeting the following objectives:

- **Convene partners**. Pull together agencies and non-profits in each of the priority areas to coordinate roles and responsibilities to address key community resources. The City would not be directing other organization's work programs but facilitating the exchange of information, identifying areas of collaboration, and looking for synergy in mission and action.
- **Reprioritize funding**. Use the Human Services Commission to restructure the grant program around the Human Services Strategy. Consider prioritizing non-profit partners working directly on strategies in this plan for grant funding or for larger grant amounts.
- **Help service agencies find space in the community**. Non-profits and other service agencies need access to affordable, low cost space in Sammamish to better do their work. Space is needed to provide services, for administrative functions, for classes and meetings, and for community gathering. The City can assist by offering City facilities, helping to coordinate agreements with schools or churches, and through regulatory incentives.

Communicator

The City already has several channels of communication that it uses to reach and engage the community. The goal of the Communicator role for human services is to use those channels to improve awareness of needs and services for the five priority areas. Partnerships within this role can be mutually beneficial. Partners can utilize the City's communication channels and outreach capacity to reach the people who can most benefit from their services. This is possible with the following objectives:

- **Jointly sponsor events and activities**. Service agencies need access to potential clients and the community benefits from seeing how an investment in human services is an investment in the health and vitality of the whole community. City support in advertising, organizing, or providing a venue for health fairs, welcoming events, community conversations, resource fairs, cultural events, and more can help communicate that Sammamish is a caring community and connect people to needed resources.
- **Participate in awareness campaigns**. Awareness campaigns are another important communication tool where the City could partner with service agencies and non-profits. Awareness of resources helps those in need connect with sources of support. Educating people can help them connect to resources before a situation becomes a crisis. Awareness also improves community understanding about issues and needs that can be invisible or silent such as mental wellness, cultural inclusivity, or domestic violence.
- **Provide training**. City staff, elected officials, and appointed officials all serve the public. One time and on-going training programs related to the five priority needs, such as equity training, will help the City provide better public service and should increase awareness of community needs and resources to help.

Advocate

As an advocate, the City's goal is to provide local and regional support for issues that affect the provision of human services. The City already acts as an advocate in several areas, some of which are applicable to human services, such as affordable housing or transportation. However, the City can improve its advocacy for human services by better coordinating its advocacy efforts and explicitly pursuing them from a human services perspective. Advocacy can help bring resources into the community and can help build coalitions to solve regional issues. The City can expand its role as an advocate by meeting the following objectives:

- **Add policy support in the Comprehensive Plan**. Consider adding a Human Services element that would include support for all five priority areas or adding goals and policies throughout the Comprehensive Plan to support ideas such as cultural inclusivity, aging in place, transportation alternatives for those without vehicles, and affordable housing for emergency, temporary, and permanent needs.
- **Address human services in regional transportation work**. Transportation is a regional issue but is also very important to the community. To support human services, transportation advocacy should include: alternatives to personal vehicles; shuttle support for seniors, youth, or other vulnerable populations; and enhanced public transit options.
- **Address human services in regional housing advocacy**. Housing is another regional issue that is difficult to address by Sammamish alone. To support human services, housing advocacy should include: county, state, and federal funding options for affordable housing; regional cooperation on emergency and transitional housing; and the provision of case management and other services to go with housing of vulnerable or transitional populations.
- **Participate in sub-regional advocacy groups.** The City already participates in a variety of groups that collaborate on human services issues on the Eastside. These groups include: the Eastside Human Services Forum, the Alliance of Eastside Agencies, the North East Funders Collaborative, and the Eastside Homelessness Advisory Council. Continued participation in groups that focus on the Eastside will help Sammamish residents benefit from stronger and more coordinated provision of services that are nearby.

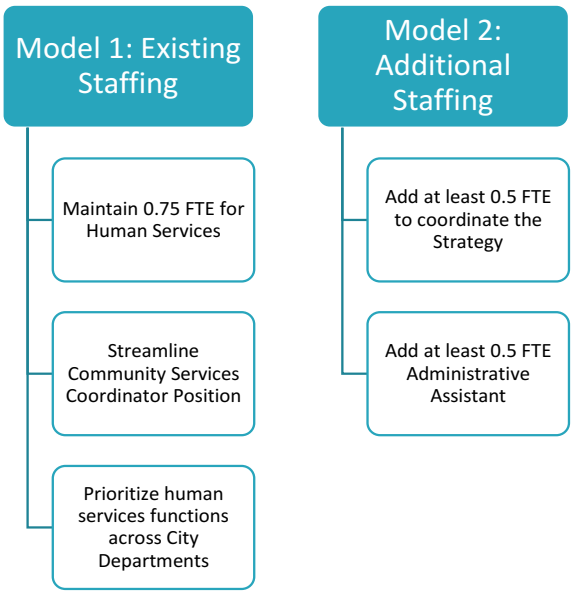
AREA OF FOCUS

With five areas of priority and four roles the City can take to advance human services in the community, there are a myriad of options that can be pursued. These options are highlighted in the Priority Area Recommendations section. Realistically, the City does not have the funding or staffing in place to aggressively pursue all the options. Strategically, it must focus its efforts to begin achieving results.

There are various ways to focus the City's efforts, but the most effective way would be to either pick one of the priority issues or one of the City roles and assign staffing and funding in pursuit of that selection. By picking one of the roles, for example the Communicator role, the City could focus efforts on the objectives of that role such as awareness campaigns or jointly sponsored events. This would likely allow the City to support human services work in each of the five priority areas. However, by selecting one of the five priority areas to focus on, the City could provide deep support in one particular area of concern. For example, if Mental Wellness was chosen, City resources could help convene and coordinate providers, sponsor a joint wellness event, improve access to resources through an awareness campaign, and support mental wellness education. This focused approach on Mental Wellness could result in increased use of available services, a decrease in crisis calls to emergency services, or positive changes in the mental health statistics for youths and adults. Other methods, such as rotating areas of focus or choosing multiple areas of focus should be calibrated to available staff and funding resources. Regardless of the method chosen, prioritizing and/or sequencing the focus areas creates opportunity to optimize community impacts.

STAFFING MODEL

The City provides both direct and indirect staffing support for human services. Clarifying and formalizing staffing assignments will help the City best make use of its resources. The ability to make progress on the five priority needs is affected by the amount of time and resources that the City can put into the Strategy. Additional staffing should help the City to make greater progress. However, since the decision to add staffing or FTEs (full time equivalent, or, one full time job) rests with the City Council and the budgeting process, two models are presented for consideration: a model that works with existing staffing and a model that adds an additional FTE.



Model 1: Reprioritize Existing Staffing

Currently the City has a lean workforce with only a 0.75 FTE Community Services Coordinator position working directly on issues related to human services. However, other positions both directly and indirectly touch on human services. An administrative assistant provides some limited support and a Management Analyst devotes about 10% of their time to human services (including the development of this Strategy).

Indirectly, some of the long-range planning and Comprehensive Plan work touches on issues with human services ties, such as affordable housing, as well as work on transportation in Public Works, and work on community programs and events in Parks and Recreation. Contracted work with Police and Fire provides some direct intervention and emergency services for people in crisis.

Working with the existing staffing of the City will require a greater emphasis to be placed on human services within work programs of staff in departments across the City. This means some shifting of work program priorities to accommodate human services work and identifying current work program items that have a lower priority. Using existing staffing in a variety of departments to do some of the work will require a conscious adjustment of work priorities. In most cases, something will need to be dropped from a work program in order to shift the focus on human services. This will require specific direction from Council and director buy-in and support. This

Strategy could be applied through the following steps:

- Ensure a minimum of 0.75 FTE is devoted specifically to the overall responsibilities of the Human Services program. Currently there is a 0.75 FTE Community Services Coordinator in this role. At a minimum, this level of staffing should be maintained.
- Define the goals and objectives of the role of the Community Services Coordinator more clearly and delegate administrative functions. Currently this position fills a variety of roles and is not well defined. Outreach should be the primary function of this position, including community engagement and connecting with service providers. This may include visiting and monitoring of grant recipients. Second to the outreach function is continued participation in regional and local human services coordination efforts, including attending the Eastside Human Services Forum, the Sammamish Healthy Community Coalition, and the Human Services Commission. It would be appropriate for the Community Service Coordinator to work with the chair of the Human Services Commission to set the agenda. Administrative functions currently handled by this position - such as budgeting, grant accounting, and meeting support for committees and commissions - should be delegated to an Administrative Assistant.
- Designate a portion of an FTE within appropriate departments to concentrate efforts in an area of focus (see below). For example, if Cultural Inclusion was selected as an area of emphasis, a 0.25 FTE in Administration/Human Resources might work on cultural awareness training and making City facilities more welcoming to people of different cultures or who speak languages other than English. A 0.5 FTE in Parks and Recreation may work with community partners to develop special events or recreational programming.

Model 2: Additional Staffing

By adding an additional FTE, the City will better coordinate the implementation of the Strategy. This additional staffing will also result in few work program trade-offs where existing work program items must be delayed or dropped to accommodate a human services focus. In this staffing model, the first three recommendations from above would still apply: ensure a minimum 0.75 FTE for the Human Services program, streamline the Community Services Coordinator role, and use the process to determine areas of focus. In addition, the following are recommended:

- Add at least a 0.5 FTE to oversee implementation of the Human Services Strategy. The person serving this function would likely be a management analyst or other similar position that would not be embedded in a particular department. This position could support departments in areas where their work intersects with human services, for example, help Community Development prepare aging in place policies or other updates to the Comprehensive Plan that would support human services, or support Parks and

VOLUNTEERS

Volunteers may add value to the City's efforts to implement the Human Services Strategy. However, for volunteers to be effective, they must be recruited, trained, scheduled, managed, and supported. This is likely to require the efforts of at least one FTE in addition to the recommendation for additional staffing. For this reason, the integration of volunteers into the implementation of the Strategy may be an appropriate future step unless the City dedicates additional funding and staffing specifically for this purpose.

Recreation in planning community events. This position could also administratively coordinate multi-departmental tasks or non-departmental tasks such as organizing regional advocacy, convening community partners, or leading efforts to help non-profits and agencies find low cost space in the community.

- Add an Administrative Assistant with at least a 0.5 FTE. This support position would take on administrative and routine tasks that would free up the Community Service Coordinator and the position overseeing the implementation of the Strategy.

WORK PROGRAM

Once Sammamish decides upon a preliminary commitment to staffing and has selected an area of focus, the City needs to establish a work program for staff and the Human Services Commission. The work program should consider the following:

- Identify options to align the grant funding program with the five priority areas or with the chosen focus area. This is a task for Human Services Commission review and recommendation.
- Assist in the development of policies, strategies, and awareness campaigns that support the implementation of the Human Services Strategic Plan. Both the Commission and staff can have roles in implementation. The Human Services Commission can advise, study, review, and recommend actions related to the five priority areas by taking a deeper dive into related subject matter. Staff may also study issues, convene meetings, plan programs and events, and conduct work programs based upon their current capacity and citywide priorities.
- Develop a vision and mission to guide the City's human services program. This is a priority for the Human Services Commission. Both staff and the Commission are stakeholders in this process, but the City Council decides upon the adoption of these statements.
- Assess staffing support for Human Services at each budget cycle. Is a dispersed staffing model working to accomplish the Strategy? Are additional FTEs or dedicated Human Services program staff needed? This is a decision of City Council with the support of staff.
- Update the Community Needs Assessment and review the Human Services Strategy every three to five years. This ensures that the City's efforts are responding to the appropriate community needs. Update of the Needs Assessment would be a staff work plan item, with review by the Human Services Commission.
- Maintain data to measure progress in the five priority areas. This can be used to measure progress, identify trends, and set community benchmarks. Additionally, the City could conduct its own survey on human services every few years. This could help establish a baseline and measure changes in perceptions, stigma, and awareness. Development of the survey questions would be a collaborative effort between staff and the Commission. Data measurement is an administrative task, but results should be reported to the Human Services Commission.
- Establish a set budget or funding formula (such as dollars per capita) for the grant program specifically and the Human Services program generally. Review and recommendation of this funding formula could come from the Human Services Commission.
- Establish an annual joint meeting between the Council and the Human Services Commission to

discuss City priorities for Human Services, work program, and the implementation of the Strategy. Consider periodic joint meetings with related boards and commissions, such as the Parks and Recreation Commission or the Planning Commission.

- Set up a biennial meeting with other Human Services Commissions from cities involved in the Eastside Human Services Forum to promote regional collaboration and share information.
- Provide equity training to the Human Services Commission to ensure their work is done through a lens of social and racial equity.

FUNDING OPTIONS

Funding for the Human Services program and the grant program currently come from the City's general fund. The general fund is an important source of human services funding that should be maintained. Increasing funding for human services could help to implement the Strategy more effectively by providing additional staff support, supporting related capital expenditures (for example on meeting space or community gathering space), or providing additional funding to the grant program.

The list below highlights a variety of options for gathering additional revenues and financial support that could be used to advance the Human Services Strategy. Not all of these funding resources may be available or practical for the City to use at all times. The applicability of these resources should be reviewed as part of the human services work program.

- **Health and Wellness Levy.** The City could use its taxing authority to collect funds to support community health and wellness. Funds could be used to support services or capital investments. Human services support could also be folded into a larger package of community improvements such as parks and recreation. A levy is a voter approved taxing mechanism and would likely involve a robust campaign to educate the community about its purpose and benefits.
- **Non-profit Foundation.** Although the City has taxation authority it is limited in its ability to fundraise. Non-profits are less restricted than government in how they fundraise and spend money. Special purpose governments such as school districts often use this approach. That flexibility could be leveraged by creating a non-profit community foundation that could partner with the City on implementation of the Human Services Strategy. The charter for the non-profit could specifically relate to the five priority areas and the board could be set up to require City representation, if desired. A non-profit could also assist in soliciting and collecting donations from the community and corporations.
- **Grants.** Currently the City receives an allotment CDBG (Community Development Block Grant) funding from the federal government, but the City does not use it directly. The City participates in the King County Consortium that adopts a countywide Consolidated Plan, which is necessary for CDBG eligibility. However, there are federal, state, and county programs that provide grants or other funding support for health and human services. They can be found on the websites of the federal Department of Health and Human Services, Washington State Department of Health, and King County Public Health. Many of these funds go to health departments or service providers. However, the City may be eligible for some

grant funds through the development of specific initiatives in the five priority areas. For example, the Preventative Health Block Grant supports projects related to disease prevention (including adolescent health and substance use), translation of health education materials, and culturally relevant outreach. Grant programs also fund more general human services supports, such as transportation alternatives or affordable housing. Working with community partners, including other Eastside communities where applicable, would help in pursuit of and in implementing grant funding.

- **Corporate Sponsors and Community Partnerships.** Corporations, major employers, and community institutions located on the Eastside may provide sponsorship for capital facilities, events, or campaigns. They may be willing to provide space or in-kind support for one-time or on-going programs, projects, and events. Potential corporate sponsors or community partnerships could involve: Microsoft, Costco, Central Washington University, Bellevue College, Swedish Hospital, or local religious institutions.
- **Regulations.** Although an unlikely source of major support for human services, the City can use some of its regulatory power to generate funds or space. The City already has land use regulations that generate some funds for affordable housing. A comprehensive look at those and a greater inclusionary requirement for affordable housing provision could generate additional affordable housing in Sammamish. In addition, regulatory incentives that offer a developer something desired (such as extra density, building height, etc.) in exchange for providing a public good (such as affordable housing or community gathering space) could also have positive results. Regulatory changes of this nature should be calibrated to the market to ensure their effectiveness.
- **Reassigning City Resources.** Where the City has underused resources, particularly in the form of space or capital facilities, they can be assigned to a human services purpose according to this Strategy. In cases where facilities are leased or sold, the City could include provisions to support the human services Strategy in the lease, sales, or development agreements. Such provisions could include setting aside space for non-profits or creating community gathering space. The City may also consider the reassignment of CDBG funds.

Priority Area Recommendations

On the pages that follow are recommendations for City action in each of the priority areas. Each of the five priority areas represents a full work program based on recommended levels of staffing. As noted in the Focus Areas subsection, it is recommended that the City begin implementing the Strategy by narrowing its focus to a single priority area, or potentially to a single role (Facilitator, Administrator, Communicator, or Advocate) to most effectively produce results. Each priority area contains a goal, a list of recommended actions arranged by role, and example measurements of progress. This information was developed through outreach to service providers, a workshop with staff, and the input of the Human Services Commission. The lists of recommended actions are not exhaustive but are intended to help direct City efforts over the next two to five years. It should not exclude the development of other possible actions that could also implement the goals in the priority areas.

MENTAL WELLNESS

Goals

The City's overall goal in the mental wellness area is to address community factors that can contribute to mental health strain and dysfunction in individuals, particularly amongst youth. This can include establishing supports to recognize and respond to community health issues such as anxiety, depression, or substance abuse, as well as reducing the stigma that can be a barrier to individuals seeking support. In pursuit of mental wellness the specific needs of youth, adults, seniors, and immigrant communities should be considered.

Progress Measurement

In addition to measuring progress in these areas we can start with the Healthy Youth Survey, which is published every year and includes data on mental wellness. King County maintains data on community health indicators, including mental and behavioral health, that is updated every few years. To measure stigma, it would be helpful to track perceptions in the community. A survey could ask questions such as: How likely would you be to call a mental health provider? What barriers would stop you from doing so?

Community Partners

The following partners are either working in Mental Wellness in Sammamish or expressed interest in supporting the City's work in this area. The list is not exclusive.

- Evergreen Health
- NAMI Eastside
- Swedish
- Crosspath Counseling
- Youth Eastside Services
- School districts
- YMCA
- Friends of Youth
- Overlake Hospital

Priority Actions

The following actions will help Sammamish meet its mental wellness goals:

Facilitator

- Convene an introductory meeting where providers could meet one another, establish priorities for collective action to improve community mental wellness, and help make sure that they are not doubling up on work.
- Provide meeting space for regular mental wellness resources. A key aspect is to set aside space weekly and at the same time so community members know when they can access the resources. The space can help to foster belonging, which supports mental wellness.
- Partner with mental wellness organizations through joint events.

Communicator

- Ensure people know how to get help by improving awareness of what the providers are already providing, and make sure that resources are known in the community.
- Provide literature, presentation, and information on mental wellness to improve community understanding.
- Use the City's platform to publicize these resources and to reduce barriers to access.

BASIC NEEDS

Goals

The City's goals in basic needs are to increase access to food, shelter, medical care, and transportation throughout the community. The City's role is to make sure everyone has access to these basic needs and to respond to emergencies in these areas.

Progress Measurement

Some jurisdictions set aside a percent per capita of dedicated spending on Health and Human Services. A potential way to measure progress would be to track the number of people served by Basic Needs programs.

Priority Actions

The following actions will help Sammamish meet its goals for basic needs:

Community Partners

The following partners are either working in providing Basic Needs in Sammamish or expressed interest in supporting the City's work in this area. The list is not exclusive.

- Evergreen Health
- Imagine Housing
- Swedish
- Issaquah Food and Clothing Bank
- Issaquah Community Services
- Hopelink
- St. Vincent de Paul

Administrator

- Support basic needs through funding and measuring progress.

Facilitator

- Support non-profits in exploring options for a warehouse-like space for the food bank.

Advocate

- Advocate for affordable housing and Section 8 Housing.
- Advocate for increased regional transportation services.

CULTURAL INCLUSION

Goals

The City's goals are to ensure that all members of the community feel accepted and welcome in Sammamish. Part of this objective means fostering awareness, acceptance, and understanding to build a more inclusive community.

Progress Measurement

Progress is difficult to measure in this area, but some short-term measures could count the number of staff and elected officials that participate in diversity and equity training programs. Intermediate measures could examine the availability of signs and informational materials in different languages, availability of interpreter services, and availability of community space. Long term progress could be demonstrated by broader and more diverse representation of residents in civic events and as members of City boards and commissions or local organizations.

Community Partners

These partners expressed that they are willing to attend events, provide input, or join community work groups. The list is not exclusive.

- India Association of Western Washington
- Chinese Information and Services Center
- Issaquah and Lake Washington School Districts

Priority Actions

The following actions will help Sammamish meet its cultural inclusion goals:

Administrator

- Prioritize cultural inclusion and provide staff and budget for these efforts particularly for departments and programs working in facilitator and communicator roles.

Facilitator

- Provide a public space to meet, where people can meet regularly, as cultural organizations and as central gathering places for diverse groups. Being together fosters cultural inclusion.
- Offer community conversations where different communities come together to talk about the community's needs or simply to spend time together fostering cross-cultural relationships.
- Provide interpreter services that would help residents to navigate public transportation and resources.
- Provide on-going equity training for staff, elected officials, and appointed officials.

Communicator

- Provide more signage in multiple languages in city-owned spaces, such as local parks and City Hall.
- Celebrate cultural holidays as official events, which would both include broader communities in City events and develop awareness of diverse traditions.
- Actively participating in Welcoming Week, a national and local movement that sponsors a series of events and activities that bring together immigrants and native-born Americans to build community connections and improve inclusivity.

ACTIVE SENIORS

Goals

The City's goals are to provide well being and safety for aging Sammamish residents, in particular isolated seniors, while helping them to feel part of the community and ensuring that they have places to meet and connect.

Progress Measurement

Quality of life is difficult to measure, but some progress could be measured with availability of space, program registration, mobility options, and low cost or no cost access to space. Safety improvements can be measured with data on falls.

Priority Actions

The following actions will help Sammamish meet its goals for active seniors:

Community Partners

The following partners are either working with Active Seniors in Sammamish or expressed interest in supporting the City's work in this area. The list is not exclusive.

- Eastside Friends of Seniors
- YMCA
- Chinese Information and Services Center
- India Association of Western Washington
- Sound Generations
- Elder and Adult Day Services

Administrator

- Maintain a citywide time bank or volunteer bank to connect volunteers with those who would benefit from their time.
- Consider if there is need and demand for a Senior Center or whether the City wants to invest in senior programming. If the City decides to prioritize space, then pursue that route; if the City decides to focus on programming, then increase awareness of existing programs.

Facilitator

- Organize a senior health and safety fair where providers such as Swedish and Evergreen could bring resources to one central location.
- Identify underutilized space in the community that could be used for senior programming and activities. Underutilized spaces to consider may include facilities for youth that are vacant during school hours or facilities used by religious communities that may have space available midweek.
- Provide a HealthCare navigator to help seniors better understand their healthcare options. The navigator should be housed in an easily accessible community location such as the YMCA, city hall, or the library.

Communicator

- Advertise the availability of existing programs with health and safety benefits for seniors such as housing repair programs and fall prevention programs.

Advocate

- Advocate for increased regional transportation services, including services for those who use wheelchairs, which will help seniors to move around, attend community events, and access resources.

DOMESTIC VIOLENCE

Goals

Domestic violence can occur in gay or straight relationships and can occur to both men and women. In all situations there can be a stigma in reporting domestic violence. The City's long-term goal is to reduce domestic violence in the community. A more immediate goal is to increase reporting of domestic violence, improve awareness of services and access to services, and to provide better training to respond to domestic violence.

Progress Measurement

Measuring progress in domestic violence is difficult. There is difficulty in separating higher numbers of emergency calls from higher incidences, but the goal would be to increase the share of incidences that are being reported. Other measures could include the number of materials distributed in the community and the number of people who complete bystander training.

Community Partners

The City can partner with these community providers, who are already working with victims of domestic violence, providing trainings, and investing in awareness of and access to resources. The list is not exclusive.

- Lifewire
- Youth Eastside Services
- King County Sexual Assault Resource Center
- Crisis Clinic

Priority Actions

The following actions will help Sammamish meet its goals for addressing domestic violence:

Facilitator

- Provide non-profits and service groups that help families experiencing domestic violence with free bus tickets, free tickets to community events, and similar assistance to access community resources for their clients who can use them.

Communicator

- Promote domestic violence resources by placing information in newspapers, bathrooms, and other easily accessible sources. Ensure that materials:
  - are inclusive of men or sexual minorities who may be experience domestic violence in their relationships.
  - raise awareness of programs that support children impacted by domestic violence.

Advocate

- Provide bystander training in the community to improve awareness and understanding of domestic violence. Evergreen Health is willing to hold seminars in schools or city events, emphasizing the importance of start early with kids to teach them what's acceptable and not. Lifewire is willing to hold a training with the police and fire department, preferring a longer-term engagement.
- Participate in regional advocacy that supports services for those affected by domestic violence. Domestic violence requires a regional support system as survivors often need to be geographically separated from their abuser to stay safe. Regional advocacy works to create safe, resource-rich places for families go in every community.

Development of the Strategy

Outreach to service providers guided the development of this Strategic Plan by providing information on the opportunities and constraints of potential community partners. The consultant team also reached out to other local jurisdictions to learn about their Human Services programs. Finally, staff provided valuable insights into staffing, work programs, and City capacity.

Service providers and potential partners were interviewed to gauge their capacity, interest, constraints, and timing considerations for pursuing the recommended actions from the Needs Assessment. Most of the providers participated in the development of the Needs Assessment and were eager to find areas where joint efforts could increase the positive impact of their programs and services on the community. Interviews were conducted with the following agencies and service providers representing all five priority areas of the Needs Assessment:

- Chinese Information and Services Center
- Crosspath Counseling
- Eastside Friends of Seniors
- Evergreen Health
- Imagine Housing
- India Association of Western Washington
- Issaquah Food and Clothing Bank
- Issaquah School District
- Lake Washington School District
- Lifewire
- National Alliance for the Mentally Ill (NAMI) Eastside
- Swedish Hospital
- YMCA

Interviews with peer jurisdictions included discussions with staff that manage or coordinate human services programs in the cities of Issaquah, Mercer Island, and Redmond. Discussion focused on the nuts and bolts of how other cities staff, fund, and govern their Health and Human Service efforts. Each city approaches human services differently and talking with these cities provided different models of how jurisdictions approach human services. Additional information about these models is included below.

BERK also met with an interdepartmental team of staff to discuss how potential human services strategies fit within their existing work programs, staffing, and capacity. When BERK spoke with an interdepartmental team of City staff, the team understood the need for the City to take a clearer role in supporting the provision of human services in Sammamish. Specific functions within

each department[1] that could support the Human Services Strategy include:

- **City Manager's Office.** Establish training programs that could better help staff and elected and appointed officials understand human service needs. This should include on-going and one-time trainings on topics such as equity training for all or domestic violence bystander training for public-facing positions. Focus the work of the Community Services Coordinator to maximize efforts.
- **Community Development.** Develop explicit policy support for human services-related issues in the Comprehensive Plan for topics such as affordable housing, emergency shelters, aging in place, transportation alternatives, and the provision of community gathering space. Develop regulatory incentives to support human services needs such as non-profit space, affordable housing, or community gathering space.
- **Finance.** Help with budgeting for human services staff and for the grant program.
- **Parks and Recreation.** Develop programs and events to advance the five priority needs, particularly those related to seniors, cultural inclusion, and mental wellness. Expand upon the volunteer bank. Identify City-owned and community spaces that are suitable for use by community service providers.
- **Public Works.** Address human services needs in transportation for issues such as senior transportation, local shuttle services, last mile transportation, and culturally appropriate way finding.

At the current time, City staff have a full work program. The Community Services Coordinator does some work across all these areas but is limited by time. For the most part, the work program for other staff does not specifically include the work above. However, staff is generally willing to take on such work if it was identified as a priority in their work programs. Staff also felt that taking on such work would benefit the City as a whole because it would improve cross-department collaboration, potentially provide training resources in key topics, such as equity, and improve service to the public.

This Strategy was also developed with the input of the Human Services Commission, who reviewed the Strategy as it was developed over a series of meetings. While the predecessor to the Commission, the Health and Human Services Task Force, was deeply involved in the selection of the five priority needs and the development of implementation ideas as part of the Needs Assessment, the Commission provided different input into the development of this Strategy. The Human Services Commission's role in the Strategy was to act as a sounding board for direction and the content within the Strategy and to ensure that it is in alignment with the Needs Assessment. The Commission also provided direct input as to their desired role and work program.

1 Note that Police and Fire are contracted services that develop their own staff work programs and procedures. The City can negotiate some aspects of this, but it is primarily the responsibility of the King County Sheriff and Eastside Fire and Rescue.

Appendix A - How Human Services are Provided on the Eastside

SAMMAMISH

Sammamish is not a direct provider of human services. This means the City supports human services indirectly through policies that direct decision-making on land use, transportation, housing, and parks and recreation. The City also employs a Community Services Coordinator who serves as a liaison to the community and the region and connects residents with local service providers. The City's Fire and Police departments, which are both contracted, provide some direct services through crisis response and other indirect services, such as referral for issues such as domestic violence and substance abuse. Parks and recreation programs address some community needs for social connection.

One important role the City plays is to provide small grants that support agencies doing health and human services work that benefits local residents. In the 2017-2018 biennium, the City distributed nearly $250,000 in grants. Selection of grant recipients is done by the Human Services Commission through a competitive grant process. Previously, the Health and Human Services Task Force selected grant recipients, and prior to that selections were made by staff. Although newly formed in 2018, the Human Services Commission has the capacity to take on additional policy work and make strategic recommendations.

The City of Sammamish also leads and participates in the Healthy Communities Coalition. The Healthy Communities Coalition was created by the Sammamish Police Department and is comprised of over 20 community organizations that come together bi-monthly to share information on key issues in the Sammamish community. Its goal is to promote a thriving community and increase communication between police, local government, businesses, health providers, social service providers, and non-profits.

OTHER JURISDICTIONS

We interviewed three peer cities - Issaquah, Mercer Island, and Redmond - to better understand how they staff, fund, and govern their health and human service efforts with a focus on what works, what does not, and how they manage staff time, measure success, and other lessons learned. Key takeaways from each jurisdiction are detailed below.

Issaquah

Approach to Human Services

Issaquah supports their community's human services needs through 1.0 FTE housed in the Sustainability Department. The main functions of the Human Services program are to support the Human Services Commission, a mayor-appointed and council-approved commission; provide grant administration; coordinate with internal city departments; and manage external and regional partnerships. Outside of the Sustainability Department, the city interacts with human services providers as a landlord to the Issaquah Food and Clothing Bank and AtWork!. The city also

provides space for nonprofits at low or no cost in the Community Hall for services that benefit the community, such as meal programs.

As part of the 2014 comprehensive plan, the city adopted a Healthy Community Strategy Goal that helps focus the city's efforts on health and wellbeing in the community. A subsequent Community Needs Assessment highlighted four areas of focus that the city then targets through grant funding allocations. In addition to baseline funding and funding targeted to areas of focus, last year the city set a minimum grant request of $4,000 per program.

Lessons Learned & Advice

- Support region-wide efforts around results-based accountability frameworks for grantees.
- Consider rebranding human services as health and well-being and be more intentional about the communication around human services both internally, with elected officials, and more broadly in the community. Residents don't typically connect with the terminology of human services, and it needs to be clear that it encompasses more than basic needs.
- Create an informal decision matrix that allows the city to be intentional about which local and regional groups need to be more heavily engaged in and determine the appropriate level of involvement for the city across departments. The city should remain involved in the eastside dialogue as issues arise.
- Clearly define the Community Services Coordinator role to be focused on clear bodies of work that will have measurable impact.

Mercer Island

Approach to Human Services

Mercer Island Youth and Family Services (MIYFS) provides a robust human and community services program, including direct services, with over 20 FTE and a budget of $2.5M. Direction for MIYFS is provided by the Mercer Island budget and specific programmatic strategic plans. Services provided by the department include:

- Community based initiatives focused on programs such as prevention services for youth, employment assistance, and emergency assistance for vulnerable seniors.
- Clinical services, including an outpatient clinic with counseling for individuals, youth, adults, and seniors, senior outreach, and a diversion program for youth with misdemeanors.
- The Mercer Island Thrift Shop, which is also staffed by approximately 60 volunteers and produced $1.6M of the department's revenue last year.
- Administration, including development, advocacy, planning, contracting, and community outreach.

Another unique feature of MIYFS is their foundation which helps generate additional revenue and provided over $200,000 to the operating budget in 2018.

Lessons Learned & Advice

The city provided information about lessons learned that can act as advice for Sammamish.

- The city should consider writing human services into the city charter and/or the municipal code to secure funding. Like roads and police, a city needs to pay attention to the health and well-being of the people that make up the community.
- Keep council engaged by talking to them as often as possible.
- Consider increasing contributions to local agencies through grants and formalizing the grant-making process.
- Provide low or no cost space for counseling services on the plateau. A local comprehensive partnership with regional organizations such as Hopelink or Friends of Youth is a good option for cities that cannot provide direct services.

Redmond

Approach to Human Services

The Redmond Planning and Community Development Department houses the city's Human Services office, which provides grant funding for regional human service providers, participates in regional and sub-regional working groups, manages the Human Services Commission, and provides direct homelessness outreach. The city staffs human services with 1.75 FTE Human Services Planners, an Assistant Director of Community Planning that spends 30% of their time on Human Services Issues, and a homelessness outreach FTE that is partially funded by the Police Department.

The department is guided by the human services element of the comprehensive plan, a 2009 strategic plan; and a yearly work plan. The Redmond Human Services Commission also provides feedback on the Human Services office's direction.

Lessons Learned & Advice

- The city should rely on shared resources and collaborations already in place to meet their community needs.
- Find the right balance of staffing and regional and local issues to be involved in.
- Capitalize on the wonderful community and any interest residents have in volunteering.
- Long-term, the city should consider a regional approach to human services, similar to ARCH, with cities paying into one fund with a commission made up of cities across the region.

Appendix B – Health and Human Services Needs Assessment

City of Sammamish Health and Human Services Needs Assessment

FINAL | March 6, 2018

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Executive Summary

In every community, people have human services needs at some point in their lifetime, and Sammamish is no exception. In fact, the invisibility of these needs makes them particularly urgent. In many cases people do not know where or how to get help. For a teen considering suicide, a senior who needs assistance with daily living, or a recent immigrant who does not understand the health care system, it can be confusing figuring out how to get help. In a community where it appears that most people have plenty, people may feel stigmatized by reaching out even when they know what they need to do. If the City is to continue to thrive as a *"state-of-the-art community – engaged, responsive and generous in its support for the full range of human endeavor,"*[1] it must thoughtfully examine the role it plays in supporting health and human services. There are ways the City can help make a difference for those in the community that need support.

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

The following table includes a list of preliminary ideas for City action chosen for their potential to make an impact on community health and human service needs in the next three years. A few recommendations may have a longer timeline, but significant work could be completed within the next few years if the community is willing to engage. How quickly the City can accomplish these tasks depends on several factors: the availability of staff support, financial resources, and the cooperation of community partners. These ideas are organized around five priority issues: mental wellness, basic needs, cultural inclusion, seniors, and domestic violence. Additional information about the selection of the five priority issues can be found beginning on page 32.

[1] Sammamish Vision for 2035.

Preliminary Ideas for City Actions to Support Health and Human Services

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

Financial Support

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

Implementation Timeline Once Project is Started

⏰ Within a year
⏰⏰ Within 3 years
⏰⏰⏰ Greater than 3 years

Staff Support

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

Introduction

The City of Sammamish promotes a healthy community where every person is considered essential, and meeting basic human needs is considered a shared responsibility. In 2017, the City launched its first ever Needs Assessment process working closely with its Human Services Task Force and supported by BERK Consulting. This Community Needs Assessment will help the City prioritize funding for addressing human and social needs and provide common baseline information shared by the City and community service partners. It will also serve as a roadmap for the newly formed Human Services Commission as it begins its work.

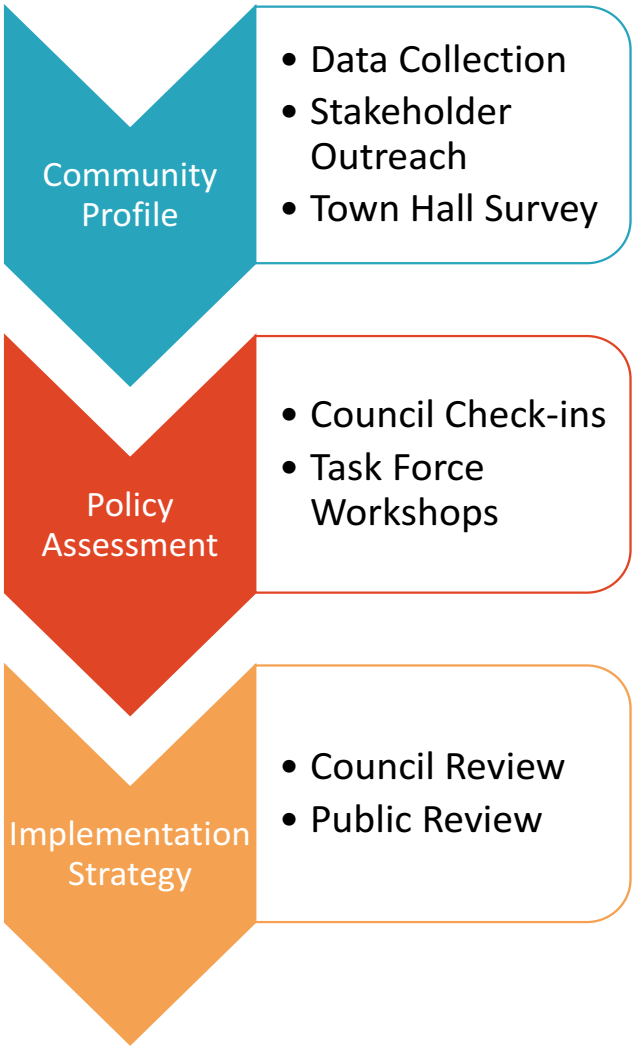
Currently, Sammamish does not directly provide human services, but acts as a resource for community members. The City provides grants of over $200,000 every two years to agencies that provide health and human services to Sammamish residents and maintains a list of resources that people can use for self-referral.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

PROCESS

Developing this Needs Assessment included three stages:

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

Needs Assessment Process



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

Current City Roles in Health and Human Services

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

COMMUNITY DEVELOPMENT

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

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

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

[2] https://www.sammamish.us/government/departments/community-development/

PARKS AND RECREATION

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

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

POLICE AND FIRE

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

COMMUNITY SERVICES COORDINATOR

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

TASK FORCE/COMMISSION

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

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

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

REGIONAL COORDINATION

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

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

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

GRANT FUNDING 2016 - 2017

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

In the 2016-2017 biennium:

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

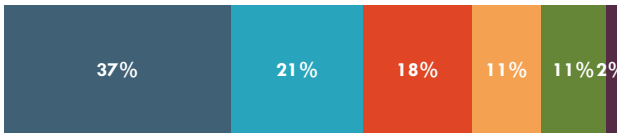
By Program (n=51)
Minimum Grant Size is $1,000
Maximum Grant Size is $10,000
Median Grant Size is $4,000

By Organization (n=39)
Minimum Grant Size is $1,300
Maximum Grant Size is $10,000
Median Grant Size is $6,088

Grant Distribution by Life Cycle

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

Distribution by New Priority Issue



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

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

Priority Issues for Sammamish

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

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

CITY ROLES

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

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

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

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

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

MENTAL WELLNESS

Community Needs

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

Adult Mental Health

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

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

UNDER PRESSURE

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

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

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

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

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

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

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

Adolescent Mental Health

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

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

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

Data from the Healthy Youth Survey[5] is presented in the exhibits below on the state of Sammamish adolescents' mental health, substance use, bullying, and family and community support.

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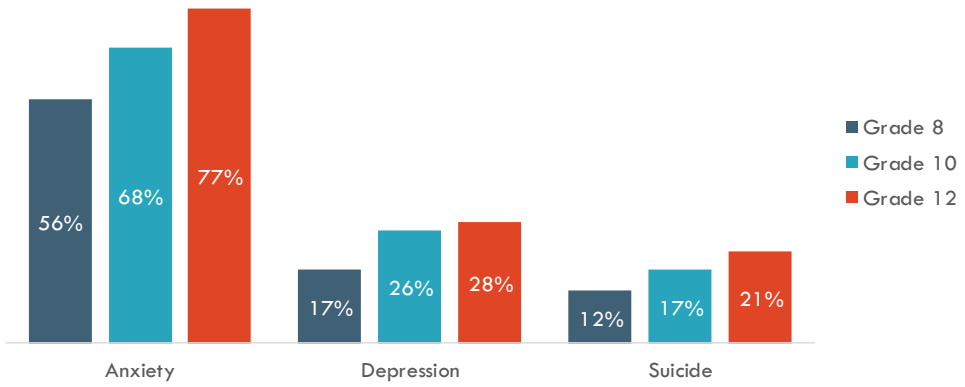
sampling process that looks at the number of occurrences in a statistically valid subset of the community. Throughout this report, where percentages are reported there may be a number in parenthesis next to it to represent the approximate number of Sammamish residents affected by an issue. Such numbers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

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

Mental Health

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

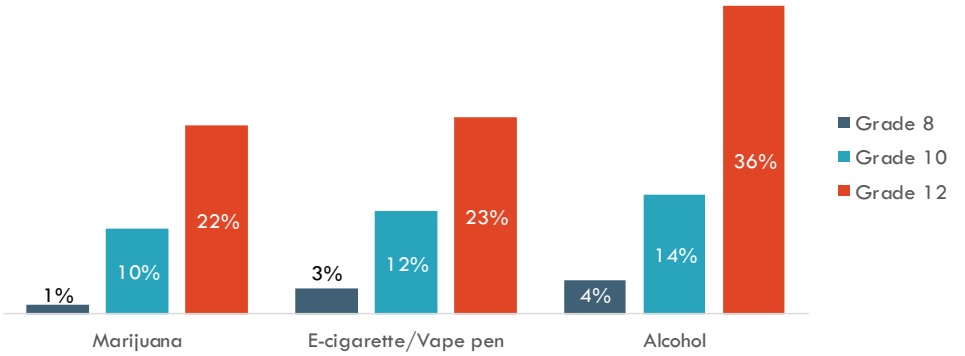


Source: Healthy Youth Survey Fact Sheets, 2016

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

Substance Use

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

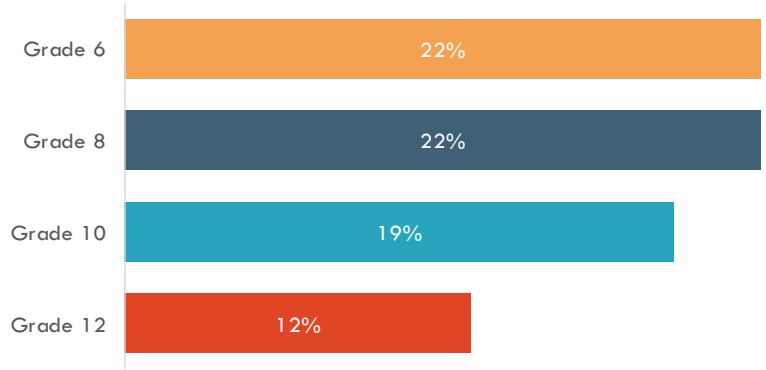


Source: Healthy Youth Survey Fact Sheets, 2016

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

Bullying

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



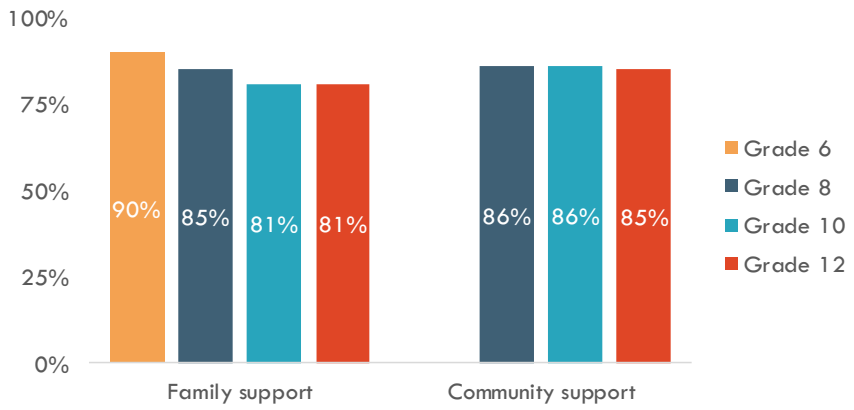
Source: Healthy Youth Survey Fact Sheets, 2016

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

Family and Community Support

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

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



Source: Healthy Youth Survey Fact Sheets, 2016

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

Indicators of Progress

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

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

Current City Response

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

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

Policies and Programs

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

City Grant Program

The City of Sammamish has provided grants to several human services providers that offer mental health services, totaling $44,500 in 2016-2017.[6] These included:

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

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

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

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

Potential Work Plan Outline:

- *City staff and Human Services Commission identify specific goals for the Awareness Campaign.*
- *City staff researches and presents materials for Commission review and recommendation, including an outreach plan.*
- *City staff customizes materials, conducts outreach.*

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

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

Potential Work Plan Outline:

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

Create New Partnerships and Programs

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

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

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

Potential Work Plan Outline:

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

Provide Funding Support

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

  Potential Work Plan Outline:

  - *Contact school districts to discuss this program.*

Case Study:
Mercer Island Youth and Family Services

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

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

Implementation Table

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

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

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

BASIC NEEDS

Community Needs

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

JUST GETTING BY

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

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

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

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

Access to Care

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

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

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

Exhibit 5. Access to Care and Preventive Services

	Uninsured (Age 18-64)	Could not see a doctor 1+ times in past year due to cost	Does not have a personal doctor	No flu shot during the past year	Never had pneumonia vaccination (age 65+)
Washington	18%	15%	26%	63%	27%
King County	15%	14%	26%	60%	28%
Sammamish	**3%**	**9%**	**21%**	**58%**	**21%**
Bellevue	13%	11%	25%	61%	29%
Issaquah	9%	5%	19%	56%	35%
Kirkland	11%	10%	22%	58%	34%
Lake Forest Park	12%	11%	18%	51%	21%
Mercer Island	4%	4%	16%	46%	23%
Redmond	10%	13%	24%	61%	34%
Shoreline	16%	12%	23%	57%	23%

	No dental visit during the past year	No mammogram within 2 years (age 50-74)	No Pap test within 3 years (age 21-65)
Washington	33%	29%	32%
King County	29%	28%	22%
Sammamish	**19%**	**18%**	**23%**
Bellevue	25%	23%	25%
Issaquah	24%	19%	35%
Kirkland	25%	22%	20%
Lake Forest Park	19%	36%	27%
Mercer Island	12%	22%	21%
Redmond	26%	27%	16%
Shoreline	25%	26%	19%

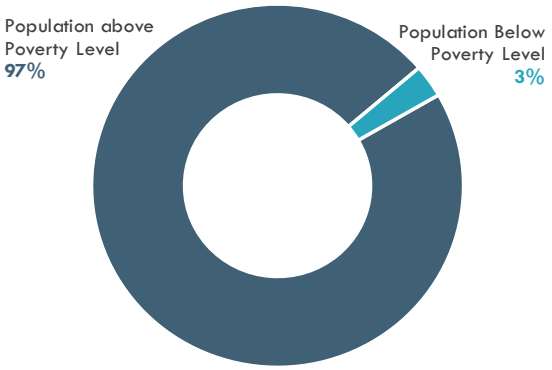
Source: Behavioral Risk Factor Surveillance System (BFRSS), WA State Department of Health, Center for Health Statistics via Public Health Seattle King County City Health Profiles, 2016.

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

Household Insecurity

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

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



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

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

Indicators of Progress

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

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

Current City Response

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

Policies and Programs

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

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

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

Grants

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

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

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

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

Create New Partnerships and Programs

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

  Potential Work Plan Outline:

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

Case Study: RotaCare Clinic in Renton

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

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

  Potential Work Plan Outline:

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

Implementation Table

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

Possible Action	Financial Support	Staff Support	Timeline for Implementation
Home modification	$$ – The City would need to provide funding for the additional residents served, who might not be eligible for the existing program.	Low to Medium – This depends on the role assigned to City staff. This work is currently not performed by staff.	Mid-term.
Food Van	$$ – The City should contribute funding or grant program money to this project.	Medium – City staff is needed to initiate coordination, but once the program is going it could be lower if another agency takes the lead. Ongoing staff support will likely be needed.	Mid-term.
Rotacare Clinic	$$$ – The City should consider a financial contribution to this project.	Medium – City staff is needed to initiate coordination, but once the program is going Rotary volunteers could take the lead. Ongoing staff support will likely be needed.	Long-term.
	Financial Support: **$** - < $100,000 **$$** - $100,000 - $500,000 **$$$** - > $500,000	Staff support needed: **Low** - Current staff, may need to adjust work priorities. **Medium** - Additional staff to manage or coordinate action. **High** - Additional staff to manage or coordinate and to implement.	Implementation Timeline once initiated: **Short-term** - 1 year **Mid-term** - 3 years **Long-term** - >3 years

CULTURAL INCLUSION

FEELING AT HOME

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

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

Community Needs

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

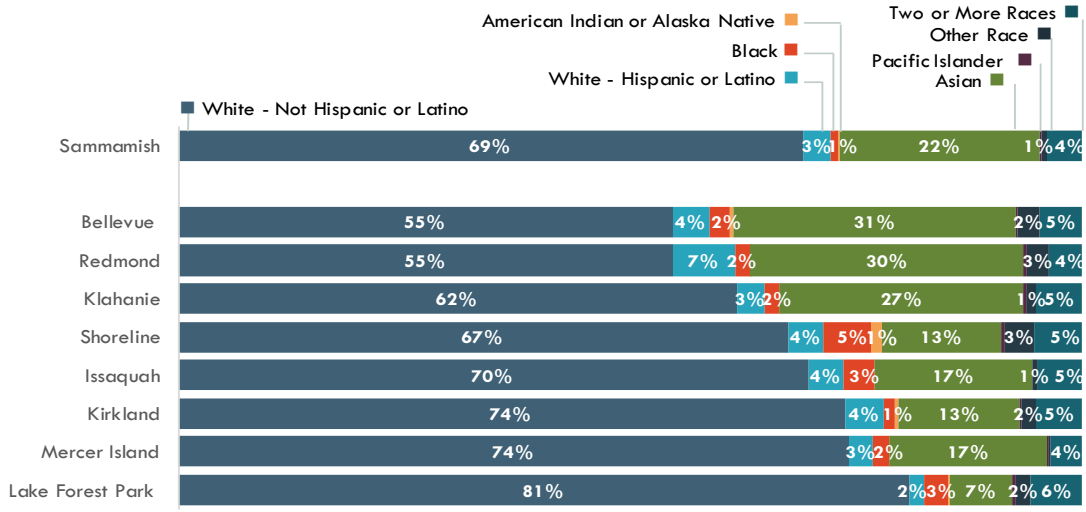
With diversity growing in the community, many children with immigrant parents have a foot in two different worlds. While American culture tends to emphasize individual success, many immigrant communities in Sammamish value a collectivist mindset. Youth struggle to navigate the tension between American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

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

Race and Ethnicity

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

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



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

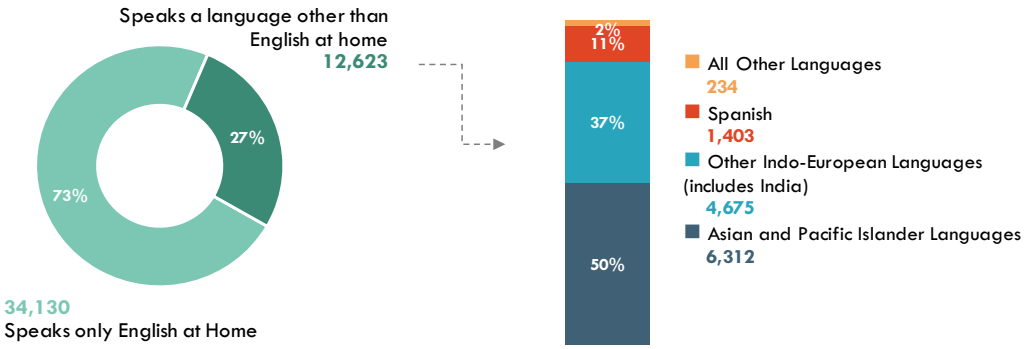
- The white non-Hispanic population in the State of Washington is close to 70%, similar to that of the U.S. overall. King County is more diverse with greater than a third of residents being Hispanic and/or not white alone.
- In Sammamish, most residents are White (69%), with a large proportion of Asian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

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

- Sammamish, prior to the annexation of Klahanie, saw similar proportions of foreign born Asians from Eastern Asia (42%), which includes China, and South-Central Asia (45%), which includes India. Klahanie has a much higher proportion of Asian residents from Eastern Asia (53%) and South-Eastern Asia[9] (16%) compared to Sammamish before the annexation.

Language Spoken at Home

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



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

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

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

Indicators of Progress

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

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

Current City Response

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

Policies and Programs

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

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

Grants

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

- Cultural Navigator Program
- India Association of Western Washington

Case Study: Diversity Advantage Plan in Bellevue

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

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

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

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

  Potential Work Plan Outline:

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

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

Create New Partnerships and Programs

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

  Potential Work Plan Items:

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

Case Study: Crossroads Mini-City Hall in Bellevue

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

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

Direct Service

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

recreate together, and get to know each other.

Potential Work Plan Items:

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

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

  Potential Work Plan Items:

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

Implementation Table

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

Possible Action	Financial Support Needed	Staff Support Needed	Timeline for Implementation
Welcome and Orientation	$$ – This requires materials development. There would be some costs related to sponsoring community events, small giveaways, etc., and expenses for staff training.	Medium – Participation in an interdepartmental team and development of marketing materials will require additional workload. It is likely this item will require additional staff resources.	Short-term.
Cultural Navigation Program	$$ – This would involve funding to support more time and investment in the existing Cultural Navigators Program or costs for training, development of materials, and potentially a dedicated space for a Sammamish- specific program.	Medium – Cultural navigation programs can be run by volunteers, but additional staff resources will be needed to lead, organize, and train them.	Mid-term.
Bi-cultural programming	$$ – Funds are need for program development and materials, programming space, event promotion, etc.	Medium – Additional staffing will be needed to plan and implement additional recreation programs or events.	Mid-term.
Cultural Competency Training	$$ – Funding is needed to hire a trainer and for on-going staff support.	Medium – Additional staffing needed to coordinate the training program and ensure on-going compliance.	Short-term.
	Financial Support: **$** - < $100,000 **$$** - $100,000 - $500,000 **$$$** - > $500,000	Staff support needed: **Low** - Current staff, may need to adjust work priorities. **Medium** - Additional staff to manage or coordinate action. **High** - Additional staff to manage or coordinate and to implement.	Implementation Timeline once initiated: **Short-term** - 1 year **Mid-term** - 3 years **Long-term** - >3 years

SENIOR SERVICES

Community Needs

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

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

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

HOLDING ON

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

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

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

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

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

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

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

There are several factors critical to maintaining independence:

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

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

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

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

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

Indicators of Progress

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

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

Current City Response

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

Policies and Programs

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

Grants

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

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

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

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

  Potential Work Plan Items:

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

Case Study: Kirkland Senior Council

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

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

  Potential Work Plan Items:

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

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

  Potential Work Plan Items:

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

Direct Service

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

  Potential Work Plan Outline:

  - *Develop a departmental team to explore ideas and options for enhanced inter-generational and senior-oriented programming and events.*
  - *Contact community partners to explore opportunities for collaboration.*
  - *Vet ideas with the Parks and Recreation Commission.*
  - *Develop a strategy for implementing senior programming.*
  - *Publicize the availability of programs and opportunities for seniors, including partner resources. For example, let people know they can participate in YMCA programs for free or low cost if they are unable to pay.*

- **Transportation Shuttle.** A transportation shuttle bus for seniors could be used to attend recreational activities in Sammamish or surrounding communities, or for appointments or errands. There are many options for a transportation shuttle, including: a city operated shuttle, a partner operated shuttle (for example in coordination with King County Metro or a non-profit group), a volunteer operation, or even a subsidy of a for-profit system (such as Uber or Lyft).

  Potential Work Plan Items:

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

Implementation Table

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

Possible Action	Financial Support	Staff Support	Timeline for Implementation
Home modification	$$ – The City would need to provide funding for the additional residents served, who might not be eligible for the existing program.	Medium – This depends on the role assigned to City staff. This work is currently not performed by staff.	Mid-term.
Senior volunteer bank	$ – This work is not currently included in staff work plans.	Low to Medium – This work is not currently included in staff work plans. Depending on the scope, additional staff resources may be needed.	Short-term.
Aging in place	$$ – Will require use of staff and/or consultant time to review existing policies.	Medium – Comprehensive Plan amendments are time consuming and will require additional one-time resources to complete the work.	Short-term.
Recreational Programming	$$$ – This would require additional staffing and funding for program development, program materials, implementation, and potentially program space.	Medium to High – This would require the development of programs and the hiring of staff to run them at the high end, and would require partnership coordination at a mid-cost.	Mid-term.
Transportation Shuttle	$$$ – This would require funding by the City.	Medium to High – The City needs to examine alternatives and coordinate an implementation strategy. Staff needs depend on the role of the City in implementation and management.	Long-term.
	Financial Support: **$** - < $100,000 **$$** - $100,000 - $500,000 **$$$** - > $500,000	Staff support needed: **Low** - Current staff, may need to adjust work priorities. **Medium** - Additional staff to manage or coordinate action. **High** - Additional staff to manage or coordinate and to implement.	Implementation Timeline once initiated: **Short-term** - 1 year **Mid-term** - 3 years **Long-term** - >3 years

DOMESTIC VIOLENCE

Community Needs

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

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

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

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

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

SURVIVING ABUSE

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

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

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

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

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

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

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

Indicators of Progress

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

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

Current City Response

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

Policies and Programs

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

Exhibit 9. Domestic Violence Protection Act Form

Rights of Crime Victims and Witnesses

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

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

Rights of Child Victim and Witnesses

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

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

Domestic Violence Prevention Act
Victim's Rights

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

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

The forms you need to obtain for a Protection Order are available in any Municipal, District or Superior court or at the King County Prosecuting Attorney's Protection Order Program:

King County Courthouse Seattle (Seattle) 206-477-1103
Regional Justice Center (Kent) 206-205-7406
http://www.protectionorder.org

Available 24 Hours a Day:

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

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

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

Types of Orders for Victim Protection

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

Grants

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

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

Preliminary Ideas for City Action

Leverage Existing Policies and Programs

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

  Potential Work Plan Items:

  - *Develop page on City website with information about domestic violence, the services offered by the Domestic Violence Advocate, and contact information.*
  - *Include culturally appropriate materials in multiple languages.*

- **Regional Support.** Continue to work regionally to ensure there is adequate safe housing, affordable housing, and shelter space in and near Sammamish to keep families close to the community when it is safe to do so.

Potential Work Plan Items:

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

Create New Partnerships and Programs

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

  Potential Work Plan Items:

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

Direct Service

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

  Potential Work Plan Items:

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

Implementation Table

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

Possible Action	Financial Support	Staff Support	Timeline for Implementation
Domestic Violence Advocate	$$ – Create a page on the City's website and potentially develop some informational materials. It may be possible to use materials from national or regional organizations. The Domestic Violence Advocate currently serves a limited scope of work. Expanding services will require additional funds.	Medium – This work is currently contracted and expanding the scope of work and/or implementing and advocacy campaign will require additional staff resources.	Short-term.
Regional Support	$ – Relies on elected official and staff support to attend regional committees. $$$ - Contributions to a regional project would require direct support or grant program support.	Low to High – Liaison duties with the Human Services Commission are within the duties of the Community Services Coordinator now. If work expands and the City becomes directly involved in managing or collaborating on a regional initiative, additional staff resources will be needed.	Short-term.
Awareness Campaign	$$ – It could be possible to use materials from Lifewire or other organizations.	Medium – Some coordination is needed at the low end. More effort will be needed for community outreach and for targeted campaigns. Additional staff resources may be needed.	Short-term.
Bystander Training	Medium – Fund a training program for City staff.	Medium – Additional staff resources will be needed to implement and maintain new training programs.	Short-term.
	Financial Support: **$** - < $100,000 **$$** - $100,000 - $500,000 **$$$** - > $500,000	Staff support needed: **Low** - Current staff, may need to adjust work priorities. **Medium** - Additional staff to manage or coordinate action. **High** - Additional staff to manage or coordinate and to implement.	Implementation Timeline once initiated: **Short-term** - 1 year **Mid-term** - 3 years **Long-term** - >3 years

Health and Human Services in the Future

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

ADVOCACY FOR AFFORDABLE HOUSING AND TRANSPORTATION

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

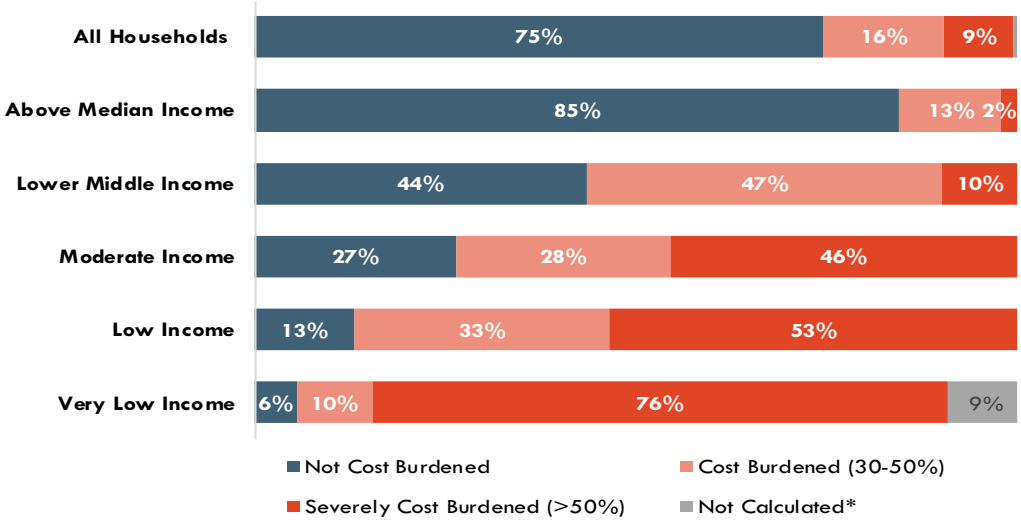
Need for Housing Affordability

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

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

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

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



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

Need for Transportation Options

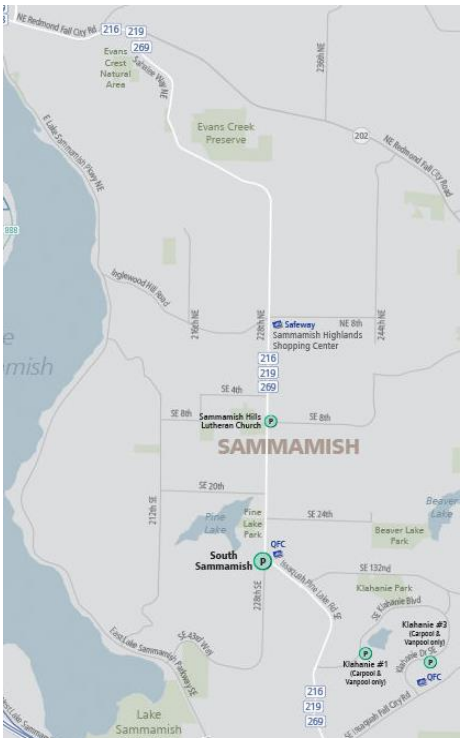
Sammamish is served by limited transit options, necessitating the need to drive most places, whether for work, school, or to grocery shopping or other errands. During outreach with seniors in the Indian community and with the YMCA, Sammamish residents and service providers highlighted a need for better

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

public transportation options.

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

Exhibit 11. King County Metro Systems Map, Sammamish



Source: King County Metro System Maps

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

Continued Advocacy

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

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

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

housing affordability and transportation.

Legislative or Congressional Funding

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

NEXT STEPS – DEVELOPING AN IMPLEMENTATION STRATEGY

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

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

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

Appendix 1: Health and Human Services Community Profile

City of Sammamish Community Needs Assessment

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Health and Human Services Community Profile

City of Sammamish Community Needs Assessment

PURPOSE AND CONTEXT

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

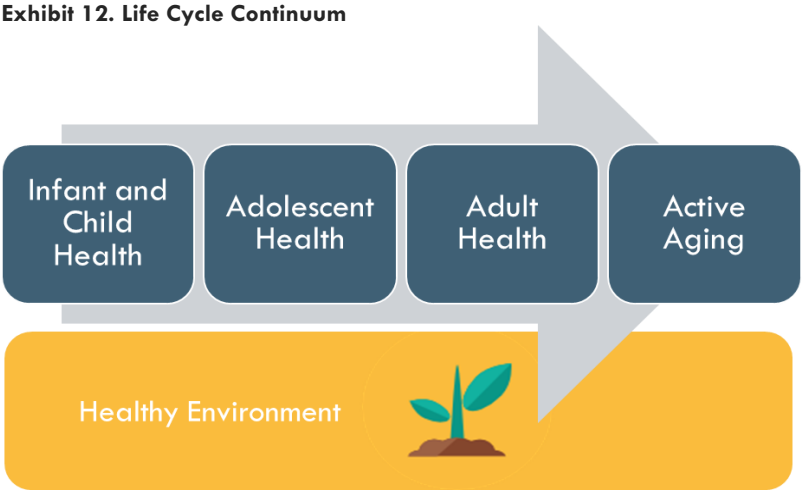
METHODS AND DATA SOURCES

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

Life Cycle Approach

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

Exhibit 12. Life Cycle Continuum



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

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

Secondary Data Sources

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

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

Peer Cities

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

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

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

Klahanie

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

COMMUNITY INPUT

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

Virtual Town Hall Survey

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

Community Stakeholders and Service Providers

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

or focus groups. Participants included:

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

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

Diverse Stakeholder Outreach

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

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

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

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

Diverse Communities: Chair Yoga Class

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

Youth: Sammamish Teen Center Summer Camp

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

Youth: 2017 Action Forum for Youth Breakfast

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

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

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

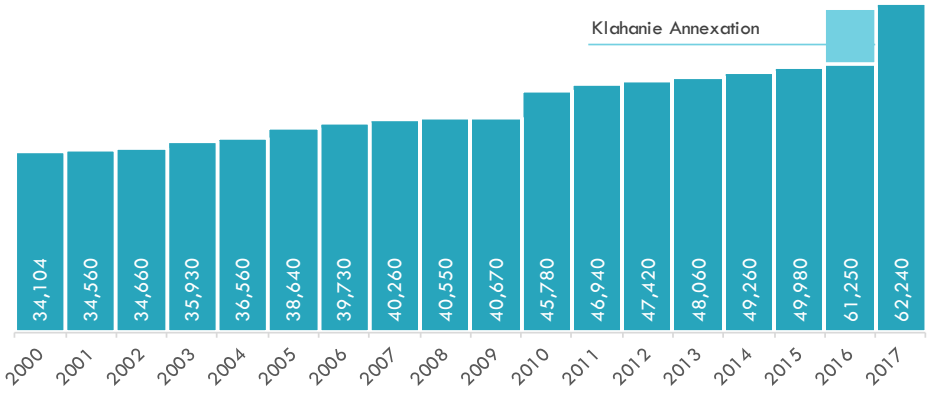
Population and Demographic Characteristics

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

POPULATION

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

Exhibit 13. Sammamish Population, 2000 – 2016

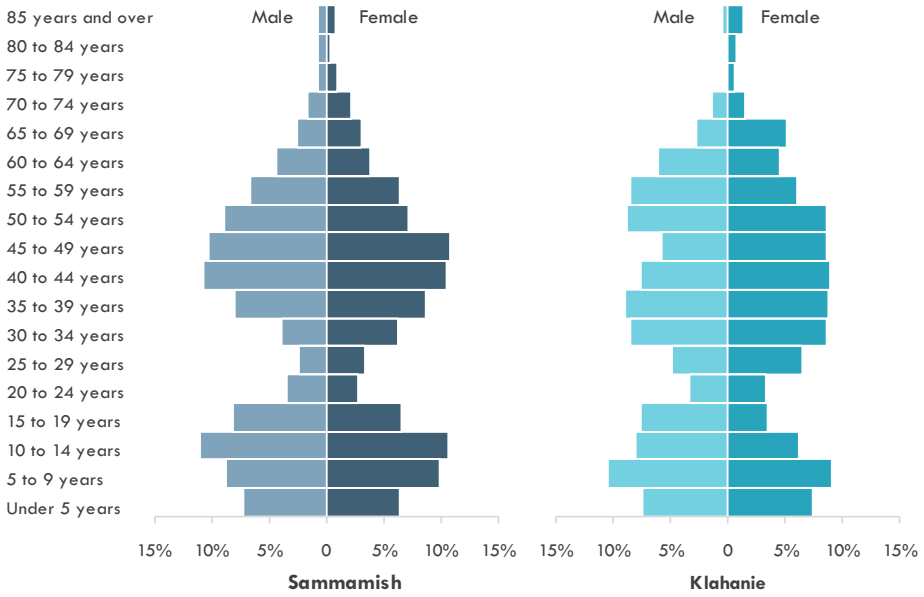


Source: OFM April 1 population estimates, 2016 and BERK Consulting, 2017.

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

AGE DISTRIBUTION

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



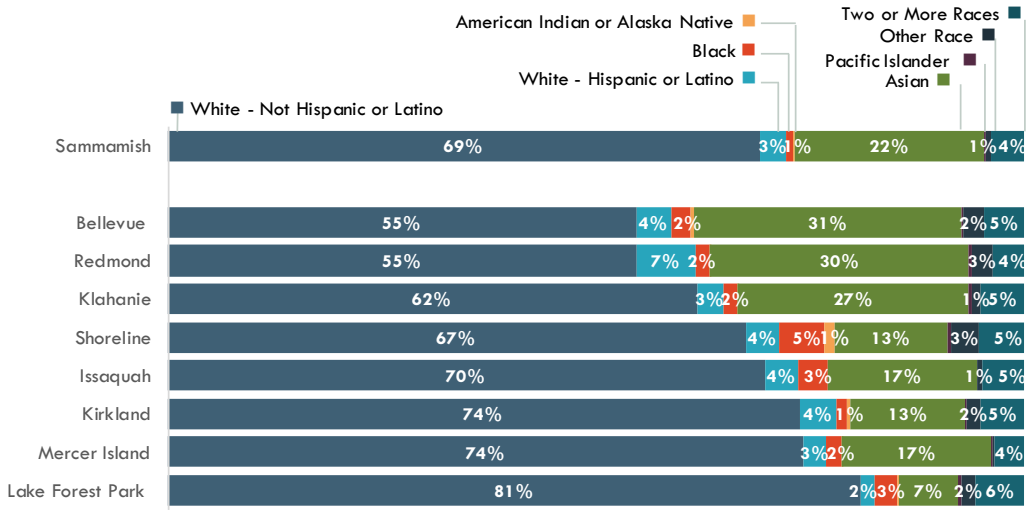
Source: ACS 2015 5-year estimates, Age and Sex, BERK 2017.

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

RACE AND ETHNICITY

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

Exhibit 15. Race and Ethnicity



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

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

IMMIGRANT POPULATION

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

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

What we heard from Youth Eastside Services

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

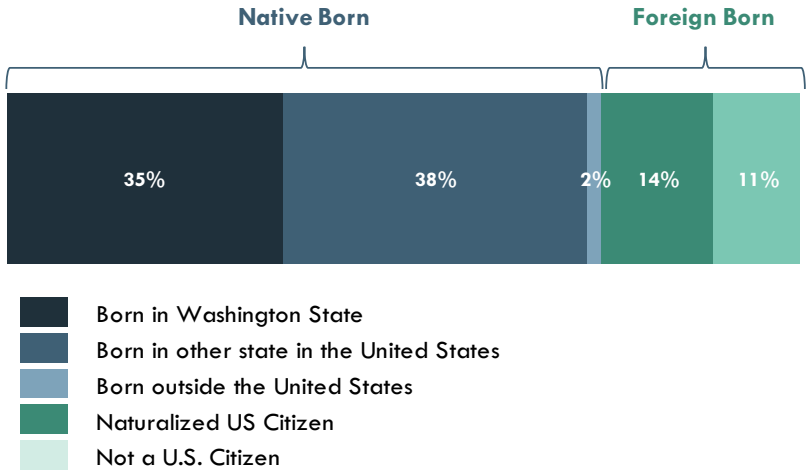
What we heard from Issaquah School District

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

Foreign Born

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

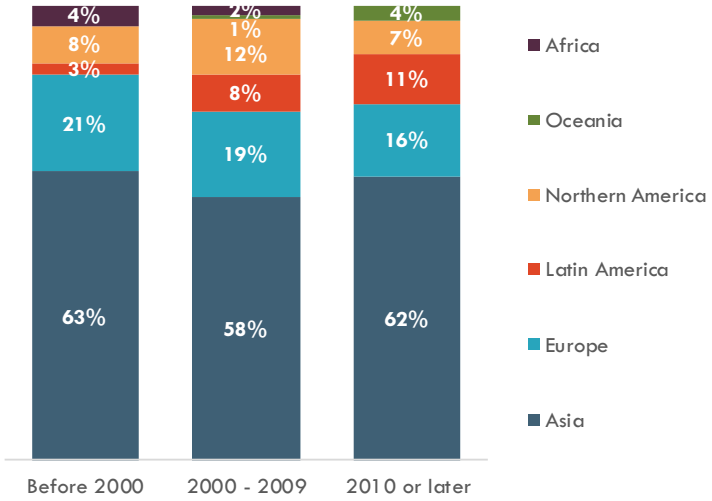
Exhibit 16. Place of Birth by Nativity and Citizenship Status



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

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

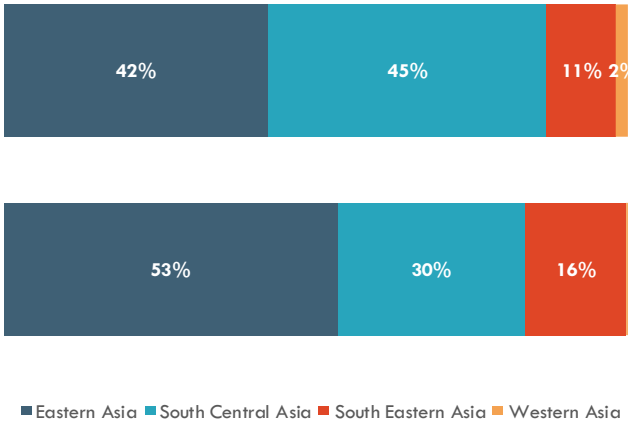
Exhibit 17. Sammamish Place of Birth for the Foreign-Born Population by Year



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

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

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



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

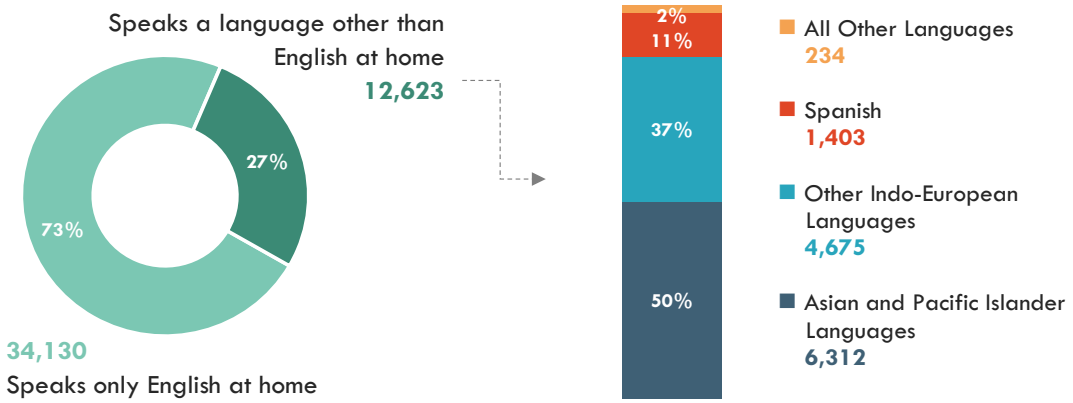
- Sammamish, prior to the annexation of Klahanie saw similar proportions of foreign born Asians from Eastern Asia (42%), which includes China, and South-Central Asia (45%), which includes India.
- Klahanie has a much higher proportion of Asian residents from Eastern Asia (53%), and South-Eastern Asia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

Language Spoken at Home

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

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

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

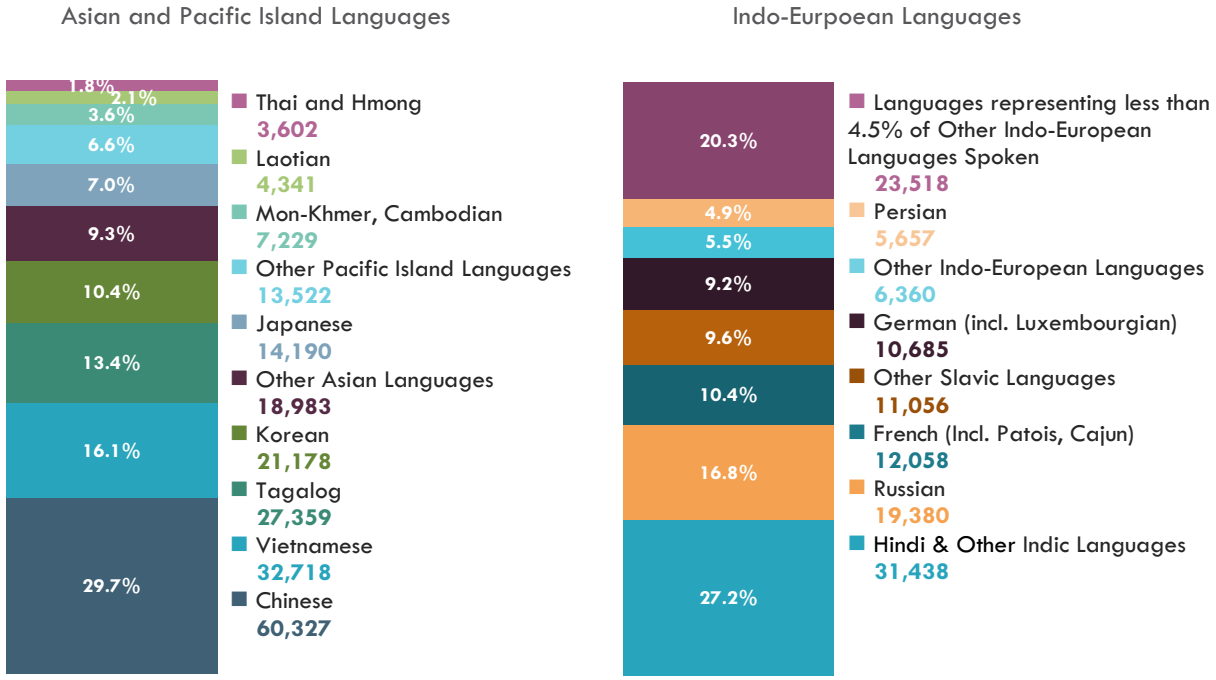


Source: ACS 2015 5-year estimates, Language Spoken at Home (Table S1601), BERK 2017.

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

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

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



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

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

Exhibit 21. English Proficiency, 2011 – 2015

	Population Five Years and Over	Percent of Population who Speak English only or "very well"	Percent of Specified Population who Speak English less than "very well"
Lake Forest Park	12,358	97.5%	2.5
Mercer Island	22,992	95.4%	4.6%
Issaquah	31,175	95.3%	4.7%
Kirkland	79,092	92.9%	7.1%
Sammamish	46,753	92.8%	7.2%
Shoreline	51,966	90.3%	9.7%
Redmond	53,383	86.4%	13.6%
Bellevue	126,672	83.8%	16.2%

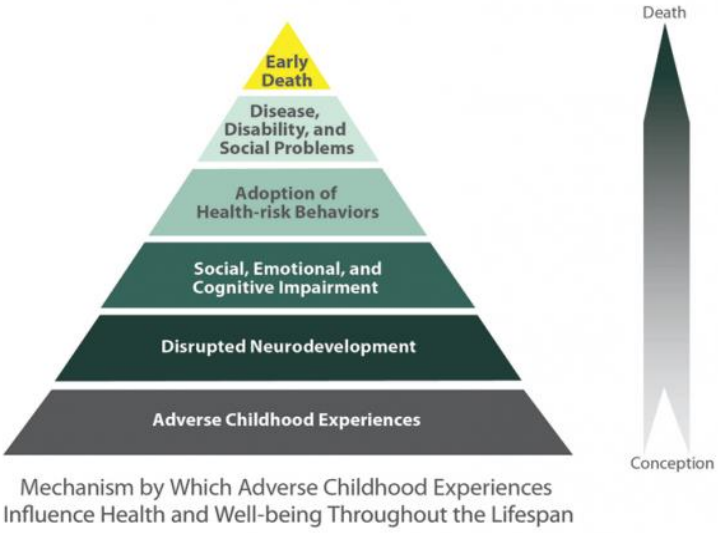
Source: ACS 2015 5-year estimates, Language Spoken at Home (Table S1601), BERK 2017.

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

Infant, Child, and Adolescent Health

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

Exhibit 22. Adverse Childhood Experiences Pyramid



Source: Center for Disease Control and Prevention, 2016.

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

PRENATAL HEALTH AND BIRTH RISK FACTORS

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

Exhibit 23. Birth Risk Factors, 2010 - 2014

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

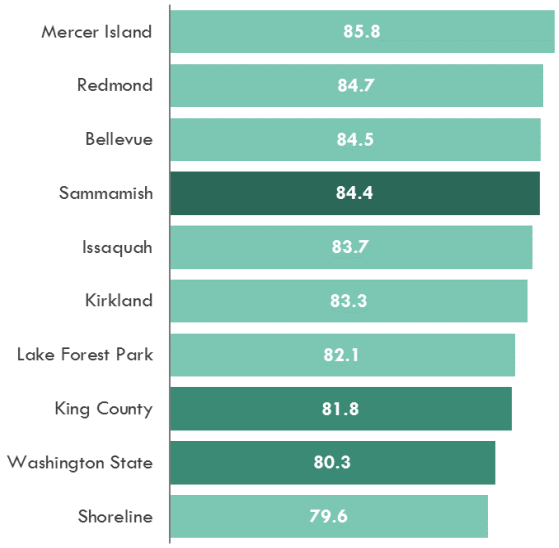
Source: Birth certificate and linked infant birth-death certificate data, Washington State Department of Health via Public Health Seattle & King County City Profile, 2016; BERK, 2017.

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

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

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

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



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

CHILDHOOD POVERTY & HOMELESSNESS

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

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

What we heard from school districts and other youth service organizations

Kids from less wealthy or lower income families often:

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

Free and Reduced-Price Meals (FARM)

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

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

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

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

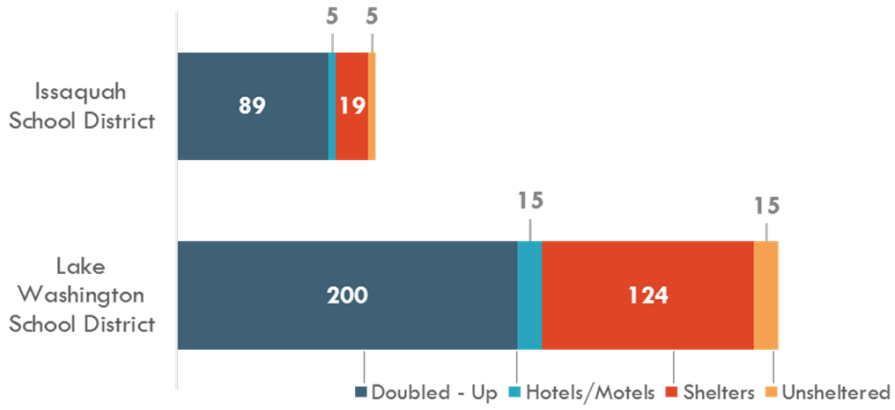
Source: OSPI, http://www.k12.wa.us/ChildNutrition/Reports.aspx

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

Homeless Students

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

Exhibit 26. McKinney Vento qualified students



Source: OSPI Homeless Students in Washington State by School District

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

KINDERGARTEN READINESS

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

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

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

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

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

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

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

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

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

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

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

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

Exhibit 27. Kindergarten Readiness, School Year 2016 - 2017

	Percentage Not Meeting Kindergarten Readiness Benchmarks			Percentage Meeting Kindergarten Readiness Benchmarks	Students Assessed
Issaquah School District	26%	356	1,039	74%	1,395
Cascade Ridge Elementary	33%	20	41	67%	61
Challenger Elementary	36%	51	89	64%	140
Creekside Elementary	20%	20	80	80%	100
Discovery Elementary	10%	9	77	90%	86
Sunny Hills Elementary	32%	28	60	68%	88
Lake Washington School District	36%	828	1,472	64%	2,300
Blackwell Elementary	25%	20	59	75%	79
Carson Elementary	29%	18	44	71%	62
McAuliffe Elementary	21%	18	68	79%	86
Mead Elementary	19%	23	97	81%	120
Smith Elementary	24%	20	64	76%	84

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

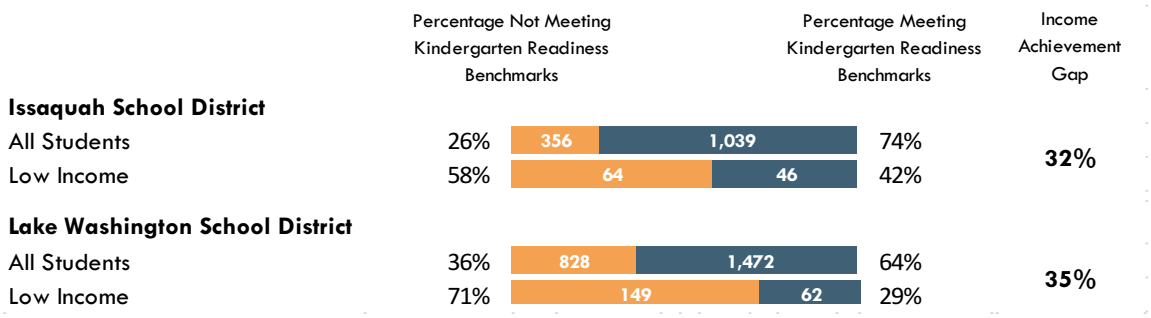
- The Issaquah School District has a lower proportion of children not meeting developmental benchmarks at age five than the Lake Washington School District. Note that these overall statistics

include schools outside of Sammamish.

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

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

Exhibit 28. District Level Kindergarten Readiness by Income



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

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

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

Exhibit 29. District Level Kindergarten Readiness by Limited English

	Percentage Not Meeting Kindergarten Readiness Benchmarks			Percentage Meeting Kindergarten Readiness Benchmarks	Limited English Achievement Gap
Issaquah School District					
All Students	26%	356	1,039	74%	**10%**
Limited English	36%	98	175	64%	
Lake Washington School District					
All Students	36%	828	1,472	64%	**10%**
Limited English	46%	334	390	54%	

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

ACADEMIC PROGRESSION

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

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

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

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

	Percent Not Meeting Standard	Not Meeting Standard L1	L2	Meeting Standard L3	L4	Percent Meeting Standard	Students Assessed
Issaquah SD	24%	159	235	367	849	76%	1,610
Cascade Ridge Elem.	22%	5	8	11	75	78%	132
Challenger Elementary	49%	23	22	24	22	51%	91
Creekside Elementary	16%	9	20	33	70	84%	97
Discovery Elementary	22%	5	11	19	62	78%	116
Sunny Hills Elementary	27%	11	14	33	58	73%	110
Lake Washington SD	17%	275	122	492	1.433	83%	2,322
Blackwell Elementary	13%		41	17	77	87%	70
Carson Elementary	10%	9		9	52	90%	97
McAuliffe Elementary	11%	9	1	23	64	89%	108
Mead Elementary	10%	10	2	20	76	90%	123
Smith Elementary	5%	9	3	22	89	95%	158

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

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

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

	Percent Not Meeting Standard	Not Meeting Standard L1	Not Meeting Standard L2	Meeting Standard L3	Meeting Standard L4	Percent Meeting Standard	Students Assessed
Issaquah SD	22%	83	251	495	720	78%	1,549
Cascade Ridge Elem.	15%	4	13	36	61	85%	114
Creekside Elementary	22%	4	20	31	52	78%	107
Challenger	19%	4	13	31	40	81%	88
Discovery Elementary	12%	1	9	30	44	88%	84
Sunny Hills Elementary	21%	3	15	28	39	79%	85
Lake Washington SD	19%	130	292	544	1,288	81%	2,254
Blackwell Elementary	12%	2	9	22	59	88%	92
Carson Elementary	18%	1	12	21	39	82%	73
McAuliffe Elementary	12%	1	8	19	46	88%	74
Mead Elementary	11%	1	10	16	71	89%	98
Smith Elementary	10%	1	10	20	74	90%	105

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

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

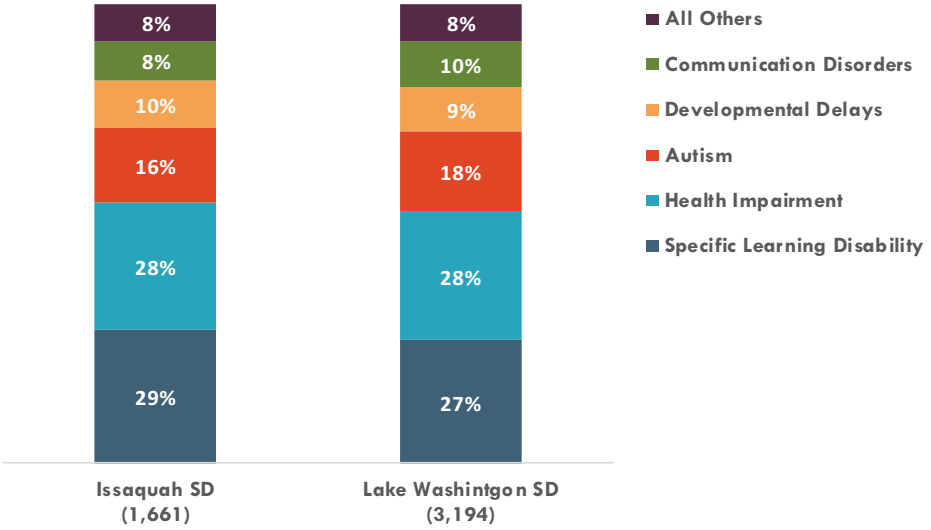
PREVALENCE AND TYPE OF DISABILITIES IN SCHOOL CHILDREN

What we heard from the Kindering Center

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

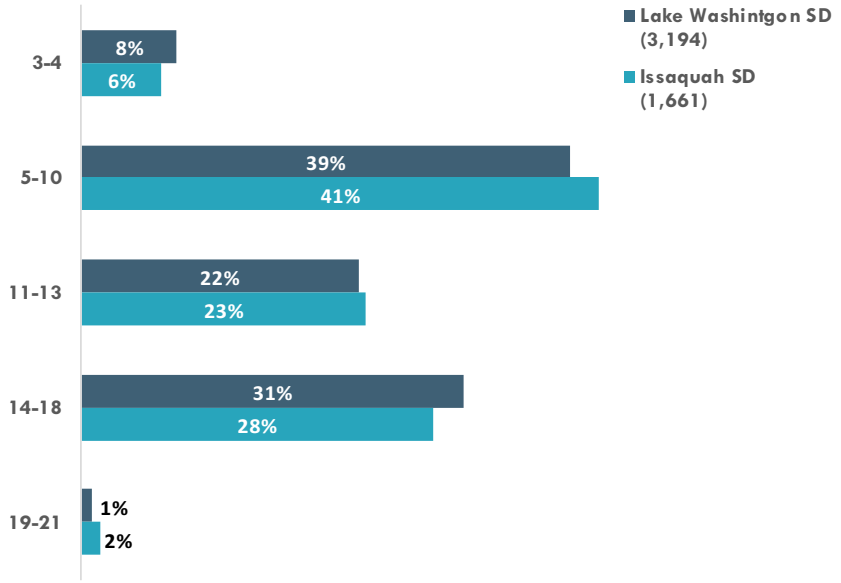
The Office of Superintendent of Public Instruction (OSPI) collects data on the numbers and types of special education students by disability category. Documented developmental disabilities may include speech delays or other special needs. This data is available at the school district level by special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

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



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

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



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

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

Exhibit 34. Prevalence and Type of Disabilities in School Children

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

Note: Age groups with fewer than 10 listed disabilities are subject to suppression for privacy reasons. The totals are the sum of all listed disabilities.
Source: OSPI; BERK, 2017.

HEALTH AND NUTRITION

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

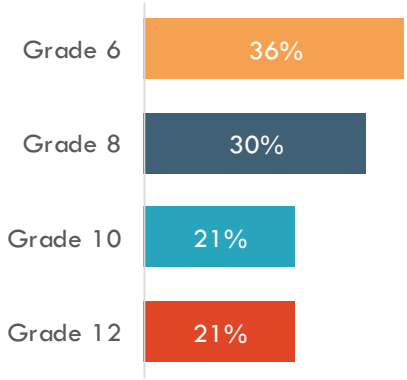
Exhibit 35 shows the percentage of Sammamish youth in the 8th, 10th, and 12th grades who are obese, according to their body mass index, based on their reported height and weight. The data is self-reported for each of the three grades and shows an average of Sammamish schools. Obese measures are based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

Exhibit 35. Obesity in Sammamish Schoolchildren, 2016

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

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

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



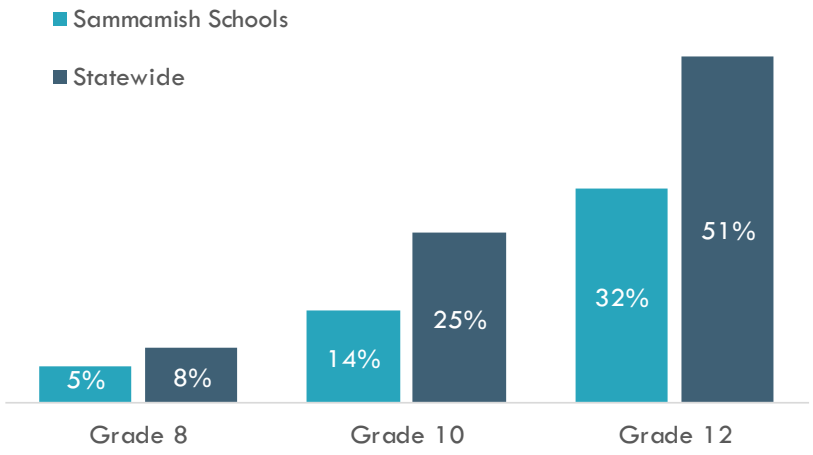
Source: Healthy Youth Survey Report of Participating Schools, Issaquah School District and Lake Washington School District, 2016.

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

SCHOOL-AGED SEXUAL ACTIVITY

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

Exhibit 37. Lifetime Sexual Activity, 2016



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

SCHOOL-AGED MENTAL HEALTH & SUBSTANCE USE

Mental Health

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

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

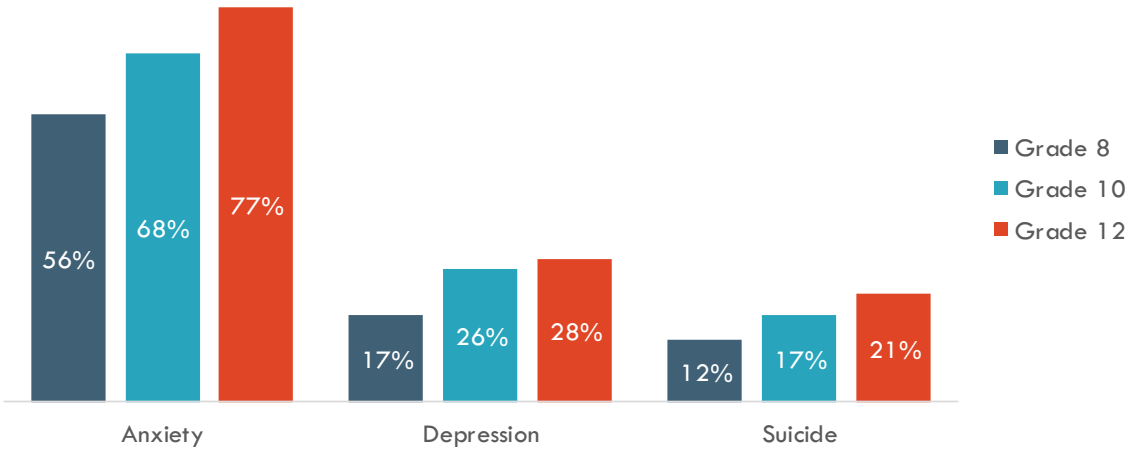
What we heard from Youth

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

What we heard from Schools

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

Exhibit 38. Mental Health of Sammamish Schoolchildren, 2016



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

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

Substance Use

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

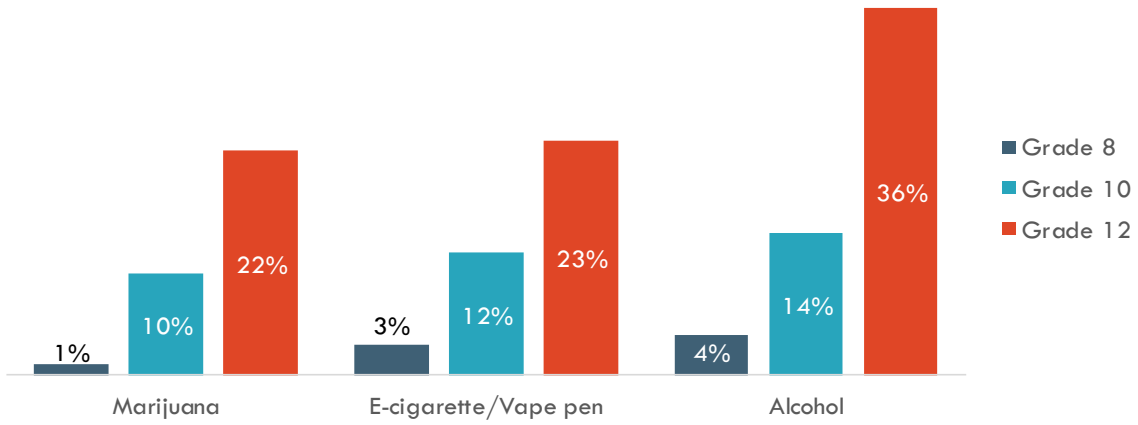
What we heard from Friends of Youth

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

What we heard from Youth

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

Exhibit 39. Substance Use by Sammamish Schoolchildren, 2016



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

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

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

Family and Community Support

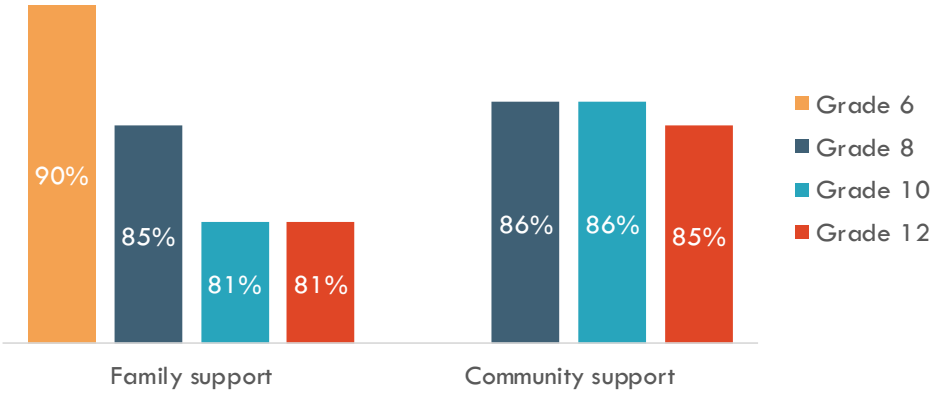
Family and community support can help youth be more resilient to mental health challenges by providing an outlet to talk about important issues and a sense that someone is in their corner. In addition to providing a safe space, these supports can help boost self-esteem, problem solving, and coping skills.

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

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

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

Exhibit 40. Family and Community Support in Sammamish, 2016



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

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

HIGH SCHOOL COMPLETION

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

Exhibit 41. Dropout Rates

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

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

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

Bullying

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

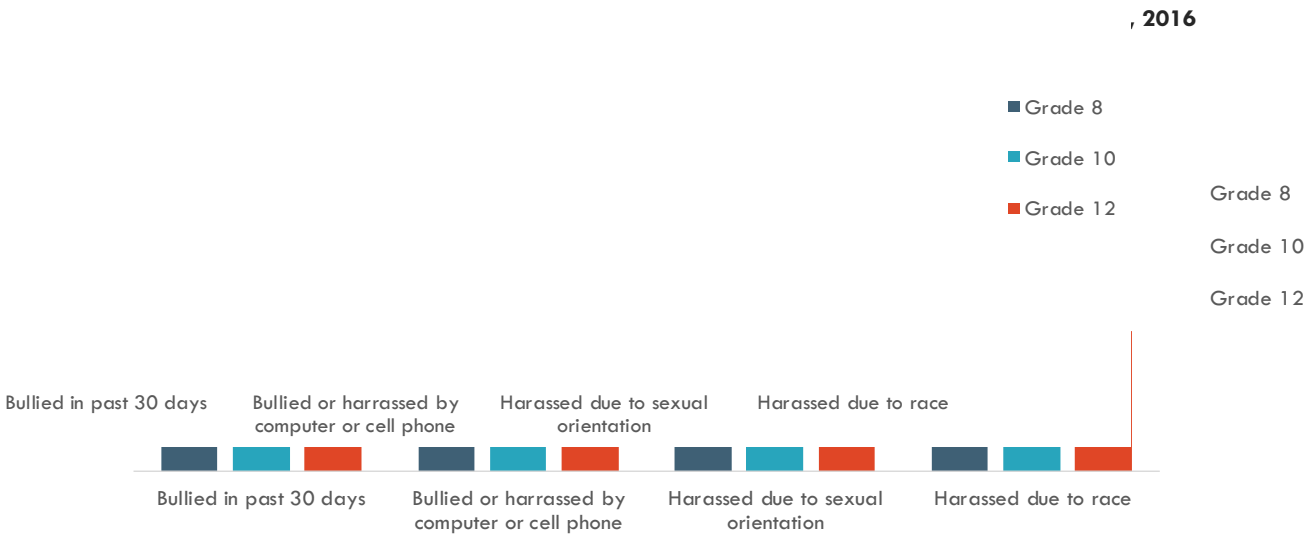
The Healthy Youth Survey provides self-reported information on bullying and harassment.

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

What we heard from Youth services organizations

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

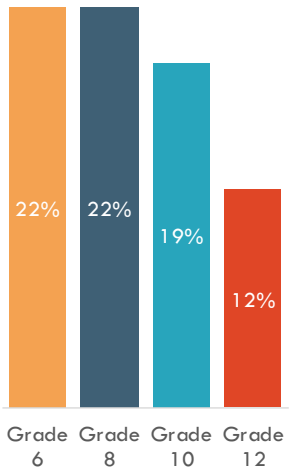
- There are pressures to succeed academically, fit in, and deal with bullying.
- This can lead to stress, anxiety, eating disorders, family conflicts, and suicidal thoughts.



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

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

Exhibit 43. Bullying in Sammamish Schools, 2016



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

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

Adult Health

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

Exhibit 44. Social Determinants of Health

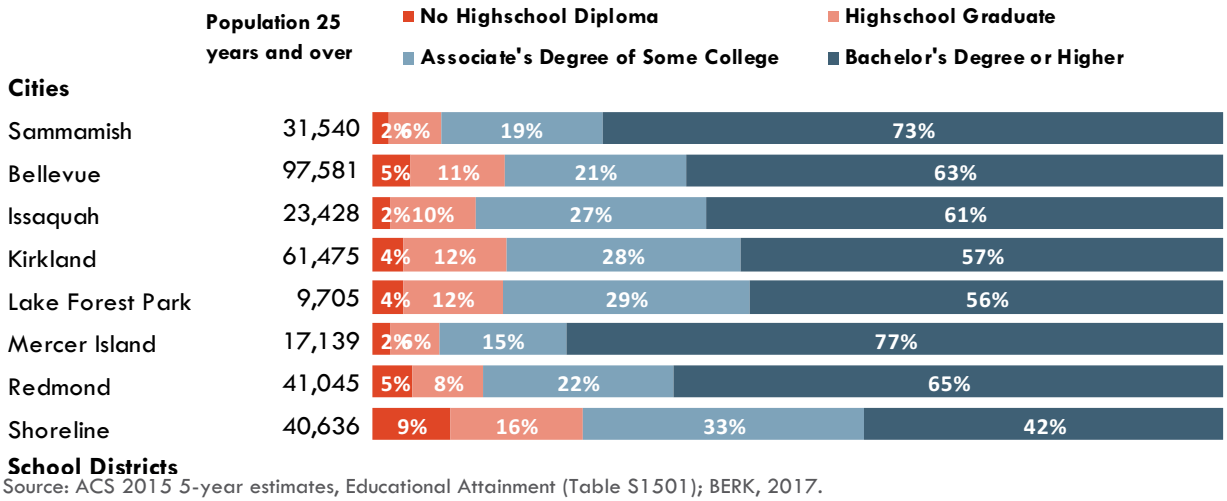
Source: Adapted from Dahlgren and Whitehead, 1991.

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

EDUCATIONAL ATTAINMENT

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

Exhibit 45. Adult Educational Attainment



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

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

ECONOMIC INDICATORS

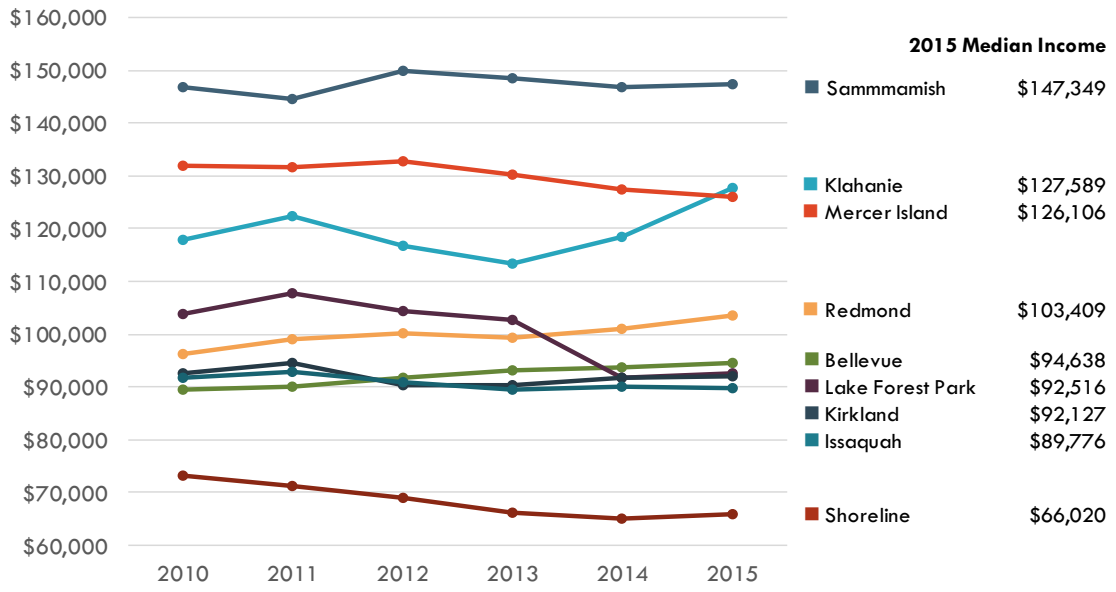
Median incomes are growing in King County; between 2000 and 2015, the King County median household income increased from $53,157 to $75,302 (King County Office of Economic and Financial Analysis, 2017). However, economic booms in concentrated industries have raised median incomes without lifting the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

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

Income

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

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



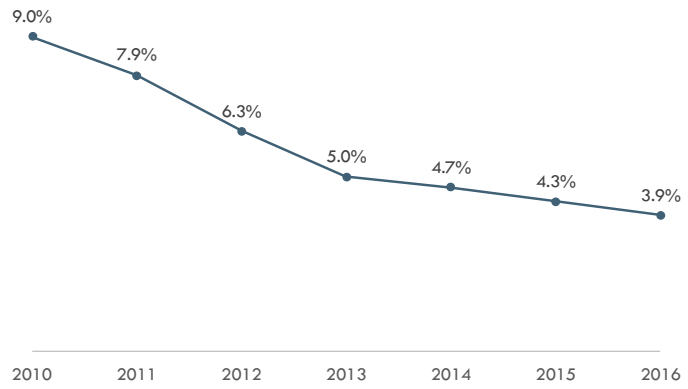
Note: Median Income shown in 2015 inflation-adjusted dollars.
Source: ACS 2010 - 2015 5-year estimates, Median Income; BERK 2017.

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

Unemployment

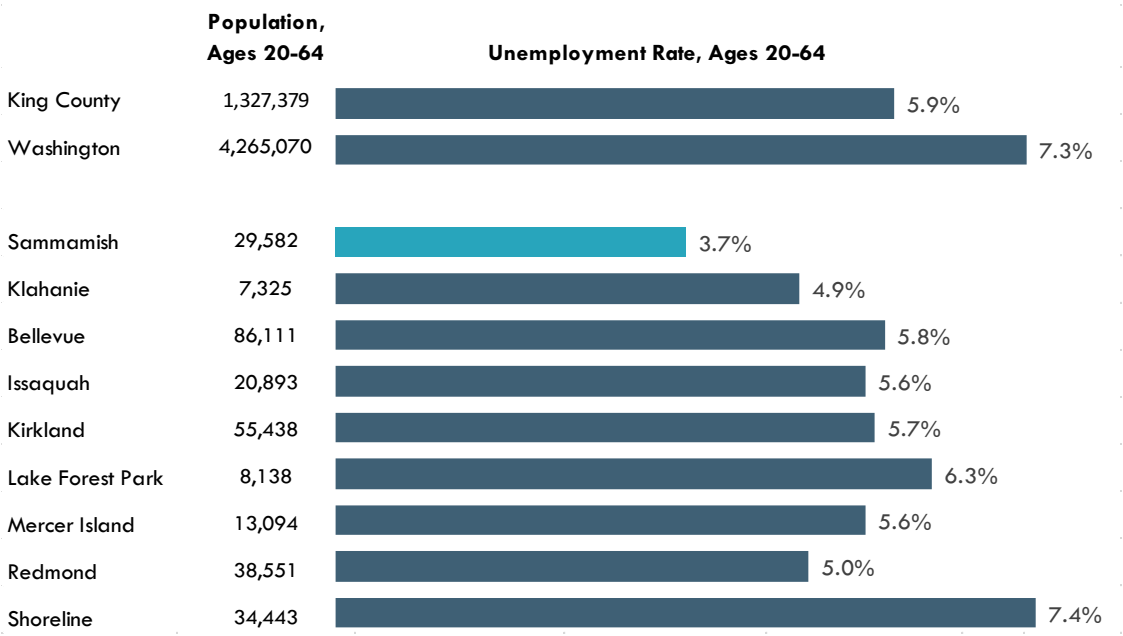
The U.S. economy has largely recovered from the Great Recession, and the unemployment rate has declined in King County over the past five years (**Exhibit 47**). The unemployment rate is relatively low in Sammamish compared to peer cities in King County. The Bureau of Labor Statistics provides unemployment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

Exhibit 47. King County Unemployment Rate, 2010-2016



Source: Bureau of Labor Statistics, 2010-2016.

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



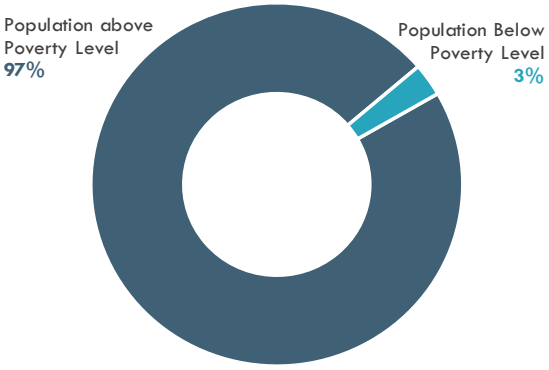
Source: ACS 2011-2015 5-year estimates, Unemployment Status (Table S2301).

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

Poverty

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

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



What we heard from school stakeholders

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

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

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

Supplemental Nutrition Assistance Program (SNAP)

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

Exhibit 50. Households Receiving SNAP benefits

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

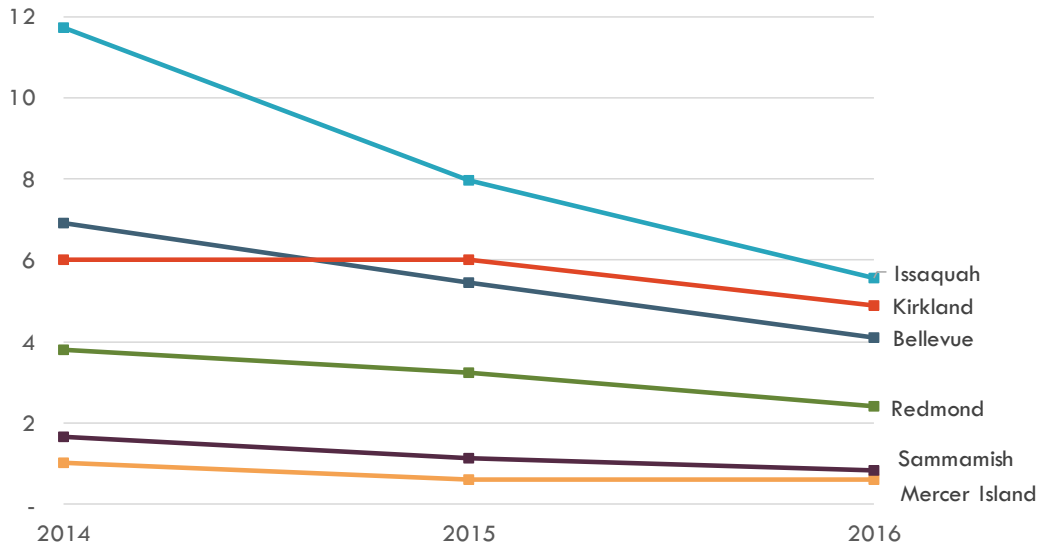
Source: ACS 2015 5-year estimates, Food Stamps/SNAP (Table S2201); BERK, 2017.

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

Temporary Assistance for Needy Families (TANF)

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

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



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

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

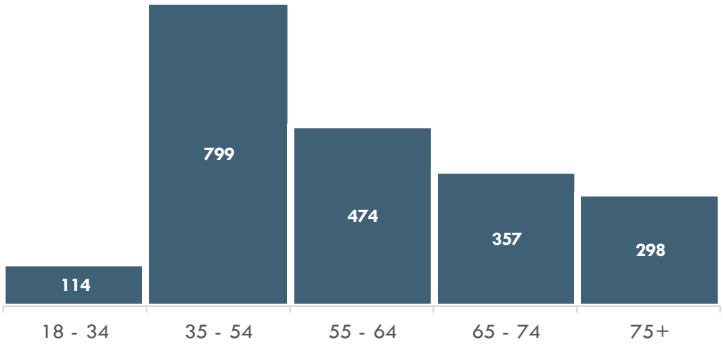
VETERANS

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

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

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

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



	18 - 34	35 - 54	55 - 64	65 - 74	75+
Veteran Population as a Share of Total population	3%	7%	15%	21%	46%

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

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

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

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

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

HEALTH

Access to Care and Preventative Services

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

Exhibit 54. Access to Care and Preventive Services

	Uninsured (Age 18-64)	Could not see a doctor 1+ times in past year due to cost	Does not have a personal doctor	No flu shot during the past year	Never had pneumonia vaccination (age 65+)
Washington	18%	15%	26%	63%	27%
King County	15%	14%	26%	60%	28%
Sammamish	**3%**	**9%**	**21%**	**58%**	**21%**
Bellevue	13%	11%	25%	61%	29%
Issaquah	9%	5%	19%	56%	35%
Kirkland	11%	10%	22%	58%	34%
Lake Forest Park	12%	11%	18%	51%	21%
Mercer Island	4%	4%	16%	46%	23%
Redmond	10%	13%	24%	61%	34%
Shoreline	16%	12%	23%	57%	23%

	No dental visit during the past year	No mammogram within 2 years (age 50-74)	No Pap test within 3 years (age 21-65)
Washington	33%	29%	32%
King County	29%	28%	22%
Sammamish	**19%**	**18%**	**23%**
Bellevue	25%	23%	25%
Issaquah	24%	19%	35%
Kirkland	25%	22%	20%
Lake Forest Park	19%	36%	27%
Mercer Island	12%	22%	21%
Redmond	26%	27%	16%
Shoreline	25%	26%	19%

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

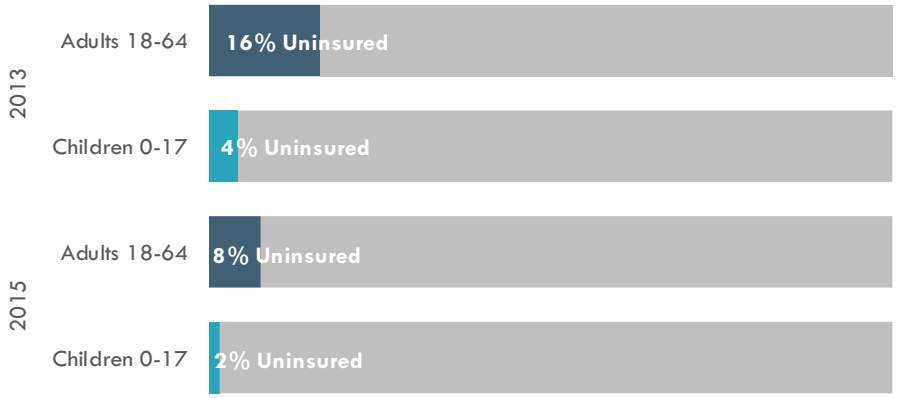
- Over one-fifth of Sammamish residents do not have a personal doctor that they see for routine visits.
- Just under one-fifth (19%) of Sammamish residents did not see a dentist within the last year. Untreated dental diseases can lead to serious health effects.
- Shares for Sammamish were lower than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

Insurance

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

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

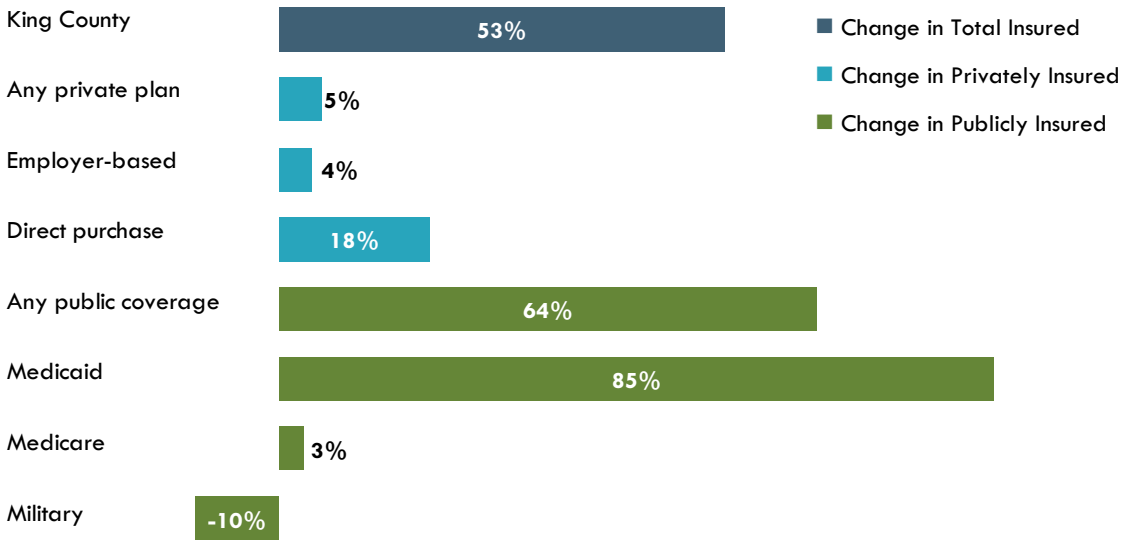
Exhibit 55. Uninsured Rates in King County, Before and After Affordable Care Act



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

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

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



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

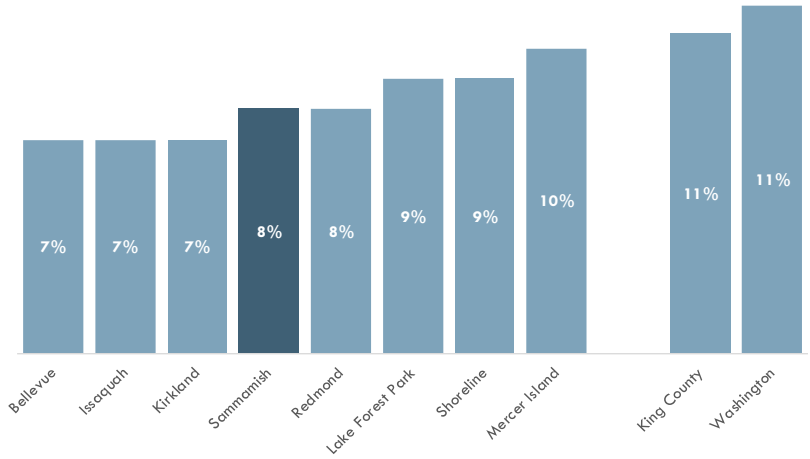
- There was a 5% increase in private plans, including a 4% increase in employer-based and 18% increase in direct-purchase.
- There was a 64% increase in public coverage, including an 85% increase in Medicaid and 3% increase in Medicare coverage. Military coverage decreased by 10% in King County.

Mental Health

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

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

Exhibit 57. Frequent Mental Distress, Adults age 18+



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

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

Health Risk Factors

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

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

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

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

Exhibit 58. Health Risk Factors and Chronic Diseases

	Obese (BMI >= 30)	Did not participate in any physical activity	Have been told to have diabetes	Have high blood cholesterol	Had coronary heart disease or heart attack
Washington	28%	20%	9%	38%	4%
King County	22%	16%	7%	35%	3%
Sammamish	**15%**	**9%**	**3%**	**38%**	**3%**
Bellevue	16%	16%	5%	33%	3%
Issaquah	22%	15%	5%	23%	7%
Kirkland	22%	12%	5%	40%	3%
Lake Forest Park	19%	11%	3%	39%	2%
Mercer Island	12%	9%	5%	32%	2%
Redmond	16%	15%	6%	32%	3%
Shoreline	19%	13%	7%	37%	3%

	Current smoker	Have current asthma	Excessive alcohol consumption	Ever been told to have high blood pressure
Washington	17%	10%	19%	30%
King County	14%	9%	22%	26%
Sammamish	**5%**	**9%**	**16%**	**21%**
Bellevue	10%	6%	17%	26%
Issaquah	9%	12%	18%	22%
Kirkland	11%	10%	22%	31%
Lake Forest Park	8%	6%	18%	20%
Mercer Island	6%	7%	15%	26%
Redmond	8%	8%	14%	25%
Shoreline	13%	8%	19%	29%

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

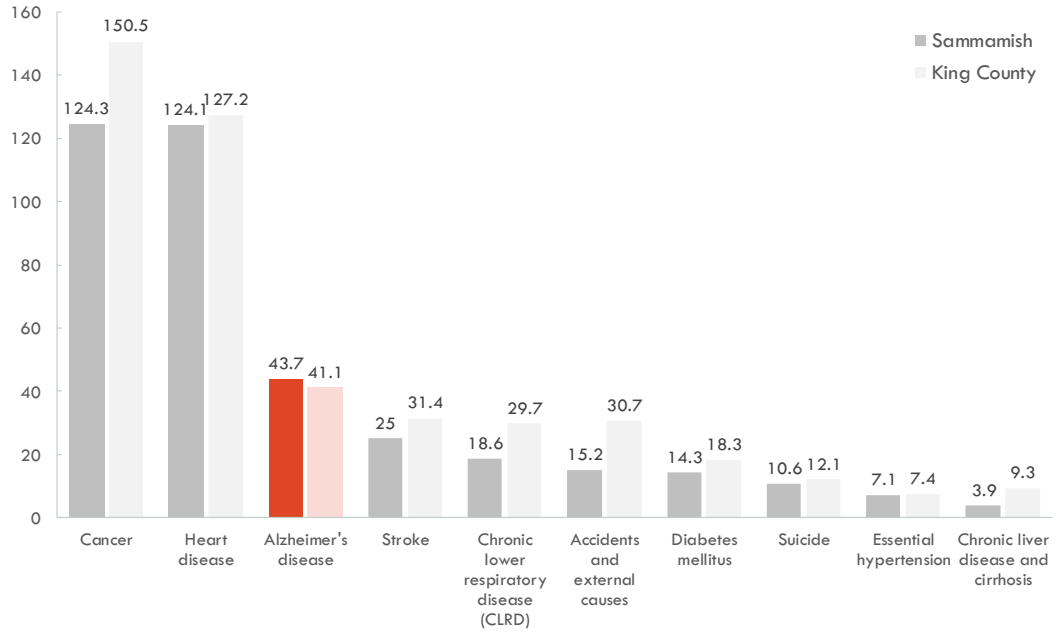
- In 2016, 15% of Sammamish residents were considered to be obese, and 9% did not participate in any physical activity. 3% were told to have diabetes, 28% to have high blood cholesterol, and 3% have had coronary heart disease or a heart attack. Physical activity and diabetes rates are relatively good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

to King County or Washington State.

Leading Causes of Death

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

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



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

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

Excessive Drinking

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

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

Drug Induced Deaths

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

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

Active Aging

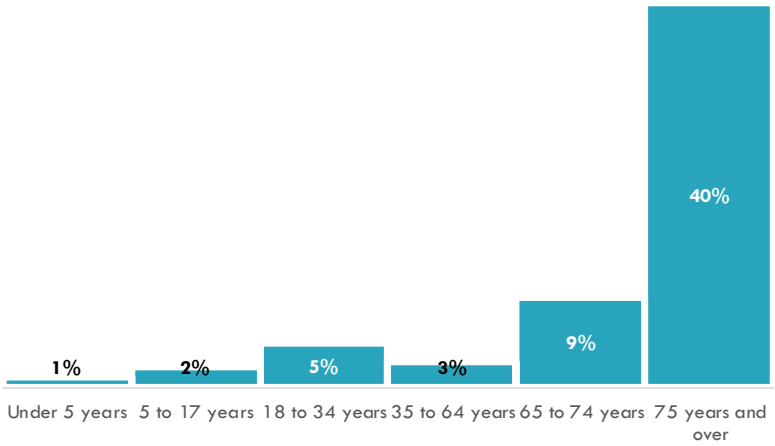
Active aging is the process of optimizing opportunities for health, participation, and security to improve the quality of life as people age (World Health Organization). This process allows people to continue to participate in society as they age, and it involves many aspects of wellness including physical,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

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

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

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

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



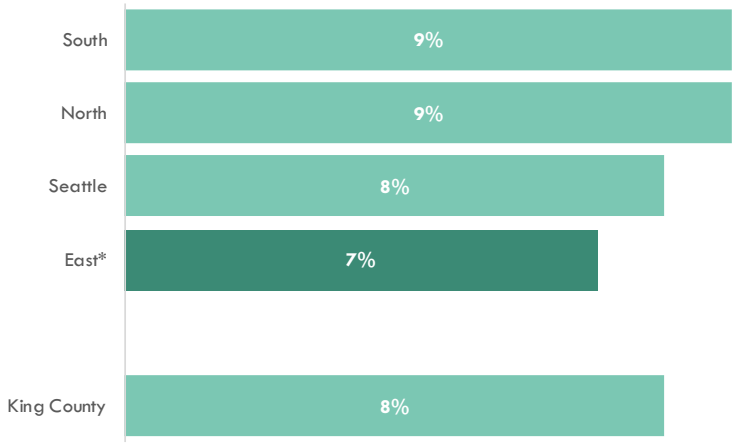
	Under 5 years	5 to 17 years	18 to 34 years	35 to 64 years	65 to 74 years	75 years and over
# in each Age Group with a Disability	47	363	338	798	283	514

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

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

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

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



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

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

Healthy Environment

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

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

HOUSING

Housing Affordability

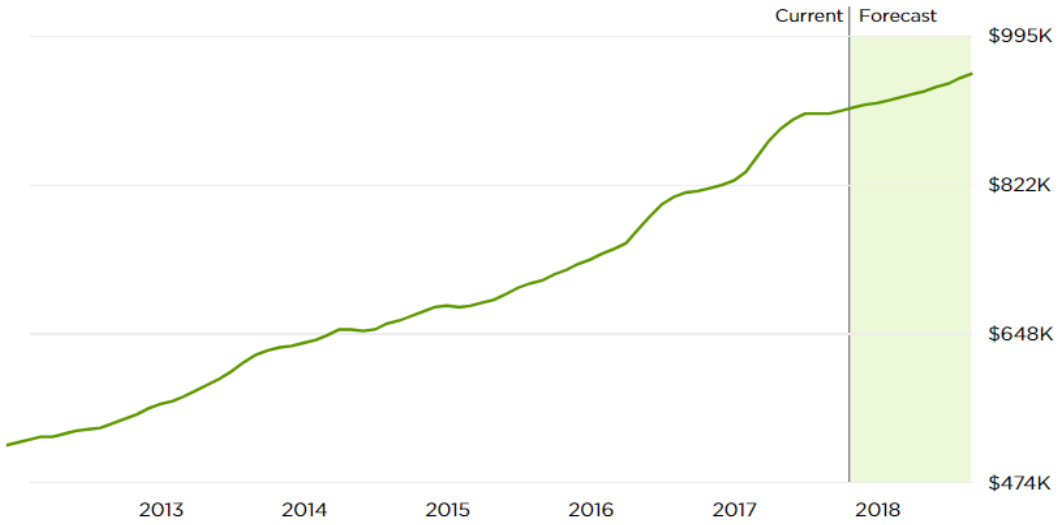
In 2016, Money magazine ranked Sammamish as the number 14 best place to live in the country. Credit for the ranking was given for schools, proximity to employers, and green space.

Along with being a great place to live, Sammamish has high home values. Zillow's home price index for Sammamish, a median current market valuation for the city, shows strong growth in home prices over the last five years and forecasts continued growth in 2018, as seen in **Exhibit 67**.

What we heard from a majority of sources:

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

Exhibit 62. Sammamish Home Value Index, 2017



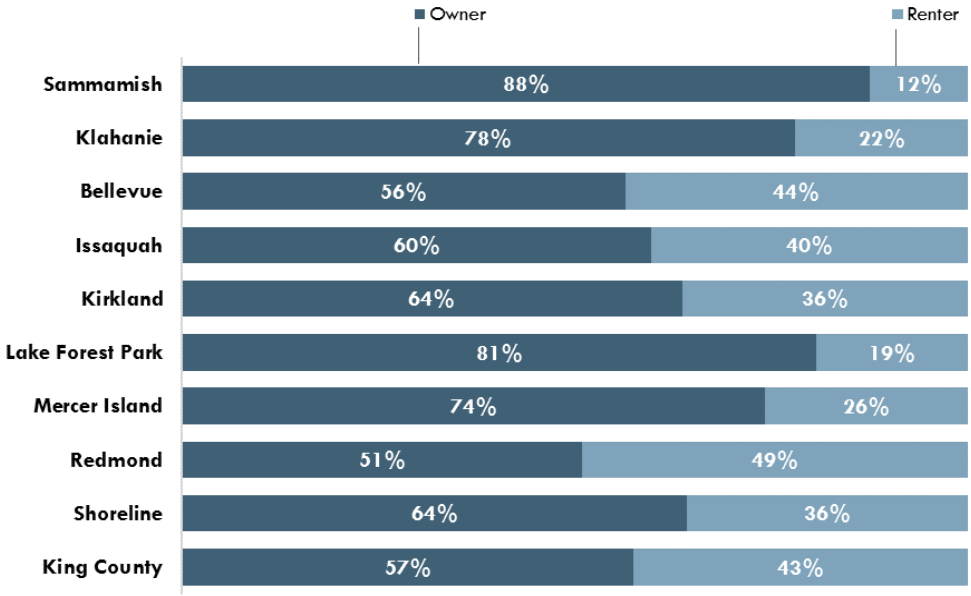
Source: Zillow's Sammamish Home Value Index, retrieved October 24, 2017.

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

Housing Tenure

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

Exhibit 63. Housing Tenure – Sammamish and Peer Cities



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

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

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

Tenure by Income Level

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

attributes than is available using just the ACS data.

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

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

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

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

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

Exhibit 64. Tenure by Income Level – City of Sammamish

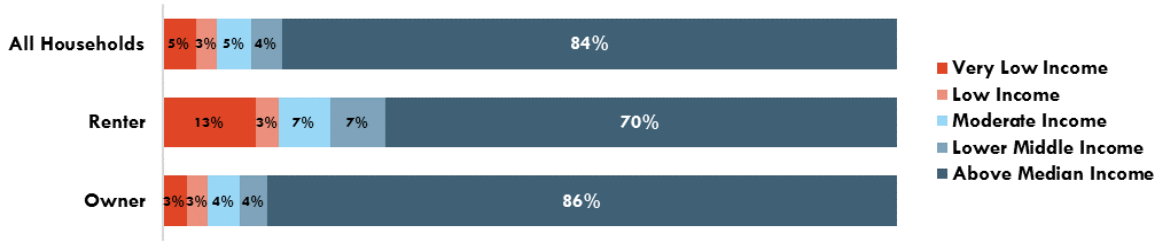
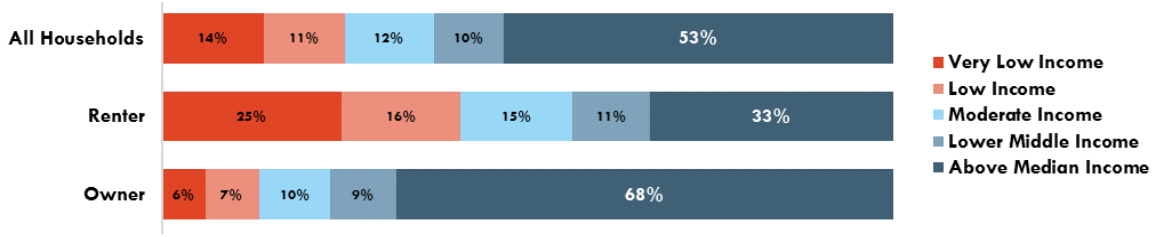


Exhibit 65. Tenure by Income Level – King County



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

Household Composition by Income Level

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

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

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

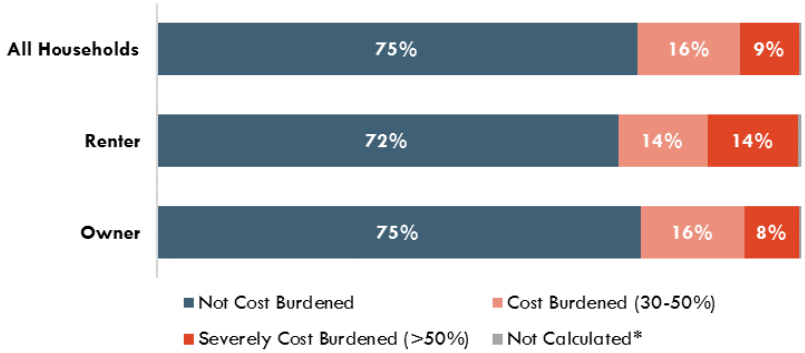
	Household Type Description
Elderly Family	2 persons, either or both age 62 or over
Elderly Non-Family	Age 62+, living alone
Large Family	Families with 5 or more members
Small Family	Families with 2-4 members (excluding elderly families)
Other	Non-family, non-elderly households

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

Housing Cost Burden

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

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

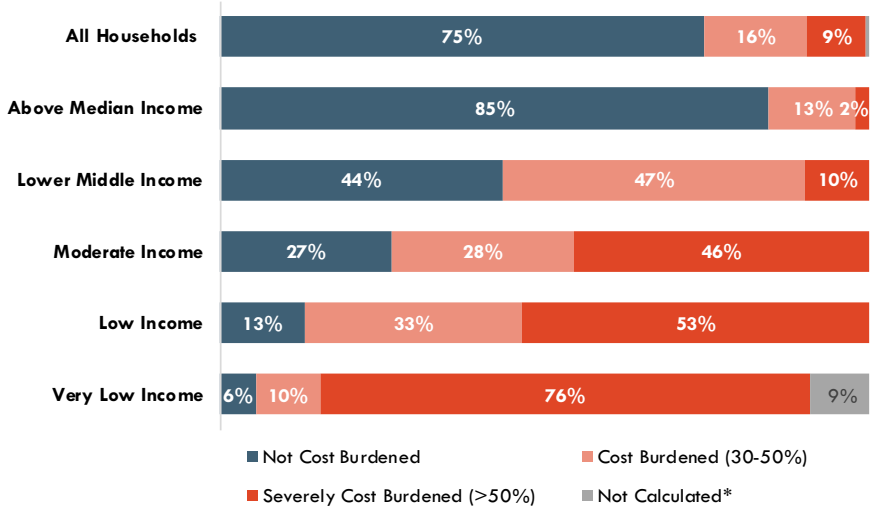


Source: U.S. Department of Housing and Urban Development, Consolidated Housing Affordability Strategy (based on U.S. Census American Community Survey 5-year Estimates, 2010-2014)

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

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

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



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

Homelessness

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

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

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

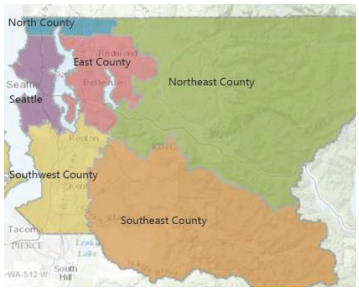
Region	Total Homeless Count	Unsheltered		Sheltered	
		Number	% of Region	Number	% of Region
East County	631	284	45%	347	55%
North County	201	53	26%	148	74%
Northeast County	166	119	72%	47	28%
Seattle	8,522	3,857	45%	4,665	55%
Southwest County	2,017	1,102	55%	915	45%
Southeast County	106	70	66%	36	34%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

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

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

Exhibit 70. Unsheltered Persons by Region, 2017

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



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

Source: One Night Count 2017

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

TRANSPORTATION

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

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

What we heard from the community

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

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

Exhibit 71. King County Metro Systems Map, Sammamish

Community Connections and Transportation

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

Source: King County Metro System Maps

PERCEPTION OF SAFETY

Crime

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

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

Domestic Violence

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

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

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

What we heard from LifeWire

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

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

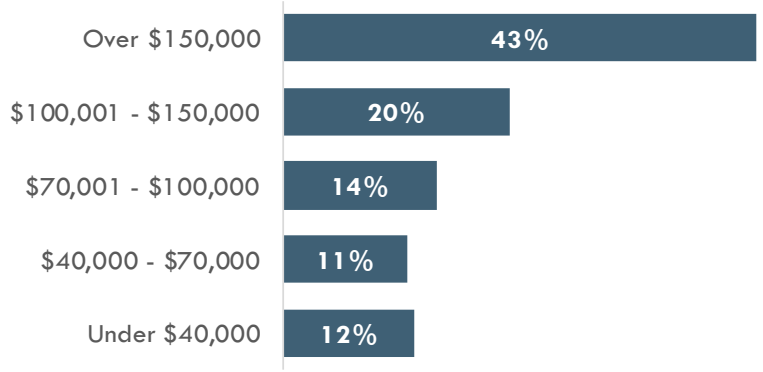
Appendix 1.A - Virtual Town Hall Results

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

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

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

What is your annual household income?



Number of respondents: 152

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

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

182 respondents answered this question.

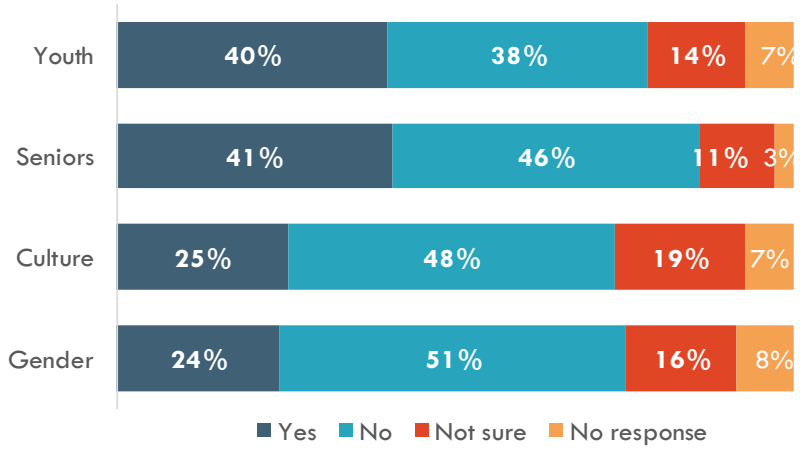
- Physical health: 77% of respondents showed interest in staying physically active. There is also interest in good nutrition and accessing healthy food, affordable access to healthcare, and getting

adequate rest.

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

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

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

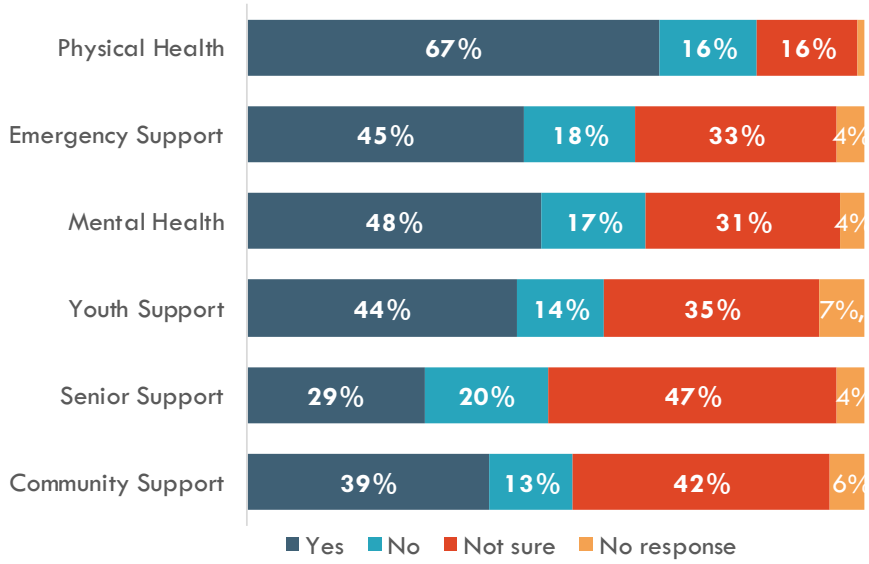


Number of respondents: 182

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

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

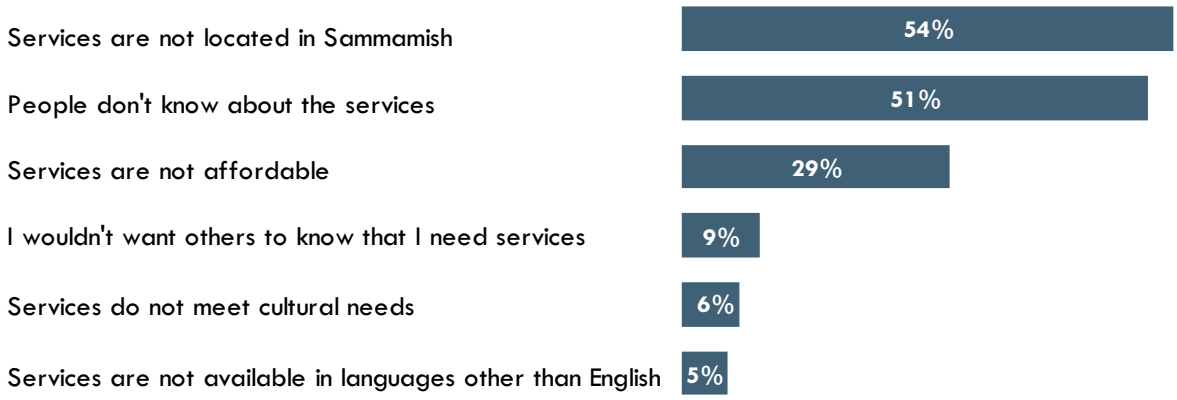
Is support available to meet you or your family's health and human services needs?



Number of respondents: 178

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

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



Number of respondents: 139

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

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

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

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

young families."

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

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

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

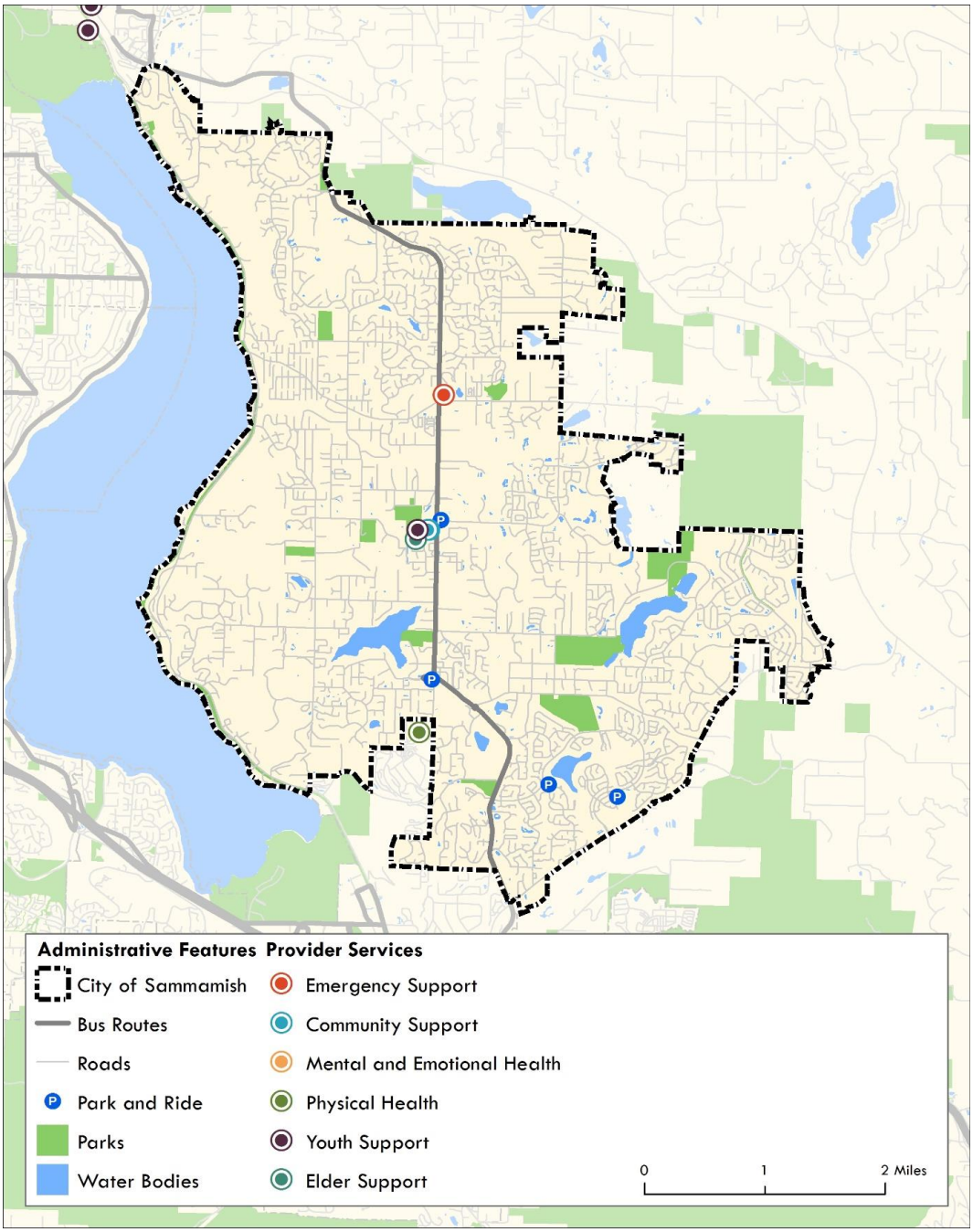
Appendix 1.B - Inventory of Services and Programs

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

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

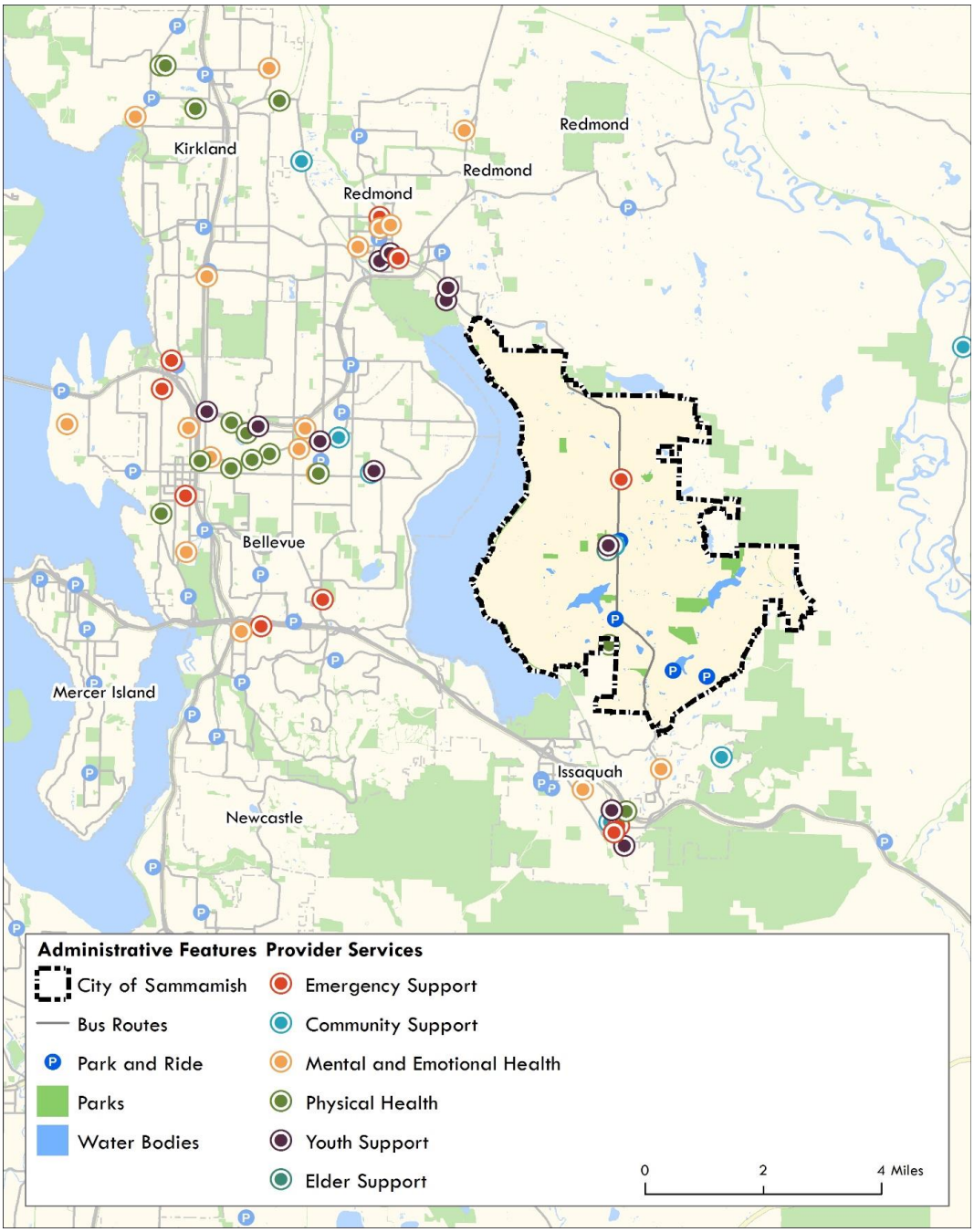
Services and programs in these six areas are shown on the maps that follow. **Exhibit 72** shows locations within Sammamish and **Exhibit 73** shows locations throughout the Eastside. There are few services and programs located in Sammamish proper. There are more service and program offerings elsewhere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

Exhibit 72. Sammamish Inventory Map



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

Exhibit 73. Eastside Inventory Map



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

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Agenda Bill

City Council Regular Meeting
March 05, 2019

SUBJECT:	Consultant Contract for SharePoint Implementation Planning and Project Consulting
DATE SUBMITTED:	February 07, 2019
DEPARTMENT:	Information Technology (IT)
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Authorize the City Manager to execute a contract for an amount not-to-exceed $100,000 with Stoneshare for SharePoint Implementation Planning and Project Consulting.
EXHIBITS:	1. Exhibit 1 - Agreement

BUDGET:

Total dollar amount	$100,000	☑ **Approved in budget**
Fund(s)	Professional Services - Technology Replacement Fund (502-000-518-81-41-00)	☐ **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 sign a contract with Stoneshare to plan, design, and implement a SharePoint site to replace the City's outdated intranet?

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement:

This is a contract with Stoneshare to provide SharePoint site design and technical support services for the City of Sammamish. The project scope includes developing a strategic internal communication plan, gathering background information and data, design of a SharePoint site, testing, staff training, and implementation.

The City received 13 proposals in response to the Request for Qualifications (RFQ) that was published on September 28, 2018. The proposals were evaluated based on criteria outlined in the RFQ and three firms were invited to interview on November 5, 2018.

Each interview included an introduction of the firm, a presentation given by the project team, and an opportunity to address the interview panel's questions. At the conclusion of the interviews, the firms performance was discussed and ranked. Reference checks were completed and Stoneshare was identified as the top firm. Stoneshare is highly qualified in SharePoint site design and user experience as well as working with various government agencies such as the City of Tacoma and Benton County.

Background:

The City of Sammamish currently uses an intranet site to post standard city forms, templates, contracts and other documents for staff use. The current solution has limited functionality, where staff cannot update and edit the site without IT support as well as forces staff to use a specific browser to access information listed on the site. The IT Department is looking to develop an alternative solution using SharePoint Online, a cloud-based software, that allows staff to post, edit and access internal forms, templates, department specific information, resources and links, news and announcements, standard operating procedures, and much more. SharePoint's integration with Office 365 allows staff to communicate and share information in a more effective and efficient manner. The new SharePoint system and enterprise navigation tools will be maintained by the IT Department with site content managed by each department and assigned staff.

The scope of work for this contract includes providing support services for the tasks listed below for a not-to-exceed budget of $100,000. It is anticipated that the scope of work under this contract will be completed within 6-8 months.

Phase 1 - Planning and focus group discussions
Phase 2 - Site design and testing
Phase 3 - Document management, migration and staff training
Phase 4 - Implementation and project closeout

FINANCIAL IMPACT:

$100,000 is allocated in the 2019-2020 Non-Departmental General Fund for Professional Services.

OTHER ALTERNATIVES CONSIDERED:

Without the expertise of Stoneshare, we would alternatively be relegated to implementing SharePoint in-house which would lack a thorough and robust inspection of the system for city-wide use. The IT department has struggled in the past trying to pilot SharePoint without the proper best-practices and a robust training plan.

CONTRACT NUMBER

801 228th Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • Web: www.ci.sammamish.us

AGREEMENT FOR SERVICES

	Yes	No	
Insurance Required	☒	☐	If Yes – See Paragraph 6

This Agreement is made and entered, by and between the City of Sammamish, Washington, a Washington municipal corporation, hereinafter referred to as the "City," and

Consultant Name: Stoneshare hereinafter referred to as the "Consultant."

Project Description: Provide SharePoint site design and technical support services for the City of Sammamish.

Commencing: March 6, 2019

Terminating: December 31, 2019

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. Contractor shall perform all services diligently and completely and in accordance with professional standards of conduct and performance and shall comply with all federal, state and local laws and regulations applicable to the performance of such services.

2. **Contract Documents.** The Agreement consists of the following documents, which are all incorporated by reference:
   a) This Agreement and all exhibits attached thereto;
   b) The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals
   c) The submitted project quote, bid or proposal
   d) All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable
   e) W-9 Request for Taxpayer Identification #
   f) Scope of Work

   The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment therefore. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

3. **Payment.** The City shall pay the Consultant for the Work rendered according to the following procedures and subject to the following requirements.

The City shall pay the Consultant:	Fill in applicable method of payment YES NO
According to the rates set forth in "Exhibit A"	☐ ☒
A sum not to exceed: (incl W.S.S.T., if applicable)	$100,000
Other (ex. Hourly):	$

3.1 The Consultant shall submit invoices to the **City of Sammamish Accounts Payable Department,** ap@sammamish.us for the work performed. The City agrees to pay the Consultant for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Consultant for services satisfactorily rendered with ten days after City Council approval of each such payment.

3.2 The Consultant shall complete and return the attached Form W-9, "Request for Taxpayer Identification Number" prior to or along with the first invoice submittal. In order for you to receive payment from the City of Sammamish, they 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.

3.3 If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. No payment shall be made for any work performed by the Contractor except for the work identified and set forth in this Contract.

4. Termination

4.1 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

4.2 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

4.3 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.

4.4 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.

4.5 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.

5. Indemnification/Hold Harmless.

5.1 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.

5.2 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.

5.3 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.

City of Sammamish Washington

6. Insurance. (If applicable) The Consultant shall procure and maintain insurance as required in this section, without interruption from commencement of the Consultant's work through the term of the Contract and for thirty (30) days after physical completion date, unless otherwise indicated herein. Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant.

6.1 **No Limitation.** Consultant's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity

6.2 **Minimum Scope of Insurance.** Consultant required insurance shall be of the types and coverage as stated below:

a) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

b) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-complete operations, stop gap liability, personal injury and advertising injury, liability assumed under an insured contract, blanket contractual, products/completed operations; broad form property damage, explosion, collapse and underground (XCU) if applicable, and employer's liability. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

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

d) Professional Liability insurance appropriate to the Consultant's profession (if applicable).

6.3 **Minimum Amounts of Insurance.** Consultant shall maintain the following insurance limits:

a) Automobile Liability insurance with limits no less than $1,000,000 combined single limit per accident for bodily injury and property damage;

b) Commercial General Liability insurance written on an occurrence basis with limits no less than $1,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.

c) Worker's Compensation insurance at the limits established by the State of Washington.

d) Professional Liability insurance (if any) shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

6.4 **Public Entity Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

6.5 **Other Insurance Provision.** The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

6.6 **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

6.7 **Verification of Coverage.** Contractor shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the Public Entity, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.

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

6.9 **Notice of Cancellation**. The Contractor shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

6.10 **Failure to Maintain Insurance**. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Contractor from the Public Entity.

7. 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, sub consultants, 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.

8. Non-Discrimination. 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.

9. Non-Endorsement: As a result of the selection of a consultant to supply services to the City, the consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

10. Non-Collusion: By signature below, the consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Contract.

11. Wages and Other Costs. The City assumes no responsibility for the payment of any compensation, wages, benefits or taxes owed by the consultant by reason of this Agreement. The consultant shall indemnify and hold the City, its officers, agents, and employees harmless against all liability and costs resulting from the Consultant's failure to pay any compensation, wages, benefits or taxes.

12. Waiver. Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

13. 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.

KL

City of Sammamish Washington

14. 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.

15. 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.

16. 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.

17. 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.

18. Record Keeping and Reporting.

18.1 The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56, RCW

18.2 The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

18.3 On payment to the Consultant by the City of all compensation due under this contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

18.4 Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City has part of this contracted project.

18.5 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.

18.6 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.

19. **Ownership of Documents** On payment to the Consultant by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract will be kept confidential and shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

20. **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
Project Manager: Sara Estiri
Email: sestiri@sammamish.us

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

Company Name:	Stoneshare Corp.
Contact Name:	Keith Carter
Street Address:	506 Second Ave Seattle WA 98104
Phone Number:	1.888.624.5086 ext.222
Email:	kcarter@stoneshare.com

21. **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."

22. **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.

KC

By signing below, you agree to all the terms and conditions herein.

CITY OF SAMMAMISH, WASHINGTON:

By:	Date:
Print Name:	Title:

CONSULTANT:

By:	Date: FEB 15 2019
Print Name: KEITH CARTER	Title: CEO

ATTEST/AUTHENTICATED:

By:	Date:
Print Name:	City Clerk

APPROVED TO AS FORM:

By:	Date:
Print Name:	City Attorney

City of Sammamish

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
STONESHARE CORP

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
100 CHURCH STREET SUITE 800

Requester's name and address (optional)
City of Sammamish
801 228th Ave SE
Sammamish, WA 98075

6 City, state, and ZIP code
NEW YORK, NEW YORK 10007

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
82 - 2849197

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ FEB 15 2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X Form **W-9** (Rev. 11-2017)

City of Sammamish Washington
801 228th Avenue SE Sammamish, WA 98075
Phone: 425-295-0500 • Fax: 425-295-0600
www.sammamish.us

EXHIBIT A
Scope of Work

PRESENTED TO

The City of Sammamish

PRESENTED ON

January 22, 2018

SharePoint Implementation Planning and Project Consulting

STATEMENT OF WORK

stoneshare

stoneshare.com
info@stoneshare.com
1.888.624.5086
company/stoneshare
stoneshare_inc

OTTAWA-GATINEAU (NCR)
Suite 101, Tower 1
200 Rue Montcalm
Gatineau, Quebec
J8X 3B5

TORONTO (GTA)
Suite 352
13-3120 Rutherford Road
Vaughan, Ontario
L4K 0B2

SEATTLE (WA)
Suite 1400
506 Second Avenue
Seattle, Washington
98104

NEW YORK (NY)
Suite 800
100 Church Street
New York, New York
10007-2621

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1. SCOPE OF SERVICES

During this engagement StoneShare will:

1. Provide Project Planning and Management;
2. Conduct an O365 Tenant review and assessment;
3. Design a high-level Information Architecture for the City;
4. Design (Templates for departmental sites and project sites);
5. Design a detailed Information Architecture for a Document Management Focus Group;
6. Configure O365 and SharePoint Online for Communications and Document Management as required;
7. Provide End User Training;
8. Support a Communications Focus Group Pilot;
9. Support a Document Management Focus Group Pilot;
10. Define a Change Management Plan;
11. Define O365 Governance roles and responsibilities; and
12. Develop a City-wide Implementation Roadmap and Migration Plan.

2. EXCLUSIONS

The following items are excluded from the scope:

1. Departmental Interviews for requirements gathering;
2. Records Management Strategy and/or Program development;
3. Creation or implementation of a records retention schedule or File Plan;
4. Business Process Mapping and/or Reengineering;
5. Migration of any current intranet content;
6. Implementation of Electronic Forms;
7. Integration with other systems;
8. Workflow development and implementation;
9. Custom code development of any kind;
10. User Acceptance Testing;
11. All training outside of the Focus Groups;
12. Organizational Change Management execution;
13. Ongoing Governance activities; and
14. Implementation of Document Management functionality for all City Departments.
15. Knowledge Transfer for future implementations;
16. On-going support;

3. PROJECT MANAGEMENT

3.1. PROJECT MANAGEMENT FRAMEWORK

At the core of StoneShare's delivery methodologies is a well-defined Project Management Framework that consists of a set of best practices, procedures and templates that provide a consistent and repeatable approach to Project Management. This approach was developed to align with best-practices as outlined by the Project Management Body of Knowledge (PMBOK®).

StoneShare in partnership with The City's Project Manager will be responsible for effectively governing the following activities:

ACTIVITY	ALIGNMENT
Project Organization	Establishing a project team of resources who can address all aspects of the project scope and produce the required deliverables.
Project Tracking	Tracking the overall progress of the project according to the Detailed Project Schedule and ensuring that regular status reports are available.
Project Communication	Verifying that regular cross-team communications are effective.
Solution Governance	Verifying that procedures and processes are in place to help generate high-quality deliverables and a final product that meets business requirements.
Risk Management	Regularly analyzing project risks and establishing processes and procedures to prevent or manage these risks.
Issue Management	Establishing procedures and processes for capturing, escalating, and resolving the several types of project issues.
Change Control	Identifying when change control procedures and processes should be implemented during the project life cycle.
Knowledge Transfer	Establishing procedures for transferring knowledge between The City and StoneShare resources.

3.2. RISK MANAGEMENT

StoneShare's risk management process serves to identify the project risks, assess their impact and likelihood of occurring, and develop methods to avoid or minimize their impact. Risk Management allows the StoneShare's Project Manager and broader project team to work with stakeholders to ensure a coordinated approach and common framework for developing and managing risk mitigation strategies.

Below is the description of our 4-step risk management process:

1. **Risk Identification** – A risk identification workshop will be conducted at the beginning of every phase and include members of both StoneShare's and The City's project team. Risks can be at various levels of a project or organization. These include strategic risks, operational risks, financial risks, legal risks, technology risks, people risks, market risks and business process risks;
2. **Risk Assessment** – Risks will be assessed during the workshop based on StoneShare's Project Management Framework risk classification system. This process helps identify which risks are critical in nature and require immediate mitigation;
3. **Risk Mitigation** – After a risk has been assessed, strategies will be implemented based on the severity of the risk – risk avoidance; risk transfer; risk acceptance and risk mitigation;
4. **Risk Monitoring and Reporting** – Risk Management will be a periodic event throughout the project lifecycle. Periodic re-assessments will be completed at the beginning of each phase of this project. This will determine if the identified risks are still relevant and if any new risks have arisen;
5. **Risk Resolution** – The City will have the ultimate decision-making authority on all identified risks and StoneShare will provide options and context to support these decisions.

3.3. ISSUE MANAGEMENT

An issue is an event or condition that impacts the project and requires attention for resolution. An issue that is left unresolved could trigger a risk that may impede the progress of the project.

StoneShare's Issue Management process will be used to consistently and reliably identify, track, and resolve issues in a timely and efficient manner. After project commencement, a session with all member of the project team will be held to establish the methods for raising, documenting, and closing project issues in a manner that is understood and will be followed by all project team members.

The Project Manager will maintain an Issue Log throughout the project lifecycle.

To maintain project communication and issue visibility, the Project Manager will report key issues in the weekly status report. The intent of issue reporting is to highlight issues that are outstanding, high priority, and past due.

Below is the description of our 4-step issue management process:

1. **Issue Identification**: an issue can be identified by any member of the project team;
2. **Issue Log:** An Issue Log is established and maintained which documents when the Issue was identified, by whom, what the impact upon the project is, and possible resolution strategies;

3. **Issue Resolution:** Issues are addressed in order of priority with high-priority Issues addressed first. At weekly project status meetings, all team members assist in suggesting viable solutions to resolving outstanding Issues;

4. **Issue Closure:** Upon resolution of an issue, the issue log is updated, and the issue is closed.

Issue Reports will be generated and published on a weekly basis unless otherwise required. The Project Manager will manage and publish the Issue Log to the Project Repository for easy access by all project stakeholders. Issues will be logged in the Project Repository according to StoneShare's Project Framework.

Issues that cannot be resolved or closed will need to be escalated to project leadership. The following are criteria to be used in escalating issues:

- All mission critical issues.
- Issues which are beyond the authority of the project team and require a consensus decision at the executive level.
- The issue is causing major disruption and the owner of the issue is not clear or cannot be established.
- The progress of the project is being severely impeded, but the underlying issue is not gaining the required attention and therefore warrants intervention.

3.4. SCOPE CHANGE

Changes to scope, schedule or cost will be managed in accordance with StoneShare's change management process. Below is the description of the 5-step change control process:

1. **Change Identification:** When a change has been identified or is required StoneShare's Project Manager will lead the activity of change control management;

2. **Change Log**: After receiving approval from The City, the StoneShare Project Manager creates an entry in the Change Request Log in the Project Repository where all change requests are tracked and defined;

3. **Change Definition**: StoneShare's Project Manager works with the requestor to complete a Change Request Form in the Project Repository describing the requirement, business need, benefits, impacts to schedule and budget, potential workarounds, and options;

4. **Change Estimation**: StoneShare's Project Manager creates a High-Level Effort Estimate with assistance from other team members as needed to determine the total effort of the change;

5. **Change Review:** StoneShare's Project Manager sets a change control review meeting with the project leadership team for approvals. The decision is noted on the Change Request Form and in the Change Request Log.

4. PROJECT ACTIVITY TABLE

In the pages that follow, StoneShare has provided a Project Activity Table containing the Major Tasks, Assumptions and Constraints that are included in an SharePoint Implementation Planning and Project Consulting project. The Deliverables are described in detail, listed chronologically, and separated by Project Phase for ease of reference. A RACI model has been incorporated to assist in understanding responsibilities in the completion of each Deliverable, and the Deliverable format is outlined for further clarity.

The deliverables, and their associated definitions, are provided in the Deliverables Table below. For clarify, the following applies:

R = Responsible to performs the action/task.
A = Accountable that the action/task is completed.
C = Consulted before performing the action/task.
I = Informed after performing the action/task.

#	Deliverable	Deliverable Description	The City	StoneShare	Deliverable Format
PLANNING PHASE					
1	**Project Repository**	StoneShare will provide access to an instance of SharePoint online, to be accessed via a supported SharePoint browser or device, called the Project Repository. The Project Repository will be used to centralize and maintain all Project information (Project Contacts, Calendars, Documents, Lists, Templates, Forms, and Checklists); automate Project processes; and provide a formal mechanism for Project team members to provide feedback. **Anticipated effort for the City's Project Manager *(average 1 hour per week)*** ◦ The City's Project Manager will Identify staff members that should be granted Project Repository access; and ◦ The City's Project Manager will share documents through the Project Repository as necessary. **Assumptions/Constraints** ◦ The Project Repository can be hosted by StoneShare;	I	R+A	SharePoint Site

		◦ Individual user access to the Project Repository shall be determined jointly between the City and StoneShare;			
2	**Detailed Project Plan and Schedule**	Working from the proposed Project Schedule, StoneShare and the City will develop a detailed Project Plan and Schedule that will detail Project Phases, Acceptance Criteria, Tasks, Responsibilities, Dependencies, Resourcing, and Timelines. **Anticipated effort for the City's Project Manager *(3-6 hours)*** ◦ The City's Project Manager will iterate with StoneShare to develop and finalize the Plan and Schedule. **Assumptions/Constraints** ◦ The City will be responsible for scheduling Internal Resources to contribute in accordance with the Project Schedule; ◦ StoneShare will conduct a weekly status meeting of up to one (1) hour to report on progress and answer questions; ◦ The Project Schedule will be managed and maintained by StoneShare throughout the Project; ◦ Once complete, the Project Plan and Schedule will only be updated in the event of a Change Request; and ◦ This task does not require formal sign off or acceptance.	C	R+A	MS Word (Project Plan) and MS Project or MS Excel (Project Schedule)
3	**Requirements Survey**	StoneShare will conduct a requirements survey with designated stakeholder representatives including end users, Information Technology (IT) and Information Management. The survey will be based on industry best-practice intranet requirements for an organization of the City's size and the capabilities of SharePoint Online. StoneShare will analyse the responses, deliver a Presentation of findings, and lead a Requirements Review Meeting with the City's Project Team to review a consolidated and prioritised list of intranet requirements. StoneShare will present relevant SharePoint Online and Office 365 G3 Features as options for meeting those Requirements and assist the City in choosing two (2) Focus Groups to Pilot Communications and Document Management functionality. **Anticipated effort for the City's Project Team *(2-3 hours)*** ◦ The City's Project Team will review the Survey prior to distribution **Assumptions/Constraints** ◦ The Survey will include up to twenty (20) common Intranet requirements, and include a section for open feedback; ◦ The Survey will include up to twenty (20) common Document Management requirements, and include a section for open feedback; ◦ The Survey will be distributed to each of the City's departments; ◦ The Focus Group's will use out-of-the-box features of SharePoint Online and Office 365;	C	R+A	MS PowerPoint

		◦ Custom development and 3rd party products are out of scope; ◦ The City will provide StoneShare with design assets including Logos, Images, News Articles, and Colors at least ten (10) days prior to the meeting; ◦ The City will ensure that Stakeholders are present at this meeting; ◦ The Communications Focus Group will consist of one (1) team of up to ten (10) people who will test the communications features such as intranet pages, news and announcements; ◦ The Document Management Focus Group will consist of one (1) team of up to ten (10) people who will test the Document Management features of the solution such as co-authoring, versioning and sharing; ◦ This Deliverable requires formal sign-off.			
4	**Kick-Off Meeting**	StoneShare will lead an on-site Intranet Project Kick-Off, with a Presentation, for the purposes of meeting the City's Project Team, introducing the engagement and confirming the Scope, Schedule, and Approach to the Project. **Anticipated effort for the City's Project Team *(2 hours)*** ◦ The City's Project Team will attend the meeting and provide feedback as necessary. **Assumptions/Constraints** ◦ StoneShare will prepare and attend one (1) meeting of up to two (2) hours; ◦ If applicable, the City will present the Project Background, applicable User Research, Reference Material, and Examples that form the inspiration for the Project. ◦ The City will ensure that the Executive Sponsor, Business User Stakeholders and IT Stakeholders are present at the meeting; ◦ The meeting will be scheduled at a mutually acceptable time at least ten (10) days in advance; and ◦ This task does not require formal sign off or acceptance.	I	R+A	MS PowerPoint
PREPARATION PHASE					
5	**Requirements Review**	StoneShare will present industry best-practice intranet requirements for an organization of the City's size that leverage SharePoint Online and Office 365 G3 Features. StoneShare will also assist the City in choosing two (2) groups to Focus Group Communications and Document Management functionality. **Anticipated effort for the City's Project Team *(3-4 hours)*** ◦ The City's Project Team will review survey results with StoneShare; ◦ The City's Project Team will work with StoneShare to select two Focus groups; and ◦ The City's Project Team attend one results review meeting. **Assumptions/Constraints** ◦ StoneShare will prepare and attend one (1) meeting of up to two (2) hours; ◦ The Focus Group's will use out-of-the-box features of SharePoint Online and Office 365;	C	R+A	MS PowerPoint

		◦ Custom development and 3rd party products are out of scope; ◦ The City will provide StoneShare with design assets including Logos, Images, News Articles, and Colors at least ten (10) days prior to the meeting; ◦ The City will ensure that Stakeholders are present at this meeting; ◦ The Communications Focus Group will consist of one (1) team of up to ten (10) people who will test the communications features such as intranet pages, news and announcements; ◦ The Document Management Focus Group will consist of one (1) team of up to ten (10) people who will test the Document Management features of the solution such as co-authoring, versioning and sharing; and ◦ This Deliverable requires formal sign-off.			
6	**Solution Design**	StoneShare will produce a Solution Design document that describes the high-level Information Architecture for the solution and how the Out-of-the-Box Features of SharePoint Online and Office 365 will be used to meet the City's Requirements, as stated in Attachment A: Scope of Work. The Solution Design includes Feature descriptions, proposed page designs and layouts, a Site Navigation plan, the Homepage Layout and Labelling. **Anticipated effort for the City's IT Team *(3-10 hours)*** ◦ Select members of the City's IT Team will participate in workshops; and ◦ The City's IT Team will review the Solution Design Document and provide feedback **Assumptions/Constraints** ◦ If required, StoneShare will schedule up to two (2) workshops of up to three (3) hours to understand the City's IT environment; ◦ High Level Information Architecture element will include: ○ Site-level Navigation; ○ Locations for Communication sites, team sites etc; ○ Expected use of Hub sites and Team sites; ○ Expected use of the Content Type Hub and term store; ○ Expected use of local content types and metadata; ○ Global metadata fields or root content types where applicable; ○ Expected locations for corporate assets such as news, policies, forms etc. ◦ The design will include up to ten (10) sites, each with their own home page including one (1) Intranet Site; one (1) Departmental communications site, one (1) Document Management team site; one (1) project team site and up to twenty (20) Document Libraries, no Display Templates, three (3) Refiners, and three (3) Best Bets; ◦ The design will leverage the out-of-the box features of Office 365 and SharePoint Online; ◦ The City will ensure that IT Stakeholders will be available during this period; and ◦ This Deliverable requires formal sign-off.	C	R+A	Microsoft Word

7	**TownSquare Configuration**	Using its proprietary Office 365 accelerator (TownSquare), StoneShare will create the initial Intranet configuration in the City's SharePoint Online tenant as a starting point for iterative development. The initial configuration will include: Main Site, Homepage, Top and Left Navigation, as well as: ◦ City Branding, including Logos and Color Palettes; ◦ A user friendly, fully searchable Document Library, including titles and keywords; ◦ Internal staff News; ◦ An area for links to internal resources; ◦ An area for links to other informational sites, as determined by the City; ◦ An Employee Directory that is based on Active Directory; and ◦ External sharing functionality. **Anticipated effort for the City's IT Team *(1-2 hours)*** ◦ The City's IT Team provide StoneShare with the required access to the City's Office365 Tenant; **Assumptions/Constraints** ◦ The Office365 Tenant(s) access has been provided by the City; ◦ The City will provide StoneShare with Global Administrator access for their Office365 Tenant. ◦ The City has properly licensed Focus Group Users; ◦ No custom Page Layouts will be created; ◦ Pages will be created by adding Out-of-the-Box Web Parts and pre-configured Page Layouts; ◦ StoneShare will not modify the HTML produced by SharePoint to alter its level of WCAG 2.0 compliance; ◦ StoneShare will ensure that any new HTML created by StoneShare is WCAG 2.0 Level AA Compliant; ◦ The City will ensure that IT Stakeholders will be available during this period; ◦ StoneShare will migrate up to (50) documents in support of the Communications Focus Group; ◦ StoneShare will migrate up to (15,000) documents in support of the Document Management Focus Group; ◦ StoneShare will use only SharePoint Online Out-of-the-Box G3 features; ◦ Content is the responsibility of the City; and ◦ This task does not require formal sign off or acceptance.	I	R+A	-
COMMUNICATIONS FOCUS GROUP					
8	**Intranet Configuration Workshop**	The Configuration Workshop is the first Feedback Cycle in the TownSquare iterative development process. Leveraging TownSquare pre-configurations, StoneShare will conduct a structured, on-site Workshop with Communications Focus Group members to gather their feedback on the Solution. StoneShare will then spend up to forty (40) hours to incorporate that feedback, make refinements and re-create the updated Solution using the TownSquare accelerator. Topics include, but are not limited to: ◦ User Interface. ◦ Site Hierarchy. ◦ Navigation & Search.	C	R+A	Scheduled Session

		◦ Web Parts. ◦ Page Layouts. ◦ Communication Features. ◦ Security. ◦ Branding. **Anticipated effort for the City's Intranet Focus Group members *(3-4 hours)*** ◦ The City's Communications Focus group members will attend the workshop; and ◦ Members of the City's Project Team may choose to attend the workshop. **Assumptions** ◦ StoneShare assumes a maximum of ten (10) Communications Focus Group Users; ◦ StoneShare will conduct up to one (1) three (3) hour Workshop with the Focus Group to refine their Site; ◦ The Workshop will be scheduled at least three (3) weeks in advance and completed within three (3) consecutive business days; and ◦ This task does not require formal sign off or acceptance.			
9	**Communications Focus Group User Training**	StoneShare will conduct an on-site, hands-on Focus Group User Training Session in the use of the Communications Features of SharePoint and Office 365 identified in the Solution Design to meet the City's Requirements. Communications Focus Group User Training will include creating and publishing content on SharePoint Online, the Publishing Model, available Page Layouts and Web Parts and Page editing and configuration options. **Anticipated effort for the City's Communications Focus Group members *(3-4 hours)*** ◦ The City's Communication Focus group members will attend the training; and ◦ Members of the City's Project Team may choose to attend the training. **Assumptions/Constraints** ◦ StoneShare will prepare and present up to one (1) three (3) hour Session with a maximum of ten (10) attendees. ◦ The City will provide facilities for all Training Sessions including laptops, accounts, and licenses for participants; ◦ StoneShare will use its format for this Deliverable; ◦ This session is intended for Focus Group Users <u>only</u>; ◦ The City may record the session at its own cost; ◦ Migration of any existing intranet pages and Intranet portal content is the responsibility of the City; and ◦ This task does not require formal sign off or acceptance.	I	R+A	MS PowerPoint

10	**Communications Focus Group (Pilot)**	Once StoneShare has completed the updates from the Configuration Workshops, the City will have ten (10) business days to review the Communication Site and test the functionality. StoneShare will provide remote support during this time to the Focus Group Users in the operation of SharePoint Online. StoneShare will gather and incorporate feedback from Focus Group Users and will address issues that come up during the Pilot period related to using SharePoint Online Out-of-the-Box Features to meet the City's Requirements. On the final day of the Pilot period, StoneShare will conduct a remote Session to review the Focus Group Users' feedback and StoneShare will spend up to twenty-five (25) hours incorporating feedback into the Solution. StoneShare will then create a dedicated site in the production environment to be used as a template for creating future SharePoint sites (new departments sites) with the same common look and feel, layout, and functionality as the intranet home site. **Anticipated effort for the City's Communications Focus Group members *(estimated 10-40 hours)*** ◦ The City's Communication Focus group members will use the system and provide feedback as required. **Assumptions/Constraints** ◦ Support will be provided by StoneShare's Business Analyst and Support Team via phone and email; ◦ The City will coordinate requests for support; ◦ Support is limited to twenty-five (25) hours of effort during the Focus Group period; and ◦ This task does not require formal sign off or acceptance.	I	R+A	Intranet Home Site AND Template Department Site
DOCUMENT MANAGEMENT FOCUS GROUP					
11	**Draft Information Architecture**	StoneShare will review an inventory of the content to be migrated and draft an Information Architecture for each department. At this stage, the Information Architecture includes the proposed sites, navigation libraries, security, cases and key metadata columns, in addition to lists of reference terms. StoneShare will review the Draft Information Architecture with the City to develop an initial classification and confirm the structure, which will result in a "records ready" solution. StoneShare will then conduct a review of the draft Information Architecture with the Document Management Focus Group to confirm the vocabulary, structure and security. **Anticipated effort for the City's Project Team *(6-10 hours)*** ◦ The City's Project Team and Document Management Focus Group will provide background materials as requested; ◦ The City's Project Team will attend a review session of the Draft Information Architecture and provide feedback; and ◦ The City's Focus Group will attend a review session of the Draft Information Architecture and provide feedback; **Assumptions/Constraints:**	C	R+A	Project Repository Site Adobe PDF

		◦ The City has provided an inventory of content and security assignments in a specified format; ◦ The City will provide site assets as requested to enable the creation of fully populated live sites; ◦ The City will confirm and, where necessary, provide lists of reference metadata for tagging documents; ◦ The City will provide the File Plan Classification for each of the libraries in the proposed Information Architecture; ◦ StoneShare will provide one (1) review session of up to two (2) hours with the City's Project Team; ◦ StoneShare will provide one (1) review session of up to two (2) hours with the City's Focus Group; and ◦ This Deliverable requires formal sign-off.			
12	**Collaboration 101**	StoneShare will provide an on-site overview of Office365 and SharePoint Online functionality to members of the Document Management Focus Group. The purpose of this session is to provide users with reference knowledge pertaining to the out of the box functionality in Office365 and SharePoint Online. This knowledge is expected to inform and influence options associated with the Information Architecture Workshops to follow. Topics will include but not be limited to: ◦ Introduction to the project and the EDRMS Solution, ◦ Introduction to SharePoint and key SharePoint concepts, ◦ Introduction to the on-boarding process **Anticipated effort for the City's Document Management Focus Group members *(1-2 hours)*** ◦ The City's Document Management Focus group members will attend the session; and ◦ Members of the City's Project Team may choose to attend the session. **Assumptions/Constraints:** ◦ StoneShare will use its own format for this activity; ◦ StoneShare will prepare and present one (1) session of up to one (1) hours in length. ◦ session will be limited to fifteen (15) attendees; ◦ This session is intended to provide an overview of the given topics and should not be considered formal training; and ◦ This task does not require formal sign off or acceptance.	I	R+A	Scheduled Session
13	**Document Management Training Materials**	StoneShare will develop customized End-User Training materials that provide end-users with a detailed understanding of the following topics: ◦ Key Terms and Definitions ◦ Out-of-the-Box features. ◦ Content Types, Metadata. ◦ Navigation. ◦ Page Structure and specific Content Libraries.	I	R+A	MS PowerPoint

		◦ Creating and publishing Content, including Pages, News and Announcements. ◦ The Publishing Model. ◦ Available Page Layouts and Web Parts. ◦ Page Editing and Configuration Options. **Anticipated effort for the City's Project Team *(2-3 hours)*** ◦ The City's Project Team will review training materials and provide feedback as required. **Assumptions/Constraints:** ◦ StoneShare will use its format for this deliverable; ◦ End User Training is intended for Document Management Focus Group users only; ◦ Training will take place onsite at the City and the City will provide the required meeting space; ◦ The City shall ensure, in advance, that all required equipment is set up and fully operational in preparation of the session; This task does not require formal sign off or acceptance.			
14	**Staging File Share**	StoneShare will create a Staging File Share that reflects the structure and security of the Draft Information Architecture and supports migration staging activities with designated areas for files. **Anticipated effort for the City's IT Team *(1-2 hours)*** ◦ The City's IT Team provide StoneShare with the required access to the City's Network; **Assumptions/Constraints:** ◦ The City will provide StoneShare will sufficient remote access and privileges to complete this activity; ◦ The City will review the security of the Staging File Share; and ◦ This task does not require formal sign off or acceptance.	C	R+A	MS Word
15	**Content Reorganization and Classification**	StoneShare will facilitate the City's Document Management Focus Group users in staging the content to be migrated. Staging involves selecting the content to migrate and re-organizing content according to the SharePoint Information Architecture. StoneShare will introduce the process, tools and timeline, and guide the City in the process of preparing and staging their departmental content. **Anticipated effort for the City's Document Management Focus Group members *(up to 24 hours)*** ◦ Select members of the City's Document Management Focus group will attend the sessions; and ◦ Members of the City's Project Team may choose to attend the session. **Assumptions/Constraints:** ◦ During the staging and migration process, end-users will access content from the staging location;	I	R+A	Working Session(s)

		◦ The City will be responsible for helping end-users find staged content during prior to migration; ◦ The City is responsible for specifying document metadata; ◦ The City will be responsible for addressing any content that will not be migrated; and ◦ This task does not require formal sign off or acceptance.			
16	**Initial Migration**	StoneShare will create the destination SharePoint sites and libraries using assets provided by the City. StoneShare will perform migration "dry-runs" and after all dry-run tests are error free, execute the planned content migration to SharePoint Online. **Anticipated effort for the City's IT Team *(1-2 hours)*** ◦ The City's IT Team provide StoneShare with the required access to the City's Network and O365 Tenant. **Assumptions/Constraints:** ◦ The Information Architecture will not change during migration until after go-live; ◦ StoneShare will migrate up to 15,000 documents in total; ◦ StoneShare will provide the migration tools; ◦ Migration does not include training the City on the use of any migration tools; ◦ The City will provide two (1) temporary workstation and one (1) license of Sharegate for migrating content; and ◦ This task does not require formal sign off or acceptance.	I	R+A	-
17	**Migration Validation**	StoneShare will apply the final configurations in the City's Production environment. StoneShare will demonstrate the use of the departmental SharePoint Sites for finding, accessing and collaborating on content. StoneShare will facilitate the Focus Group users in validating that the staged content was migrated as intended and that they are able to find, access and upload their content in the new sites, and that end-users will be successful in using the new sites. **Anticipated effort for the City's Document Management Focus Group members *(3-6 hours)*** ◦ Select members of the City's Document Management Focus group will conduct validation; and ◦ Members of the City's Project Team may choose to attend the session. **Assumptions/Constraints:** ◦ The City will ensure that users will be available during this period; ◦ Migration Validation is limited to ten (10) individual users; ◦ Migration Validation will take approximately three (3) hours to complete; ◦ Migration Validation will not exceed one (1) business day to complete; and ◦ The City will provide StoneShare with Administrator permissions on their O365 tenant for this activity. ◦ This Deliverable requires formal sign-off.	R+A	C	MS Word MS Excel

18	**Document Management Training Materials**	StoneShare will develop customized End-User Training materials that provide end-users with a detailed understanding of the following topics: ◦ Key Terms and Definitions ◦ Solution Overview ◦ Collaboration Site Navigation ◦ Document Management ◦ Creating folders ◦ Creating Case document sets ◦ Uploading a Document ◦ Opening an existing document and saving as a new document in SharePoint Online ◦ Classification of Documents ◦ Searching for Documents ◦ Creating Views and Alerts ◦ Emailing links to documents **Anticipated effort for the City's Project Team *(2-3 hours)*** ◦ The City's Project Team will review training materials and provide feedback as required. **Assumptions/Constraints:** ◦ StoneShare will use its format for this deliverable; ◦ End User Training is intended for Document Management Focus Group users only; ◦ Training will take place onsite at the City and the City will provide the required meeting space; ◦ The City shall ensure, in advance, that all required equipment is set up and fully operational in preparation of the session; and ◦ This task does not require formal sign off or acceptance.	I	R+A	MS PowerPoint
19	**End User Classroom Training**	StoneShare will deliver on-site End User Training sessions for Document Management Focus Group users, in classrooms provided by the City, to a level that promotes end-user adoption. **Anticipated effort for the City's Document Management Focus Group members *(3-4 hours)*** ◦ The City's Document Management Focus group members will attend the training; and ◦ Members of the City's Project Team may choose to attend the training. **Assumptions/Constraints** ◦ StoneShare will prepare and present one (1) End User Classroom Training sessions of up to three (3) hours in length; ◦ StoneShare will provide an End User Training manual and quick reference guide; ◦ Maximum of fifteen (15) attendees in the session;	I	R+A	Classroom Training

		◦ Sessions will focus on standard operating procedures for end users; ◦ The City will provide training facilities, including computers for attendees. ◦ Prior to training, The City will ensure that all end-users have SharePoint Online accounts; ◦ The City may record these sessions at its own cost; and ◦ This task does not require formal sign off or acceptance.			
20	**Document Management Focus Group (Pilot)**	Once StoneShare has completed the updates from the Configuration Workshops, the City will have ten (10) business days to review the Document Management Site and test the functionality. StoneShare will provide remote support during this time to the Focus Group Users in the operation of SharePoint Online. StoneShare will gather and incorporate feedback from Focus Group Users and will address issues that come up during the Pilot period related to using SharePoint Online Out-of-the-Box Features to meet the City's Requirements. On the final day of the Pilot period, StoneShare will conduct a remote Session to review the Focus Group Users' feedback and StoneShare will spend up to twenty-five (25) hours incorporating feedback into the Solution. StoneShare will then create a dedicated site in the production environment to be used as a template for creating future SharePoint sites (new departments sites) with the same common look and feel, layout, and functionality as the intranet home site. **Anticipated effort for the City's Document Management Focus Group members *(estimated 30-80 hours)*** ◦ The City's Document Management Focus group members will use the system and provide feedback as required. **Assumptions/Constraints** ◦ This activity will execute in parallel with the Communications Pilot support; ◦ Support will be provided by StoneShare's Business Analyst and Support Team via phone and email; ◦ The City will coordinate requests for support; ◦ Support is limited to twenty-five (25) hours of effort during the Focus Group period; and ◦ This task does not require formal sign off or acceptance.	I	R+A	Intranet Home Site AND Template Department Site
CITY WIDE IMPLEMENTATION PLANNING					
21	**Governance Site**	StoneShare will provide the City with documented Governance roles and accountability for using, operating and maintaining the system going forward including records management roles. The governance deliverable will be a SharePoint site that has a place for governance information, training and manuals as well as policies such as naming conventions. **Anticipated effort for the City's Project Team *(8-10 hours)*** ◦ The City's Project Team will participate in workshops; and ◦ The City's Project Team will review the Governance Site and provide feedback. **Assumptions/Constraints**	I	R+A	SharePoint Pages

		◦ StoneShare will conduct up to two (2) workshops of up to three (3) hours in length; ◦ StoneShare will present the final deliverable in one (1) session of up to three (3) hours in length; ◦ StoneShare will use its format for this Deliverable; ◦ StoneShare will not be responsible for writing new policies or procedures; and ◦ This Deliverable requires formal sign-off.			
22	**Change Management Plan**	StoneShare will define a high-level Change Management Plan that outlines the projects approach to Communications, Knowledge Transfer, Training and Support related activities. This Plan will include: ◦ High-level Change Management Strategy; ◦ Detailed Communications Plan; ◦ Detailed Onboarding Preparation Plan; ◦ Detailed Training and Coaching Plan; and ◦ Support Plan. **Anticipated effort for the City's Project Team *(4-8 hours)*** ◦ The City's Project Team will review the Change Management Plan and provide feedback. **Assumptions/Constraints:** ◦ The City will be responsible for all ongoing Change Management and Stabilization activities post Go-Live; and ◦ This Deliverable requires formal sign-off.	C	R+A	MS Word
23	**City-wide Implementation Roadmap**	With the assistance of the City, StoneShare will conduct a survey of the Focus Group participants to gather their feedback, then prepare and deliver a Feedback Summary Presentation that summarizes Focus Group findings and provides a recommended implementation roadmap for on-boarding the rest of the City to the Solution. **Anticipated effort for the City's Project Team *(2-8 hours)*** ◦ The City's Project Team will review the Roadmap and provide feedback **Assumptions/Constraints** ◦ StoneShare will use its format for this Deliverable; ◦ StoneShare will prepare and present one (1) Session of up to two (2) hours in length; and ◦ This Deliverable requires formal sign off.	C	R+A	MS PowerPoint
CLOSING PHASE					
24	**As-Built Guide**	StoneShare will provide an As Built Guide detailing the final Configuration Guide describing the final configurations including: ◦ Out-of-the-Box features. ◦ Content Types, Metadata. ◦ Navigation.	I	R+A	MS Word

		◦ Page Structure and specific Content Libraries. ◦ Creating and publishing Content, including Pages, News and Announcements. ◦ The Publishing Model. ◦ Available Page Layouts and Web Parts. ◦ Page Editing and Configuration Options. ◦ Office 365 settings. **Anticipated effort for the City's Project Team *(2-4 hours)*** ◦ The City's Project Team will review the Roadmap and provide feedback **Assumptions/Constraints** ◦ The As-Built Guide is intended for administrators of the system; ◦ StoneShare will use its format for this Deliverable; and ◦ This task does not require formal sign off or acceptance.			

5. HIGH LEVEL PROJECT SCHEDULE

HIGH-LEVEL PROJECT SCHEDULE																
TASK NUMBER	ACTIVITY	WEEK														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
PLANNING PHASE																
1	Project Repository															
2	Detailed Plan and Schedule															
3	Requirements Survey															
4	Kick-off Meeting															
5	Status Meetings															
PREPARATION PHASE																
6	Requirements Review															
7	Solution Design															
8	TownSquare Configuration															
COMMUNICATION FOCUS GROUP																
9	Intranet Configuration Workshop															

HIGH-LEVEL PROJECT SCHEDULE																
TASK NUMBER	ACTIVITY	WEEK														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	Communications Focus Group Training															
11	Communications Focus Group (Pilot)															
DOCUMENT MANAGEMENT FOCUS GROUP																
12	Draft Information Architecture															
13	Collaboration 101															
14	Document Management Training Materials															
15	Staging File Share															
16	Reorganization and Classification															
17	Initial Migration															
18	Migration Validation															
19	End User Classroom Training															
20	Document Management Focus Group															
CITY-WIDE IMPLEMENTATION PLANNING																

HIGH-LEVEL PROJECT SCHEDULE																
TASK NUMBER	ACTIVITY	WEEK														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
21	Governance Site															
22	Change Management Plan															
23	City-wide Implementation Roadmap															
CLOSING PHASE																
24	As-Built Guide															

6. BILLING SCHEDULE

BILLING SCHEDULE					
INVOICE #	COMPLETED TASKS	STONESHARE RESOURCE ROLES	ESTIMATED EFFORT (HOURS)	ESTIMATED BILLING DATE	FIXED FEE ($)
1	• Remote Planning Meeting • Detailed Plan and Schedule • Kick-Off Meeting • Requirements Review • Solution Design	Project Manager BA / Information Architect SharePoint Architect	60 80 40	Week 4	$20,000
2	• Intranet Configuration Workshop • Communications Focus Group Training. • Draft Information Architecture	Project Manager BA / Information Architect	80 200	Week 9	$45,000

	• Collaboration 101 • Content Reorganization and Classification • Initial Migration • Migration Validation • End User Classroom Training	SharePoint Developer	40		
3	• Governance Site • Change Management Plan • Requirements Survey • City-wide Implementation Roadmap • As-Built Guide	Project Manager BA / Information Architect SharePoint Architect SharePoint Architect	50 70 60 20	Week 15	$35,000
Project Total					**$100,000**

*Pricing is provided on a **FIXED FEE** basis. Hourly estimates are provided for reference purposes only.

*Payment terms for all submitted invoices will be NET 30 days.

*The City will not be charged for any expenses related to Travel and Living.

7. ESTIMATED EFFORT FOR CITY STAFF

Deliverable	The City Estimated Effort (Hours)
Project Repository	15
Detailed Project Plan and Schedule	6
Requirements Survey	3
Kick-Off Meeting	2/person
Requirements Review	4
Solution Design	10/person
TownSquare Configuration	2
Intranet Configuration Workshop	4/person
Document Management Training Materials	3/person
Communications Focus Group User Training	4/person
Communications Focus Group (Pilot)	40/person
Draft Information Architecture	10/person
Collaboration 101	2/person
Staging File Share	2
Content Reorganization and Classification	24/person
Initial Migration	2
Migration Validation	6/person
Document Management Training Materials	3
End User Classroom Training	4/person
Document Management Focus Group (Pilot)	80/person
Governance Site	10
Change Management Plan	8
City-wide Implementation Roadmap	8
As-Built Guide	4

Agenda Bill

City Council Regular Meeting
March 05, 2019

SUBJECT:	Geotechnical Services Contract: 2019-2020 Inspection and Geotechnical Analysis / HWA
DATE SUBMITTED:	February 15, 2019
DEPARTMENT:	Public Works
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Authorize the City Manager to execute a contract with HWA GeoSciences Inc. for inspection, and geotechnical design and analysis support services as needed, not to exceed $200,000.
EXHIBITS:	1. Exhibit 1 - HWA Agreement For Services

BUDGET:

Total dollar amount	$200,000	☑ **Approved in budget**
Fund(s)	Various project budgets	☐ **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:

Shall the City enter into an Engineering Support Services Contract with HWA GeoSciences Inc.?

KEY FACTS AND INFORMATION SUMMARY:

The Public Works Department is seeking the services of HWA Geosciences Inc. to provide geotechnical engineering support services during the 2019-20 biennial budget duration. The services of HWA Geosciences will primarily be used for material testing and construction inspection during the 2019 and 2020 Pavement Overlay Program. Their services is also anticipated to be used to provide geotechnical engineering and material testing support for other projects or tasks citywide.

Engineering support services contracts provide staff with the ability to quickly assign the work on an as needed basis. The ability to bring in experienced and specialized resources on an as-needed basis is an efficient model that provides results while minimizing costs. The City does not have the equipment or expertise to test the various materials used during roadway construction projects or to provide complex geotechnical analysis. The extra resources available through this support services agreement will assist staff in delivering high quality, final projects and service to the Sammamish citizens.

FINANCIAL IMPACT:

With the acceptance of the contract, the total contract amount will be an amount not to exceed $200,000. The cost of this work is included in the 2019-2020 adopted capital and maintenance funds.

OTHER ALTERNATIVES CONSIDERED:

The alternative is to not perform any material testing at all. This will increase risk to the City. Testing and inspection of projects provides assurance that the correct construction materials are being used and placed properly. Without testing and inspection, it is impossible to validate that project materials are meeting specifications.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

Transportation

Goal T.3 Operations, Maintenance, Management and Safety. As a high priority, maintain, preserve, and operate the city's transportation system in a safe and functional state.

Goal T.4 Sustainability. Design and manage the city’s transportation system to minimize the negative impacts of transportation on the natural environment, to promote public health and safety, and to achieve optimum efficiency.

CONTRACT NUMBER

801 228th Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • Web: www.ci.sammamish.us

AGREEMENT FOR SERVICES

	Yes	No	
Insurance Required	☒	☐	If Yes – See Paragraph 6

This Agreement is made and entered, by and between the City of Sammamish, Washington, a Washington municipal corporation, hereinafter referred to as the "City," and

Consultant Name: HWA GeoSciences Inc., hereinafter referred to as the "Consultant."

Project Description: Materials testing, Inspection, and geotechnical design and analysis.

Commencing: January 16, 2019

Terminating: December 31, 2020

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. Consultant shall perform all services diligently and completely and in accordance with professional standards of conduct and performance and shall comply with all federal, state and local laws and regulations applicable to the performance of such services.

2. **Contract Documents**. The Agreement consists of the following documents, which are all incorporated by reference:
   a) This Agreement and all exhibits attached thereto;
   b) The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals
   c) The submitted project quote, bid or proposal
   d) All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable
   e) W-9 Request for Taxpayer Identification #
   f) Scope of Work

   The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment therefore. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

3. **Payment**. The City shall pay the Consultant for the Work rendered according to the following procedures and subject to the following requirements.

The City shall pay the Consultant:	Fill in applicable method of payment YES NO
According to the rates set forth in "Exhibit A"	☒ ☐
A sum not to exceed: (incl W.S.S.T., if applicable)	$200,000
Other (ex. Hourly):	**$**

3.1 The Consultant shall submit invoices to the **City of Sammamish Accounts Payable Department,** ap@sammamish.us for the work performed. The City agrees to pay the Consultant for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Consultant for services satisfactorily rendered within ten days after City Council approval of each such payment.

3.2 The Consultant shall complete and return the attached Form W-9, "Request for Taxpayer Identification Number" prior to or along with the first invoice submittal. In order for you to receive payment from the City of Sammamish, they 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.

3.3 If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Consultant shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. No payment shall be made for any work performed by the Consultant except for the work identified and set forth in this Contract.

4. Termination

4.1 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

4.2 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

4.3 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.

4.4 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.

4.5 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.

5. Indemnification/Hold Harmless.

5.1 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.

5.2 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.

5.3 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.

6. Insurance. (If applicable) The Consultant shall procure and maintain insurance as required in this section, without interruption from commencement of the Consultant's work through the term of the Contract and for thirty (30) days after physical completion date, unless otherwise indicated herein. Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant.

6.1 **No Limitation**. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

6.2 **Minimum Scope of Insurance**. Consultant required insurance shall be of the types and coverage as stated below:

a) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
b) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-complete operations, stop gap liability, personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO Additional Insured endorsement CG 20 10 10 01.
c) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
d) Professional Liability insurance appropriate to the Consultant's profession.

6.3 **Minimum Amounts of Insurance.** Consultant shall maintain the following insurance limits**:**

a) Automobile Liability insurance with limits no less than $1,000,000 combined single limit per accident for bodily injury and property damage;
b) Commercial General Liability insurance written on an occurrence basis with limits no less than $1,000,000 combined single limit per occurrence and $2,000,000 aggregate for personal injury, bodily injury and property damage.
c) Worker's Compensation insurance at the limits established by the State of Washington.
d) Professional Liability insurance (if any) shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

6.4 **Public Entity Full Availability of Consultant Limits**. If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

6.5 **Other Insurance Provision**. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

6.6 **Acceptability of Insurers**. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

6.7 **Verification of Coverage.** Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant before commencement of the work. Upon request by the Public Entity, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.

6.8 **Notice of Cancellation**. The Consultant shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

6.9 **Failure to Maintain Insurance**. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

7. 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, sub consultants, 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.

8. Non-Discrimination. 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.

9. Non-Endorsement: As a result of the selection of a consultant to supply services to the City, the Consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

10. Non-Collusion: By signature below, the Consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Contract.

11. Wages and Other Costs. The City assumes no responsibility for the payment of any compensation, wages, benefits or taxes owed by the Consultant by reason of this Agreement. The Consultant shall indemnify and hold the City, its officers, agents, and employees harmless against all liability and costs resulting from the Consultant's failure to pay any compensation, wages, benefits or taxes.

12. Waiver. Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. Record Keeping and Reporting.

18.1 The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, Chapter 42.56, RCW

18.2 The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

18.3 On payment to the Consultant by the City of all compensation due under this contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

18.4 Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City has part of this contracted project.

18.5 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.

18.6 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.

19. Ownership of Documents On payment to the Consultant by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract will be kept confidential and shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

20. 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

Project Manager: Benjamin Ressler

Email: bressler@sammamish.us

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

Company Name:	HWA GeoSciences Inc.
Contact Name:	Steven Greene
Street Address:	21312 30th Dr SE, Suite 110, Bothell, WA 98021
Phone Number:	425-774-0106
Email:	sgreene@hwageo.com

21. 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."

22. 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.

By signing below, you agree to all the terms and conditions herein.

CITY OF SAMMAMISH, WASHINGTON:

By:	Date:
Print Name:	Title:

CONSULTANT:

By:	Date: January 23, 2019
Print Name: Steven E. Greene	Title: Vice President

ATTEST/AUTHENTICATED:

By:	Date:
Print Name:	City Clerk

APPROVED TO AS FORM:

By:	Date:
Print Name:	City Attorney

City of Sammamish Washington
801 228th Avenue SE • Sammamish, WA 98075
Phone: 425-295-0500 • Fax: 425-295-0600
www.sammamish.us

EXHIBIT A
Scope of Work

General Scope of Work
The work under this AGREEMENT shall consist of performing services related to engineering support and providing engineering support herein defined and necessary to accomplish individual tasks (Task Orders) issued by the City of Sammamish. The CONSULTANT shall furnish all services and labor necessary to accomplish these tasks, and provide all materials, supplies, equipment, and incidentals, except as designated elsewhere in the AGREEMENT, necessary to prepare and deliver to the CITY the documents and other deliverable item(s) requested by the CITY.

The CITY is not obligated to assign any specific number of tasks to the CONSULTANT, and the CITY'S and
CONSULTANT'S obligations hereunder are limited to the tasks assigned in writing. The CITY may require the CONSULTANT to perform all work on a project, or act as part of a team by performing only a portion of the project work. Task assignments may include, but are not limited to the following types of work:

Materials Testing and Inspection for:
- Pavement Overlay Program.
- Miscellaneous capital and maintenance projects.

Geotechnical design and analysis; peer review; and other similar items of work.

It is anticipated that the task assignments may vary in scope, complexity and location. Specific scopes of work will be developed as individual task assignments are requested.

It is anticipated that the task assignments will vary in scope, complexity and location. Specific scopes of work will be developed as individual task assignments are requested. These scopes of work will define specific deliverables and budgets expected for each task assignment.

Authorization of Work
Work requested by the CITY shall be issued in writing. The request by the CITY should include the following information, which may be furnished in coordination with the CONSULTANT:

1. Task Order title (project name)
2. Technical approach to the task (if complex enough to require this)
3. Specific deliverables
4. Schedule with milestones and deliverables
5. Cost/hour estimate
6. Due date of work

All of the above items may be brief, but will be sufficiently detailed to understand the work being authorized and the amount it will cost.

The CITY will review and approve the CONSULTANT'S submittal for any work requested, or at the CITY'S option, negotiate various elements of the work requested prior to authorizing work to begin and issuing a Notice to Proceed. If, after work has begun, the CONSULTANT cannot meet the agreed schedule or cost, the CONSULTANT shall immediately notify the CITY. Authorization of additional time or cost for approved work will be at the sole option of the CITY and will be made in writing. New budgets for any new requests or extensions of previous work will be approved in writing by the CITY prior to beginning new work.

Work may begin when the Notice to Proceed is sent to the CONSULTANT by the CITY, except that emergency actions requiring a 24-hour response can be handled by an oral authorization. Such oral authorization shall be followed up with a written confirmation within 24 hours with the information listed above included.

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
HWA GeoSciences Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
21312 30th Drive SE, Suite 110

Requester's name and address (optional)
City of Sammamish
801 228th Ave SE
Sammamish, WA 98075

6 City, state, and ZIP code
Bothell, Washington 98021-7010

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
9 1 – 1 1 4 2 6 1 0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 1-7-2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Agenda Bill

City Council Regular Meeting
March 05, 2019

SUBJECT:	Supplemental Agreement: Mobile Mechanic Services/ Auto Doctor
DATE SUBMITTED:	February 27, 2019
DEPARTMENT:	Facilities & Fleet
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Authorize the Interim City Manager to approve a Supplemental Agreement with Auto Doctor, adding $40,000 (Exhibit 1) to our current contract for mobile mechanic services.
EXHIBITS:	1. Exhibit 1 - Supplemental Amendment Form_Auto Doc

BUDGET:

Total dollar amount	$55,000.00	☑ **Approved in budget**
Fund(s)	Repairs and Maintenance - Equipment Rental & Replacement Fund (501-000-548-65-48-00)	☐ **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 add additional monies to the current contract for Mobile Mechanic?

KEY FACTS AND INFORMATION SUMMARY:

Summary

A Supplemental Agreement of $55,000 is needed to continue mobile automotive repair services for the City fleet.

Background

The City issued an Invitation to Bid in July, 2018 for a mobile mechanic. The City already had one mobile mechanic on contract for $40,000 and Council authorized the approval of a second $40,000

contract with Auto Doctor in order to keep our fleet in working condition. Our original mechanic, Jack's Repair LLC, had to end his contract with the City in September, 2018, only two months after the contract was awarded. The City has previously allocated $80,000 in the budget for mobile mechanic work, but due to the snow emergency of February, 2019, monies have been rapidly depleted. In addition, $15,000 is budgeted for oil changes so Staff is recommending that it also be combined into this supplemental agreement with Auto Doctor to cover expenses related to the 2019 snow season as well as oil changes for all vehicles.

FINANCIAL IMPACT:

The Supplemental Agreement is for an additional $55,000, bringing the total contract amount to $95,000. A majority of the supplemental amount will be carried over from the unused portion of the Jack's Repair LLC Contract. The budgeted amount will come from Fleet: 501-000-548-65-48-00.

OTHER ALTERNATIVES CONSIDERED:

The more expensive alternative is to send vehicles and equipment to an outside vendor, increasing the amount of time the vehicles will be out of service.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

n/a

SUPPLEMENTAL AGREEMENT

Amendment Number: #1	Date: February 27, 2019
Project: Mobile Automotive Repair	City Project number:
Consultant: Auto Doctor	Contract Number: C2018-188

The City of Sammamish desires to amend the agreement with Auto Doctor for Mobile Automotive Repair. All provisions in the basic agreement remain in effect except as modified by this agreement.

Original Contract Amount:	**Current Contract Amt**	**Net Change This Amendment**	**Estimated Contract Total After Change**
$40,000.00 (inc. wsst)	**$95,000.00 (inc. wsst)**	**$55,000.00 (inc. wsst)**	**$95,000.00 (inc. wsst)**
_____ Vendor Date		Approved: _____ _____ City of Sammamish Date	

Draft

MINUTES
City Council Special Meeting

6:00 PM - February 5, 2019
City Hall Council Chambers, Sammamish, WA
Mayor Christie Malchow called the Special Meeting of the Sammamish City Council to order at 6:00 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

Councilmembers Absent:

Staff Present:
City Manager Larry Patterson
Director of Parks & Recreation Angie Feser
Deputy Director of Parks & Recreation Anjali Myer
Management Analyst Mike Sugg
City Attorney Michael Kenyon
City Clerk Melonie Anderson

ROLL CALL

Roll was called.

EXECUTIVE SESSION

Data Security pursuant to RCW42.30.110(1)(a)(ii). Council retired to an executive session at 5:55 pm and returned at 6:30 pm. No action was taken.

PLEDGE OF ALLEGIANCE

Boy Scout Troup 679 Webelos led the pledge and performed the Flag Ceremony.

APPROVAL OF AGENDA

Draft

MOTION: Councilmember Ramiro Valderrama moved to approve the agenda as read. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

PUBLIC COMMENT

James de Patrillo, **320 230th Place SE,** spoke regarding the minimum density legislation being proposed in the State legislature.

James Eastman, **3636 Eastlake Sammamish Parkway,** requested some changes to the development code to allow for more reasonable setbacks and implement some design requirements .

James Jordan, **634 222 Pl SE,** thanked the City Council for their concern regarding the trail connections being proposed from the Lower Commons to Big Rock Park.

Karen Herring, **23684 SE 32nd Way,** asked Council to approve the Geosyntec contract.

Mary Wictor, 408 208th Avenue NE, spoke about recommendations for changing the development codes.

CONSENT CALENDAR

Payroll: For the Period Ending January 15, 2019 For a Pay Date of January 18, 2019 in the Amount of $423,000.78

Approval: Claims For Period Ending February 5, 2019 In The Amount Of $3,469,200.07 For Check No. 52665 Through 52854

Resolution: Accepting The Sammamish Commons Paving And Pedestrian Access Improvements Project As Complete **(R2019-824)**

~~**Resolution:** Updating The Existing City Council Governance Committee Charter **(R2019-825)**~~

Contract: 2019-2021 Citywide Facilities Plumbing Service (Hermanson Company, LLP)

Contract: Klahanie Park Master Plan/Hough, Beck and Baird Inc. (HBB)

Contract: Award Contract for Legal Firm & Technical Consultant to Conduct Investigation into Potential Illegal Dumping (Aviva Kamm, Shareholder, Stokes Lawrence, PS / Kristin Murray)

Contract: Laughing Jacobs Basin Plan (Geosyntec)

Contract: 2019-2021 Stormwater System Maintenance for Streets (Best Parking Lot Cleaning, Inc.)

Grant Acceptance: King County Waste Reduction and Recycling

Grant Acceptance: King County Local Hazardous Waste Management Program

Approval of Donation Agreement: King County Van

Approval: Interim City Manager's response to Cyber Attack

Approval: Minutes for the January 8, 2019 Special Meeting

Approval: Minutes for the January 14, 2019 Special Meeting

Draft

Approval: Minutes for the January 15, 2019 Regular Meeting

Councilmember Stuart asked to remove Item 4 - Resolution amending the Governance Committee Charter.

MOTION: Councilmember Tom Hornish moved to approve the consent agenda as amended. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

PRESENTATIONS / PROCLAMATIONS

Proclamation: National Children's Dental Health Month

Councilmember Ross read the Proclamation aloud.

PUBLIC HEARINGS - NONE

UNFINISHED BUSINESS

Resolution: Updating The Existing City Council Governance Committee Charter **(R2019-825)**

Councilmember Stuart recommended deleting fiduciary oversight from the Governance Committee.

MOTION: Councilmember Jason Ritchie moved to to table until more research is done about what the Committee is supposed to be doing. Councilmember Pam Stuart seconded. Motion failed 3-4 with Mayor Christie Malchow, Deputy Mayor Karen Moran, Councilmember Chris Ross, and Councilmember Tom Hornish dissenting.

MOTION: Councilmember Pam Stuart moved to amendment to Section 1.e to strike fiduciary responsibilities. Councilmember Jason Ritchie seconded. Motion failed 2-5 with Councilmember Jason Ritchie, Mayor Christie Malchow, Deputy Mayor Karen Moran, Councilmember Chris Ross, and Councilmember Tom Hornish dissenting.

MOTION: Councilmember Pam Stuart moved to remove Section 1.f from the descriptions of tasks. Councilmember Jason Ritchie seconded. Motion carried 5-2 with Mayor Christie Malchow and Deputy Mayor Karen Moran dissenting.

MOTION: Councilmember Pam Stuart moved to strike the ability for the mayor be responsible for council behavior. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Tom Hornish moved to change the charter to read: to review and recommend ways to correct council behavior to the full Council if necessary. Councilmember Jason Ritchie seconded. Motion carried 5-2 with Councilmember Chris Ross and Councilmember Pam Stuart dissenting.

MOTION: Councilmember Pam Stuart moved to amend Section g to read as follows: to overall city council processes. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Pam Stuart moved to amend Section 2 to include committee approved minutes shall be part of the packet. Councilmember Jason Ritchie seconded. Motion failed 3-4 with Mayor Christie Malchow, Deputy Mayor Karen Moran, Councilmember Chris Ross, and Councilmember Tom Hornish dissenting.

Draft

MOTION: Councilmember Jason Ritchie moved to amend to include chairperson approved, with committee member approved. Councilmember Chris Ross seconded. Motion failed 3-4 with Mayor Christie Malchow, Deputy Mayor Karen Moran, Councilmember Chris Ross, and Councilmember Tom Hornish dissenting.

MOTION: Councilmember Tom Hornish moved to adopt the resolution amending the Charter of the Governance Committee. Mayor Christie Malchow seconded. Motion carried 4-3 with Councilmember Jason Ritchie, Councilmember Ramiro Valderrama, and Councilmember Pam Stuart dissenting.

NEW BUSINESS

Discussion: Human Services Strategic Plan

Management Analyst Mike Sugg introduced Rita Badh,Community Services Coordinator, Erika Rhett, consultant for Berk Consulting, and Commissioner Larry Wright. They gave the Staff report and showed a Powerpoint presentation presentation is available here).

Council recessed from 8:10 pm until 8:20 pm.

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

Report: Mayor Christie Malchow submitted a written report and reviewed it with Council. Mayor Malchow suggested changing the structure of the Legislative Committee to be a Committee of the Whole as the issues being discussed are of interest to all the Councilmembers. After discussion no changes were made.

Report: Councilmember Stuart report on WRIA 8 meeting.

Discussion: Proposed Legislation Regarding Minimum Density

MOTION: Councilmember Pam Stuart moved to formalize the positions outlined in the memo as the official city position. Councilmember Ramiro Valderrama seconded. Motion carried 4-3 with Councilmember Jason Ritchie, Councilmember Ramiro Valderrama, and Councilmember Pam Stuart dissenting.

MOTION: Councilmember Tom Hornish moved to make an amendment to delete Item #2 of the feedback letter. Mayor Christie Malchow seconded. Motion carried 4-3 with Councilmember Jason Ritchie, Councilmember Ramiro Valderrama, and Councilmember Pam Stuart dissenting.

MOTION: Councilmember Pam Stuart moved to make an amendment to revise the draft in Item #1 by adding the following, for example providing increased transportation in relationship to increased population. Councilmember Ramiro Valderrama seconded. Motion failed 2-5 with Mayor Christie Malchow, Deputy Mayor Karen Moran, Councilmember Jason Ritchie, Councilmember Chris Ross, and Councilmember Tom Hornish dissenting.

MOTION: Councilmember Tom Hornish moved to approve the amended official Council position. Councilmember Chris Ross seconded. Motion carried 4-3 with Councilmember Jason Ritchie, Councilmember Ramiro Valderrama, and Councilmember Pam Stuart dissenting.

MOTION: Councilmember Tom Hornish moved to change the name of the memo from Feedback to Official Council Position. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Draft

Discussion: Proposed Legislation Regarding Deannexation from a Park District

MOTION: Councilmember Jason Ritchie moved to accept the consultant recommendation. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Discussion: Exploring Potential Revisions to State Law Regarding the Siting of RTA Facilities

Council directed staff to take no further action on this item.

CITY MANAGER REPORT

Report: City Manager Larry Patterson submitted a written report and reviewed it with Council.

ADJOURNMENT

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

The meeting adjourned at 9:50 pm.

Christie Malchow, Mayor

Melonie Anderson, City Clerk

Draft

MINUTES
City Council

6:30 PM - February 19, 2019
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

Councilmembers Absent:

Staff Present:
City Manager Larry Patterson
Director of Parks & Recreation Angie Feser
Deputy Director of Parks & Recreation Anjali Myer
Deputy Director of Public Works Cheryl Paston
City Engineer Andrew Zagars
City Attorney Michael Kenyon
City Clerk Melonie Anderson

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Valderrama led the pledge.

APPROVAL OF AGENDA

MOTION: Councilmember Chris Ross moved to add correction of the minutes of the January 15, 2019 Regular Meeting to the Agenda. Deputy Mayor Karen Moran seconded. Motion carried 5-2 with Councilmember Ramiro Valderrama and Councilmember Pam Stuart dissenting.

Draft

MOTION: Councilmember Chris Ross moved to approve the agenda as amended. Mayor Christie Malchow seconded. Motion carried 5-2 with Councilmember Ramiro Valderrama and Councilmember Pam Stuart dissenting.

PUBLIC COMMENT

Raylene Canby, 4818 192nd Place NE, spoke regarding the potential removal of the 42nd Northeast.

Eric Olson, 22928 SE 37th Street, spoke regarding setbacks current interim development regulations (written comments are available upon request of the City Clerk at manderson@sammamish.us)

Mark Issacs, 7552 123rd Avenue NE, spoke regarding his clients who have not been able to subdivide their property.

Phil Cyphers, Timberline HOA President, spoke regarding the potential removal of the 42nd Street Barricade (written comments are available upon request of the City Clerk at manderson@sammamish.us)

James Eastman, 3636 Eastlake Sammamish Parkway SE, Spoke regarding the potential location of a new Park & Ride facility on Sahalee Way.

Robert Oar, 4720 192nd Drive NE, spoke regarding the potential removal of the 42nd Street barricade.

Kelly Lion King, 4131 208 Avenue NE, Spoke regarding the potential removal of the 42nd Street barricade.

Nicole Steinbock, 3316 208th Place, spoke regarding the netting project for East Sammamish Park.

Jennifer Woodward, 4335 209th Avenue NE, spoke regarding the potential removal of the 42nd Street Barricade.

Jeff & Maggie Hinkins, 4020 203rd Avenue NE, spoke regarding the 42nd Street barricade.

Alex Bech, 20012 239th Place, spoke regarding the 42nd Street barricade.

CONSENT CALENDAR

Resolution: Accepting the 2018 Flashing Yellow Arrow Signals Project As Complete **(R2019-826)**

Resolution: Accepting The Sahalee Way Stormwater Tightline Project As Complete **(R2019-827)**

Approval: Notes for the February 4, 2019 Study Session

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

PRESENTATIONS / PROCLAMATIONS

Proclamation: Wear Blue for Kindness Day - March 14, 2019

Heather Chapman, PTSA President, read the Proclamation.

Presentation: East Sammamish Park Baseball Field - Safety Discussion and Recommendation

Draft

Angie Feser, Parks & Recreation Director and Bob Harding from DA Hogan showed a PowerPoint (available here) and gave the staff report.

MOTION: Councilmember Pam Stuart moved to direct staff to proceed with moving forward on Option B2 immediately but continue to work towards a cost sharing with the Eastlake Little League. If a capital contribution is not agreed to Council should look to changing the Fee Schedule to recoup Capital costs. Councilmember Jason Ritchie seconded.

MOTION: Councilmember Jason Ritchie moved to amend motion to read: move forward with Option 2B immediately. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

MAIN MOTION: Motion carried as amended, unanimously 7-0.

MOTION: Councilmember Jason Ritchie moved to direct staff to return with options for recouping capital costs for our field facilities. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Council recessed from 8:04 pm to 8:12 pm.

Presentation: Sound Transit Briefing: Eastside Investments and North Sammamish Park & Ride

Cheryl Paston, Interim Public Works Director and Bernard Van de Kamp and Ariel Taylor from Sound Transit gave the staff report and showed a PowerPoint presentation (available here).

Mayor Malchow moved to direct staff to perform a study to determine what additional transit services could be provided to the City and a what cost. The study could include what additional transit stops could be added and what the anticipated number of residents it could serve. Deputy Mayor Moran seconded.

After further discussion the City Manager suggested having staff develop some options and timelines and bring those back to the Council at a later date. This motion was not voted on.

PUBLIC HEARINGS

UNFINISHED BUSINESS

Correction: Minutes for the February 5, 2018 Regular Meeting.

MOTION: Councilmember Jason Ritchie moved to amend to suspend the rules and amend the minutes. Mayor Christie Malchow seconded. Motion carried 5-2 with Councilmember Ramiro Valderrama and Councilmember Pam Stuart dissenting.

MOTION: Councilmember Chris Ross moved to correct the minutes to reflect that the vote regarding the point of order issued by Councilmember Hornish actually failed by a vote of 3-4. Councilmember Tom Hornish seconded. Motion carried 5-2 with Councilmember Ramiro Valderrama and Councilmember Pam Stuart dissenting.

NEW BUSINESS

Draft

CITY MANAGER REPORT

Council recessed from 9:20 pm to 9:26 pm**.**

Report: Interim City Manager Larry Patterson

Mr. Patterson gave a lengthy report, touching on many subjects.

MOTION: Councilmember Pam Stuart moved to authorize payment for Mr. Schommer. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Jason Ritchie moved to declare two snow holidays. Deputy Mayor Karen Moran seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Pam Stuart moved to authorize the City Manager to give a one-time, lump sum payment of $8,000 to Stephen Schommer to use towards medical insurance while he serves the City as Interim IT Director. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Jason Ritchie moved to declare February 11 and 12, 2019 as Emergency Holidays due to bad weather. Deputy Mayor Karen Moran seconded. Motion carried unanimously 7-0.

MOTION: Deputy Mayor Karen Moran moved to extend to 10:30 pm. Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

MOTION: Deputy Mayor Karen Moran moved to authorize $20,000 to do modeling on different solutions for the concurrency failure on Sahalee Way. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

EXECUTIVE SESSION – POTENTIAL LITIGATION

Pursuant to RCW 42.30.110(1)(i)

Council retired to Executive Session at 10:12 pm and returned at 10:25 pm and took the following action:

MOTION: Councilmember Jason Ritchie moved to authorize the City Manager to execute an impact fee settlement agreement with Kensington Builders under which the City receives a total of $449,233.29 in Street and Park Impact Fees and other listed mitigation. Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Pam Stuart moved to extend to 10:35 pm Councilmember Ramiro Valderrama seconded. Motion carried unanimously 7-0.

COUNCIL REPORTS/ COUNCIL COMMITTEE REPORTS

Councilmember Ritchie gave an update of the Legislative Session in Olympia.
Deputy Mayor Moran invited other Councilmembers to attend a meeting of the Sahalee HOA. October 5, 2019 a 25-year celebration for Eastside Fire & Rescue.
Councilmember Hornish attended the Eastside Fire & Rescue Board meeting.
Councilmember Ross also reported on the EF & R Board meeting.

Draft

ADJOURNMENT

The meeting adjourned at 10:40 pm.

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

Melonie Anderson, City Clerk

Christie Malchow, Mayor

Sammamish, Washington

~*Proclamation*~

DECLARING OUR COMMITMENT TO BEING WELCOMING, INCLUSIVE, AND CARING COMMUNITIES FOR ALL

***WHEREAS**, today more than 43 million foreign-born residents live in the United States and are contributing to the vitality of our country and their communities; and*

***WHEREAS**, King County has an immigrant population of more than 500,000, and that one in four residents of the county are foreign born; and*

***WHEREAS**, fostering a welcoming, inclusive and caring environment for all people, regardless of race, ethnicity, religion, ability, age, gender, sexual orientation, gender identity, or political ideology makes our communities safer and more economically vibrant; and*

***WHEREAS**, we firmly believe that hate has no place here in our cities, or anywhere in our country; and*

***WHEREAS**, our joint commitment to providing a welcoming, inclusive region, and embracing our area's diversity is a core value, as is enhancing the broader communities' relationships with all of our residents;*

***NOW, THEREFORE BE IT PROCLAIMED** that we, the City Council of Sammamish, do hereby affirm our commitment to being a welcoming, inclusive and caring communities for all.*

BE IT FURTHER PROCLAIMED THAT:

1. *We will continue to work together to ensure that every resident has the opportunity to thrive; and*
2. *That we reject bigotry in all its forms including, but not limited to, racism, nativism, sexism, sexual prejudice, religious discrimination, and ageism; and*
3. *That we do not tolerate discrimination, hate crimes, harassment, or assault; or any illegal activities; and*
4. *That we will proactively work to protect the safety, security, and rights of all the members of our community.*

INCORPORATED AUGUST 31, 1999 · Sammamish · BUILDING COMMUNITY TOGETHER

_____ _____

SIGNED: Christie Malchow, Mayor Date

Agenda Bill

City Council Regular Meeting
March 05, 2019

SUBJECT:	Stormwater Code Amendments
DATE SUBMITTED:	February 25, 2019
DEPARTMENT:	Public Works
NEEDED FROM COUNCIL:	☐ Action ☑ Direction ☐ Informational
RECOMMENDATION:	Confirm staff's understanding of Council direction and confirm additional thresholds as recommended by staff.
EXHIBITS:	1. Exhibit 1 - Stormwater Code Amendments Presentation
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:

Confirm staff's understanding of Council direction and confirm additional thresholds as recommended by staff.

KEY FACTS AND INFORMATION SUMMARY:

During the March 20, 2018 Regular City Council Meeting, staff presented issues and recommendations to update the existing stormwater code regarding thresholds for drainage review, use of exceptions and exemptions, thresholds for stormwater tightline requirements, and the Inglewood Historic Plat ordinance. The Council directed staff to further evaluate the recommendations on the below four issues. At this time, staff will present our understanding and analysis of City Council direction provided during the March 20, 2018 meeting. Staff requests that the Council confirm staff's understanding of Council direction and confirm additional thresholds as recommended by staff.

Issue 1. Thresholds for Drainage Review in Critical Drainage Areas

The existing stormwater code contains inconsistencies in drainage review thresholds. City Council directed staff to require drainage review in Critical Drainage Areas when a lot's existing plus proposed impervious surface would exceed 35% of the lot's total area. However, another threshold must be set for vacant and large lots since a threshold of 35% impervious would allow new homes to be constructed without drainage review.

Staff asks that City Council confirm the 35% impervious surface threshold and seeks new direction from City Council for vacant and large lots. For these lots, a 35% impervious threshold would allow development without drainage review. Staff recommends a threshold of 500 SF of new impervious as another threshold.

Issue 2. Exemptions/Exceptions to Core Requirements

The existing code requires development in Critical Drainage Areas to meet all Core Requirements in the City's adopted Stormwater Design Manual unless an exemption is approved by the Public Works Director. Staff recommends the City adopt specific code in which the Public Works Director will approve exemptions to Core Requirements.

For proposed code amendments, the City Council directed staff to bifurcate Critical Drainage Areas into two areas:

- Areas that drain to Pine and Beaver Lake
- Areas that drain to Landslide Hazard Areas

City Council members recognized that clearing trees and completing large excavations to construct detention and water quality facilities could pose greater environmental impact than the mitigation these facilities would provide. City Council also agreed that Core Requirements in the above two types of Critical Drainage Areas should differ due to the different downstream impacts each should mitigate. Therefore, the City Council directed staff to consider the following:

- Requirements should not create unintended negative impacts to retaining trees or worsen a landslide hazard.
- Use a percentage of the lot's existing and proposed impervious surface (35%) as a threshold for an exemption.

Staff asks that City Council confirm the birfurcation of Critical Drainage Areas and confirm that Core Requirements should differ by considering downstream impacts with the above considerations. Staff will propose code amendments to clearly identify when the Public Works Director will grant any exemptions to the Core Requirements later this spring.

Issue 3. Thresholds for Stormwater Tightline

The existing stormwater code requires all development whose surface water drains to a landslide hazard area to provide a stormwater tightline to an acceptable discharge location. The code is intended to prevent new development from destabilizing landslide hazard areas with new runoff at the top of slopes. This requirement applies to all projects that require drainage review regardless of size.

For example, a project proposing a deck, patio, or small addition would require a stormwater tightline. Often, tightlines require easements through adjacent private property(s) which are difficult to obtain and can prevent a project from being constructed. For the development of vacant lots, this could potentially lead to lawsuits against the City with claims of reasonable use.

During their March 20, 2018 meeting, the City Council directed staff to require tightlines in Critical Drainage Areas when a lot's existing plus proposed impervious surface would exceed 35% of that lot's total area. However, again, another threshold must be set for vacant and large lots since a threshold of 35% impervious would allow new homes to be constructed without a stormwater tightline.

Staff asks that City Council confirm the 35% impervious surface threshold and seeks new direction from City Council for vacant and large lots. Staff recommends a threshold of 1,000 SF of new impervious as another threshold since this would allow a small home to be constructed under reasonable use. With this allowance, an alternate stormwater system instead of a tightline must be approved by Public Works and designed by a geotechnical engineer that would not impact downstream properties or landslide hazard areas.

Issue 4. Inglewood Historic Plat Ordinance

Lastly, the Inglewood Historic Plat Ordinance requires development within this plat proposing 500 SF or more of new and/or replaced impervious surface to complete drainage review and provide a stormwater tightline system. Staff recommended that this ordinance be repealed such that only development located in Critical Drainage Areas would be subject to this requirement, not the entire historic plat. The City Council indicated they would be able to address revisions to requirements in the Inglewood Historic Plan area once the Critical Drainage Areas code was addressed.

Staff requests Council direction on this ordinance (repeal or maintain) with the adoption of new requirements for Critical Drainage Areas. To be consistent with other Critical Drainage Areas requirements, staff recommend this ordinance be repealed.

Schedule

Staff plans to return to Council in the Spring to introduce proposed code revisions and requests adoption in June.

FINANCIAL IMPACT:

There is no immediate financial impact to confirming the direction provided by the City Council in revising the stormwater code as related to Critical Drainage Areas.

OTHER ALTERNATIVES CONSIDERED:

The Council may direct staff to take a different approach than was previously given. Staff will evaluate Council direction and incorporate into updated stormwater code amendments.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

City Comprehensive Plan:

Environment and Conservation

- Goal EC.1 Serve as a leader in environmental stewardship of the natural environment for current and future generations.
- Goal EC.2 Protect people, property and the environment in areas of natural hazards
- Goal EC.5 Maintain and protect surface water and groundwater resources that serve the community and enhance the quality of life.

Public Works Department

Stormwater Code Amendments Redux

City Council Regular Meeting
March 5, 2019

City of Sammamish Washington

UNFINISHED BUSINESS #9.

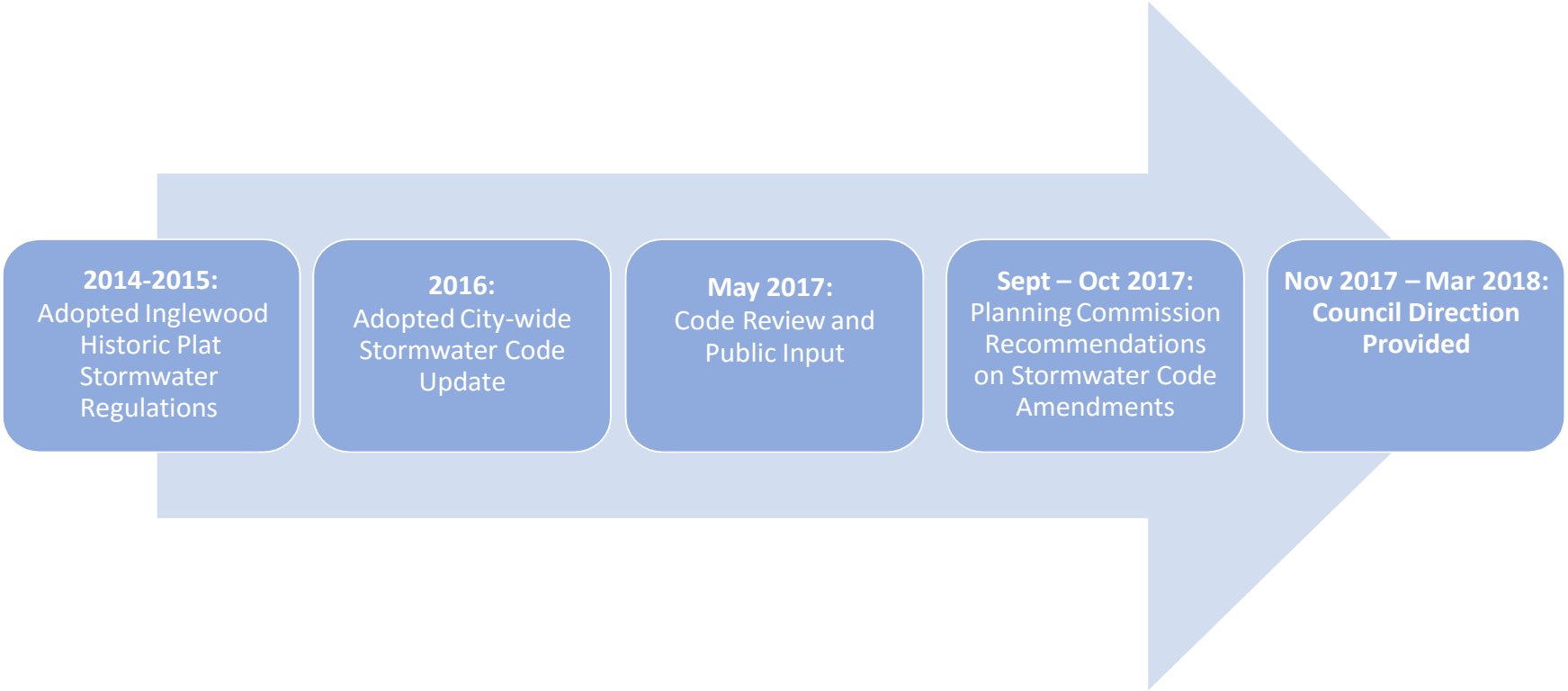
Agenda

- Background – Previous Decisions/Direction
- Review Existing Stormwater Code Issues
- Review City Council Direction
- Process and Schedule

Discussion Outcome

- Council understands background and Stormwater Code Issues
- Council confirms Staff's understanding of Council Direction
- Council directs Staff's on other thresholds

Background – Previous Decisions/Direction



Existing Stormwater Code Issues

- Item 1 - Drainage Review Thresholds
- Item 2 - Exemptions/Exceptions to Core Requirements
- Item 3 - Tightline Exemption Thresholds
- Item 4 - Inglewood Historic Plat Ordinance

Item 1: Drainage Review Thresholds

What is the issue?

Critical Drainage Areas:

- Drainage review required for all development **(> 0 SF).**

Landslide Hazard Drainage Areas:

- Drainage review is required for new impervious surface **(> 500 SF).**

Inglewood Historic Plats:

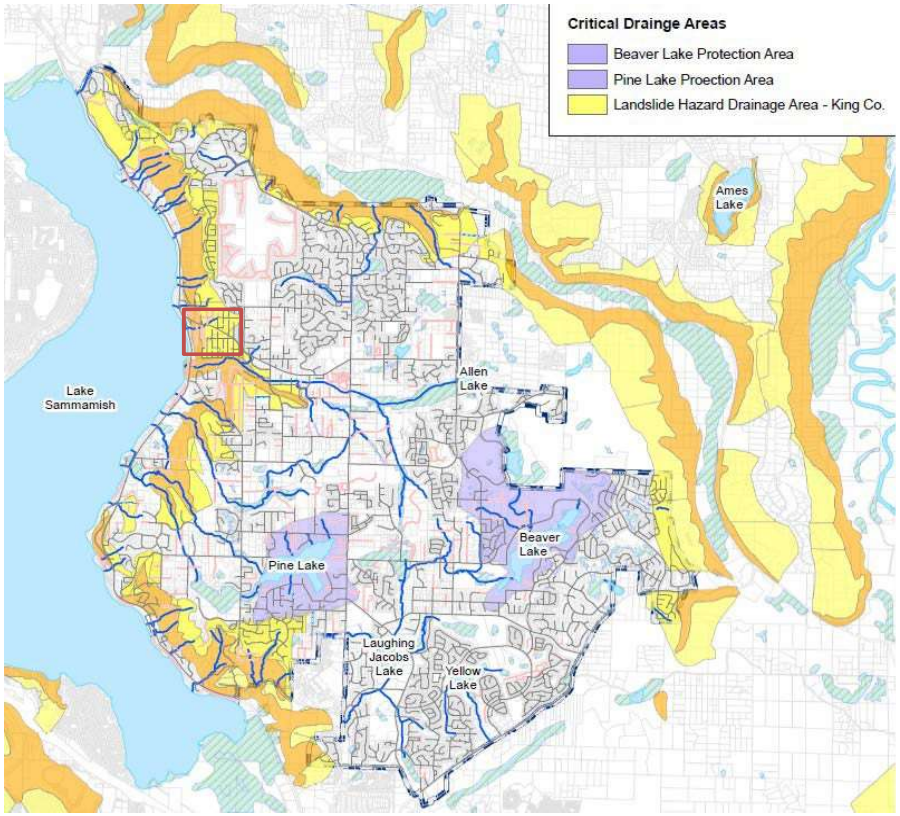
- Drainage review is required for new and replaced impervious surface **(> 500 SF).**

Item 1: Drainage Review Thresholds

What is a "Critical Drainage Area"?

- SMC Section 21A.15.255:

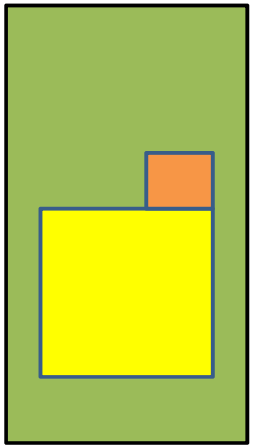
  "Critical drainage area" means an area that requires more restrictive regulation than city-wide standards afford in order to mitigate severe flooding, drainage, erosion, or sedimentation problems that result from the cumulative impacts of development and urbanization.



Item 1: Drainage Review Thresholds

What was City Council direction?

Use a percentage of the total lot area (such as 35%) as a trigger for drainage review in all Critical Drainage Areas.



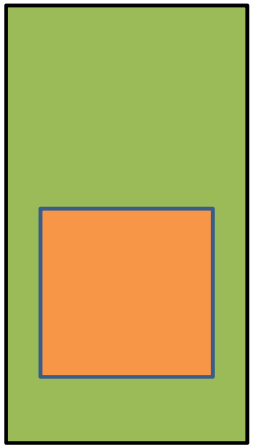
Lot size = 7500 SF
Existing Impervious Surface = 2500 SF
Proposed Impervious Surface = 500 SF
Existing + Proposed = 3000 SF
Max Impervious Surface Triggering Drainage Review (35%) = 2625 SF

Therefore, 3000 SF > 2625 SF and this addition would trigger drainage review.

Item 1: Drainage Review Thresholds

City Council direction needed

Another threshold must be set for vacant and large lots.
Staff recommends 500 SF of new impervious.



Lot size = 7500 SF
Existing Impervious Surface = 0 SF
Proposed Impervious Surface = 1999 SF
Existing + Proposed = 1999 SF
Max Impervious Surface Triggering Drainage Review (35%) = 2625 SF

Therefore, 1999 SF < 2625 SF and this addition would not trigger drainage review.

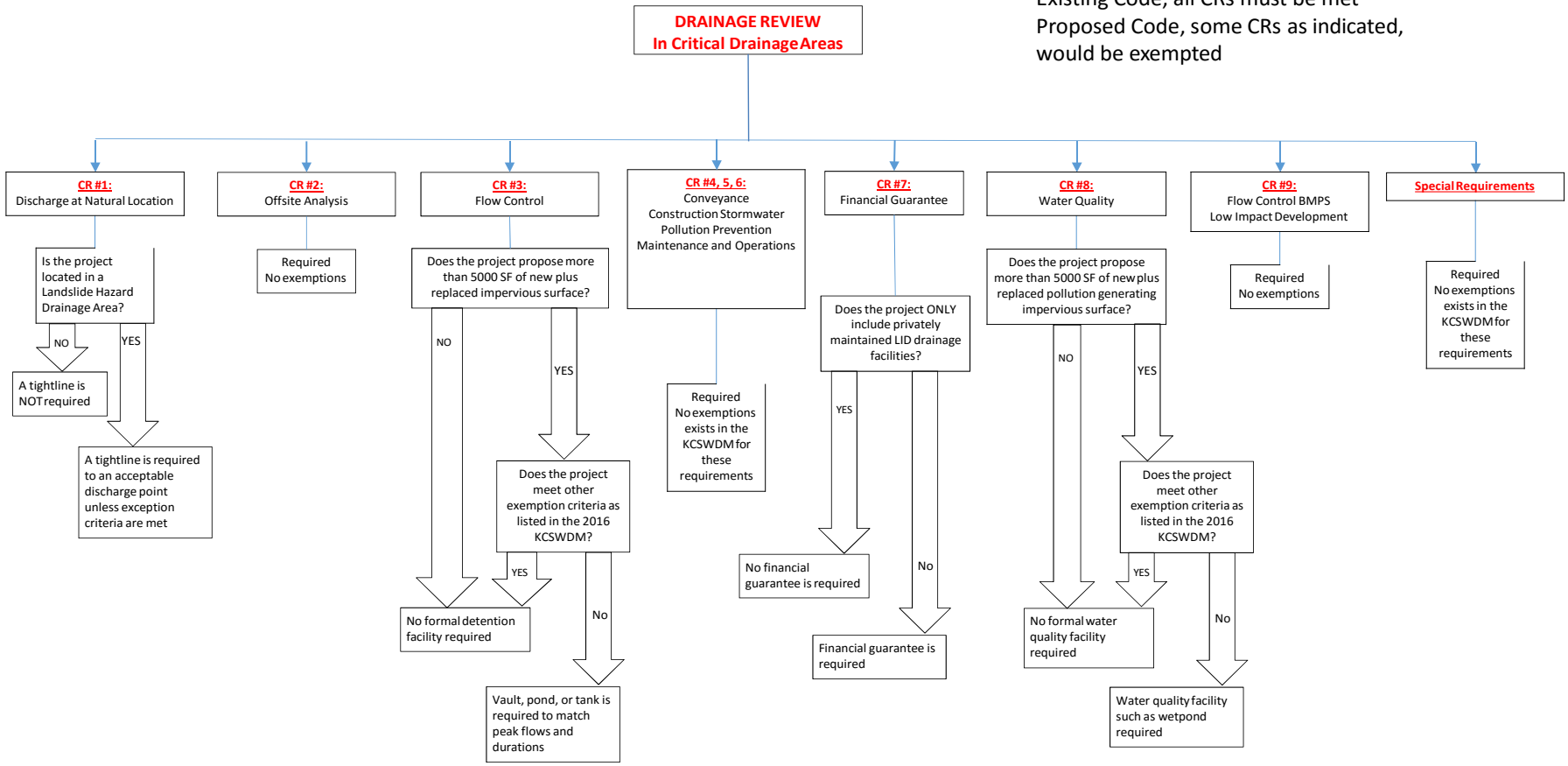
Item 2: Exemptions/Exceptions to Core Requirements

What is the issue?

- All core requirements in the KCSWDM are required with no exemptions, regardless of size, unless approved by the Director.
- Poses unreasonable requirements for small projects not proportional to environmental impact.
- Governing by exceptions is not a preferred permitting strategy and may lead to inconsistent decisions and perceptions of unfairness.
- Preference is to implement clearly written code that can be reasonably implemented.

Drainage Review Flow Chart

CR = Core Requirement
Existing Code, all CRs must be met
Proposed Code, some CRs as indicated, would be exempted



Item 2: Exemptions/Exceptions to Core Requirements

What is the rationale for allowing exemptions?

- Large detention/water quality facilities are difficult to site on SFR lots, especially those with existing structures.
- Excavation may create unintended consequences (e.g. removal of additional trees, additional erosion etc.)
- Property owners may not properly maintain the new facilities.
- Additional City resources for inspection and compliance.

Item 2: Exemptions/Exceptions to Core Requirements

What was City Council direction?

Bifurcate Critical Drainage Areas into two types:

- Areas that drain to Landslide Hazard Areas
- Areas that drain to Pine and Beaver Lake

Allows Core Requirements to apply differently.

Consider the following:

- Requirements should not create greater impacts to tree retention and landslide hazard.
- Use percentage of lot impervious surface as a threshold for exemptions for consistency.

Item 3: Tightline Exemption Thresholds

What is the issue?

- Tightline is required with no exemptions when located in a “Landslide Hazard Drainage Area”.
- Additions and small improvements would be required to tightline.
- Often, private easements through adjacent properties are required to construct a tightline
- Often, easements are not granted and project is stalled.

Item 3: Tightline Exemption Thresholds

What was City Council direction?

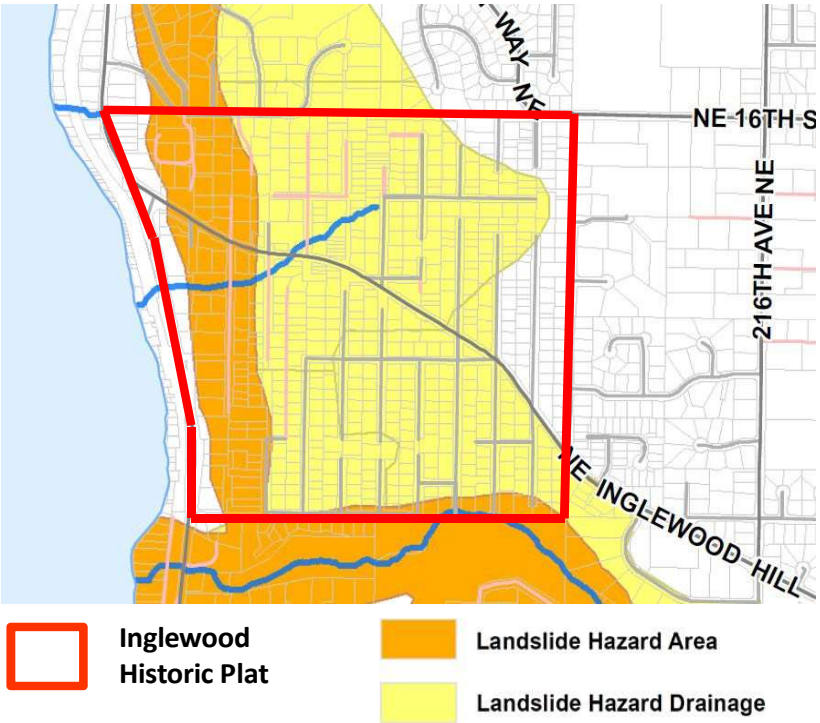
Tightline exemption allowed if specific conditions are met:

- Use percentage of lot area (35%) for one threshold.
- Another threshold must be set for vacant and large lots. Staff recommends 1000 SF of new impervious.
- Alternate system must be approved by Public Works.

Item 4: Inglewood Ordinance 2015-389

What is the issue?

- Code inconsistencies in drainage review thresholds between Inglewood Historic Plat are and Critical Drainage Areas.



Item 4: Inglewood Ordinance 2015-389

What was City Council direction?

- CC will decide if to be repealed once other issues are addressed

Stormwater Code Update Process and Schedule

- March 5 — Review code issues and City Council direction
- March/April — Develop code revisions and meet with Stakeholder Groups.
- April 16 — Introduce code revisions to City Council
- April/May — SEPA/Department of Commerce Approval
- June 4 — Public hearing/Deliberation
- June 18 — City Council Code Adoption

Questions?

Agenda Bill

City Council Regular Meeting
March 05, 2019

SUBJECT:	A Resolution to Consider Approving the 2019 A Regional Coalition For Housing (ARCH) Budget And Work Program
DATE SUBMITTED:	February 13, 2019
DEPARTMENT:	Community Development
NEEDED FROM COUNCIL:	☑ Action ☐ Direction ☐ Informational
RECOMMENDATION:	Approve the Resolution.
EXHIBITS:	1. Exhibit 1 - Draft Resolution 2. Exhibit 2 - ARCH Presentation

BUDGET:

Total dollar amount	$80,784	☑ **Approved in budget**
Fund(s)	General Fund (Line Item 001-058-559-20-49-08)	☐ **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:

Shall the City approve the Resolution authorizing ARCH's 2019 work program and administrative budget?

KEY FACTS AND INFORMATION SUMMARY:

As a member of ARCH, Sammamish participates in its budget and work program development. This year, ARCH will be assisting City staff with:

- Finalizing resale requirements and other tasks related to the affordability provisions for site donated to Habitat;
- Implementing Town Center affordable housing provisions;
- Exploring impacts to and solutions for affordable housing related to code and policy updates during legislative review; and

- Identifying ways to promote available housing assistance and affordable housing programs to Sammamish's workforce and residents.

City staff are requesting the approval of the 2019 ARCH Administrative Budget and Work Plan included as Attachments A and B in the Resolution (Exhibit 1).

FINANCIAL IMPACT:

$80,784 for 2019, a $2,770 increase over 2018 (+3.5%).

OTHER ALTERNATIVES CONSIDERED:

Option 1:Approve the Resolution for ARCH's 2019 budget and work program as provided in the City Council packet materials.

This option would approve the budget and workplan as presented in Attachments A and B of the Resolution.

Option 2: Deny the Resolution for ARCH's 2019 budget and work program as provided in the City Council packet materials.

Should the City Council choose this option, the net result would be that the City would need to find a way to independently address affordable housing issues within the City. The benefit of participating in the interlocal agreement with ARCH and 15 other jurisdictions is that it is a collaborative, efficient, and expeditious means to address affordable housing needs in east King County. Starting a program to accomplish the same goals, but independently, would require significant time and resources.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

The City's collaboration with ARCH on housing matters relates to several City plans and policies including:

1. 2015 Sammamish Comprehensive Plan
2. Housing Element Volume I of the Sammamish Comprehensive Plan
3. Housing Element Volume II of the Sammamish Comprehensive Plan
4. Sammamish Town Center Subarea Plan

CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2019-

A RESOLUTION OF THE CITY OF SAMMAMISH CITY COUNCIL APPROVING THE 2019 BUDGET AND WORK PLAN PROGRAM FOR A REGIONAL COALITION FOR HOUSING (ARCH)

WHEREAS, the City of Sammamish has adopted a Comprehensive Plan containing a housing element which meets the requirements of the State Growth Management Act (GMA); and

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities to provide affordable housing; and

WHEREAS, ARCH has assisted the City in meeting its GMA objectives in the development and implementation of the Housing Element of the Comprehensive Plan; and

WHEREAS, Council, at its April 20, 2010 meeting, authorized execution of the Amended and Restated Interlocal Agreement for ARCH by and between Sammamish, 15 other jurisdictions, and King County updating and continuing the operations of ARCH; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement provides that the annual budget and work plan for ARCH shall be recommended by the ARCH Executive Board to each member jurisdiction, and recommendation has been made; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement also provides that the recommended budget and plan shall not become effective until approved by the legislative body of each member jurisdiction;

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

Section 1. ARCH 2019 Budget and Work Program Approved. The 2019 ARCH Administrative Budget and 2019 Work Program are hereby approved, as set forth in Attachment A and B attached hereto and incorporated by reference.

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

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 5th DAY OF MARCH, 2019.

CITY OF SAMMAMISH

_____
Mayor Christie Malchow

ATTEST/AUTHENTICATED:

_____
for Melonie Anderson, City Clerk

Approved as to form:

_____
Michael R. Kenyon, City Attorney

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

Attachment A

2019 ARCH Administrative Budget

FINAL 12/13/18

I. ANNUAL OPERATING EXPENSES

Item		2018 Budget		2019 Budget		Change Budget	Percent Change
Staffing *							
Housing Mgr	$	124,152	$	122,301	$	(1,851)	-1.49%
Benefits	$	41,083	$	40,904	$	(179)	-0.44%
Housing Planner I	$	106,995	$	110,462	$	3,467	3.24%
Benefits	$	37,592	$	38,477	$	885	2.35%
Housing Planner II	$	92,203	$	104,531	$	12,328	13.37%
Benefits	$	34,581	$	37,261	$	2,680	7.75%
Clerk I	$	75,606	$	78,056	$	2,450	3.24%
Benefits	$	31,204	$	31,833	$	630	2.02%
Clerk II	$	57,999	$	62,872	$	4,873	8.40%
Benefits	$	27,621	$	28,721	$	1,100	3.98%
Sub-total	$	629,035	$	655,417	$	26,382	4.2%
Rent	$	23,700	$	24,293	$	593	3%
Utlities		Incl^		Incl^		Incl^	Incl^
Telephone	$	4,375	$	4,375	$	-	0%
Operating							
Travel/Training	$	2,000	$	2,000	$	-	0%
Auto Mileage	$	3,245	$	3,342	$	97	3%
Copier Costs	$	1,750	$	1,750	$	-	0%
Office Supplies	$	2,800	$	2,800	$	-	0%
Office Equipment Service	$	2,000	$	2,000	$	-	0%
Fax/Postage	$	825	$	825	$	-	0%
Periodical/Membership	$	3,914	$	3,992	$	78	2%
Misc. (e.g. events,etc.)	$	1,680	$	1,680	$	-	0%
Insurance	$	9,900	$	10,310	$	410	4%
Equipment Replacement	$	2,000	$	2,000	$	-	0%
Organization Admin**	$	12,100	$	9,615	$	(2,485)	-21%
Sub-total	$	42,214	$	40,315	$	(1,899)	-4%
TOTAL	$	699,324	$	724,400	$	25,076	3.59%

* Actual salary increases based on Bellevue's approved Cost of Living Adjustment

** Includes IT service fee to Bellevue

Attachment A

II. ARCH ADMINISTRATIVE BUDGET: 2019 IN-KIND CONTRIBUTIONS

		Value of In-Kind Contributions	
Salary	Annual Cost	Bellevue	Required Cash
Manager	$ 122,301	$ 122,301	$ -
Benefits	$ 40,904	$ 40,904	$ -
Associate Planner I	$ 110,462		$ 110,462.01
Benefits	$ 38,477		$ 38,476.71
Associate Planner II	$ 104,531		$ 104,531.16
Benefits	$ 37,261		$ 37,260.89
Clerk I	$ 78,056		$ 78,055.63
Benefits	$ 31,833		$ 31,833.41
Clerk II	$ 62,872		$ 62,872.09
Benefits	$ 28,721		$ 28,720.78
Sub-total	$ 655,417	$ 163,204	$ 492,212.68
Rent at Together Center	$ 24,293		$ 24,293.00
Utilities	Incl^		
Telephone	$ 4,375		$ 4,375.00
Travel/Training	$ 2,000		$ 2,000.00
Auto Mileage	$ 3,342		$ 3,342.35
Copier Costs	$ 1,750		$ 1,750.00
Office Supplies	$ 2,800		$ 2,800.00
Office Equipment	$ 2,000		$ 2,000.00
Fax/Postage	$ 825		$ 825.00
Periodical/Membership	$ 3,992		$ 3,992.28
Misc.	$ 1,680		$ 1,680.00
Insurance	$ 10,310	$ 5,000	$ 5,310.00
Equipment Replacement	$ 2,000		$ 2,000.00
Organization Admin	$ 9,615	$ 9,615	$ -
Sub-total	$ 40,315	$ 14,615	$ 25,699.63
TOTAL	$ 724,400	$ 177,819	$ 546,580.31

Attachment A

III. ARCH ADMINISTRATIVE BUDGET: RESOURCE DISTRIBUTION

A. Cash Contributions		2018		2019	Change		Percent Change
							3.55%
Bellevue	$	-	$	8,085	$	8,085	
Bothell	$	56,795	$	58,811	$	2,016	
Issaquah	$	43,666	$	45,217	$	1,550	
King County	$	46,815	$	48,477	$	1,662	
Kirkland	$	111,075	$	115,019	$	3,943	
Mercer Island	$	32,185	$	33,327	$	1,143	
Newcastle	$	14,460	$	14,974	$	513	
Redmond	$	75,890	$	78,584	$	2,694	
Woodinville	$	14,936	$	15,466	$	530	
Beaux Arts Village	$	1,690	$	1,750	$	60	
Clyde Hill	$	4,050	$	4,193	$	144	
Hunts Point	$	1,690	$	1,750	$	60	
Medina	$	4,077	$	4,221	$	145	
Yarrow Point	$	1,690	$	1,750	$	60	
Sammamish	$	78,014	$	80,784	$	2,770	
Kenmore	$	28,771	$	29,793	$	1,021	
Other	$	4,200	$	4,200	$	-	
TOTAL	$	520,004	$	546,400	$	26,396.06	

B. In-Kind Contributions		2018		2019	Change		Percent Change
Bellevue	$	179,531	$	177,819	$	(1,712)	
TOTAL	$	167,943	$	177,819	$	(1,712)	

C. Total Contributions		2018		2019	Change		Percent Change
Bellevue	$	179,531	$	185,904	$	6,373	3.55%
Bothell	$	56,795	$	58,811	$	2,016	3.55%
Issaquah	$	43,666	$	45,217	$	1,550	3.55%
King County	$	46,815	$	48,477	$	1,662	3.55%
Kirkland	$	111,075	$	115,019	$	3,943	3.55%
Mercer Island	$	32,185	$	33,327	$	1,143	3.55%
Newcastle	$	14,460	$	14,974	$	513	3.55%
Redmond	$	75,890	$	78,584	$	2,694	3.55%
Woodinville	$	14,936	$	15,466	$	530	3.55%
Beaux Arts Village	$	1,690	$	1,750	$	60	3.55%
Clyde Hill	$	4,050	$	4,193	$	144	3.55%
Hunts Point	$	1,690	$	1,750	$	60	3.55%
Medina	$	4,077	$	4,221	$	145	3.55%
Yarrow Point	$	1,690	$	1,750	$	60	3.55%
Sammamish	$	78,014	$	80,784	$	2,770	3.55%
Kenmore	$	28,771	$	29,793	$	1,021	3.55%
Other	$	4,200	$	4,200	$	-	0.00%
TOTAL REVENUE	$	699,535	$	724,219	$	24,684.38	3.53%
TOTAL COSTS	$	699,324	$	724,400	$	25,075.64	3.59%
BALANCE	$	211	$	(181)			

Attachment B

ARCH WORK PROGRAM: 2019

The ARCH work program is organized into five areas: I. Project Assistance; II. Housing Policy Planning; III. Housing Program Implementation; IV. Education and Outreach; and V. Administration.

In 2019, ARCH will continue ongoing work in these five areas, with special priority placed on the following objectives:

- Strengthen program administration and monitoring functions (see Section III.B)
- Coordinate and facilitate transit-oriented development projects on public land (see Section I.B)
- Develop proposals for dedicated revenue sources for affordable housing (See Section I.B)
- Pursue strategies to increase access to housing by underserved communities (See Section IV.C)

I. PROJECT ASSISTANCE

A. Oversight of Local Monetary Assistance

ARCH Trust Fund. Review applications and make recommendations for requests of local monetary funds through the ARCH Housing Trust Fund (HTF) process. Collect input from member cities' staff and the Citizen Advisory Board (CAB). Coordinate the application process and use of funds for various programs. Develop final recommendations by the ARCH Executive Board and facilitate final funding allocations through member cities' councils.

Objective: Allocation of $1,800,000 or more through the ARCH Housing Trust Fund Process to create or preserve a minimum of 75 units.

For the "Parity Program," provide updated annual information to members and achieve the base line goal for levels of direct assistance. Evaluate the appropriateness of updating goals under the Parity Program.

Provide a variety of types of affordable housing as well as meet other funding priorities as specified in the ARCH Trust Fund Criteria.

Public Funding Coordination. Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD etc.) and State (Tax Credit, State Housing Trust Fund) funds. Provide input to the King County JRC Consortium on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

Objective: In consultation with County, local staff and housing providers, seek to have funds allocated by the County and State proportionately throughout the County including the ARCH Sphere of Influence.

Project Pipeline Management. Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites, below). Actively vet potential HTF projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

Objective: Maximize available opportunities for affordable housing development within the ARCH Sphere of Influence, leverage private and other public resources, and coordinate local efforts to advance priority projects that support regional goals, including an equitable geographic distribution of resources.

Centralized Trust Fund System. Administer and monitor HTF investments to provide updated information to members on ongoing financial activities, including:

- Produce regular monitoring reports for the ARCH Trust Fund account.
- Work with Administering Agency (Bellevue) to prepare contracts and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments. Monitor for long term sustainability of previously funded projects.

Objective: Develop sustainable strategies for the HTF to meet local housing goals and preserve publicly assisted affordable housing.

B. Special Initiatives

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Work toward implementing the revised Parity Goals established in 2018, including setting an aspirational goal. In addition, facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, 0.1% sales tax, etc.). Provide relevant data and develop options for joint or individual revenue approaches across ARCH member cities and determine any shared state legislative priorities to authorize local options for funding.

Transit Center Sites. Assist cities with advancing and coordinating projects seeking King County TOD funds and work with Sound Transit and King County Housing staff to develop opportunities for affordable housing along transit corridors. Current opportunities include sites in Bel-Red, Overlake, Downtown Redmond, Issaquah, Kirkland, Bothell, and Kenmore.

Surplus Property/Underdeveloped Property. Assist as needed member cities' evaluation of potentially surplus public property or underutilized private property (e.g. faith community properties) for suitability of affordable housing.

Winter Shelter. Support efforts by Eastside shelter providers, Human Services Forum, and cities to develop an East King County sub-regional strategic approach to shelter and related services for homeless adults and families. For the women/family shelter, efforts are expected to focus around finalizing design documents, permitting and start of construction.

Preservation of At Risk Affordable Housing. Assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing

affordable housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost.

II. HOUSING POLICY PLANNING

A. Local Planning Activities

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*.

General Assistance. On numerous occasions, members have requested support on issues not explicitly listed in the Work Program. Requests have ranged from technical clarifications to assisting with negotiating agreements for specific development proposals to more substantial assistance on unforeseen planning initiatives. ARCH sees this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

Housing Elements / Housing Strategy Plans. ARCH staff works with members to update comprehensive plan housing elements and to prepare strategies for implementing housing elements. Cities with recently completed strategy plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, and Redmond.

Other Local Housing Efforts. ARCH staff will continue to assist local staffs on land use and other code amendments in order to implement comprehensive policies. Examples of areas in which ARCH could provide support to member cities include implementation of impact fee waivers, and policies to assist households displaced by development activity.

B. Inter-local Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members.

Housing Background Information. On an annual basis, ARCH provides housing and demographic data as available. This information is available to members for planning efforts and will be incorporated into ARCH education fliers and an updated Housing 101 report.

Accessory Dwelling Units (ADUs). Several ARCH members have expressed interest in evaluating current ADU regulations and exploring other ways to increase availability of ADUs. ARCH staff will complete the ADU study begun in 2018 by ARCH member cities to evaluate existing ADU regulations and other related issues (e.g. permitting costs, community awareness) that could impact the creation of ADUs.

Assistance with Private Sector Engagement. As opportunities arise, support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

C. State Legislative Activities

ARCH staff will track state and federal legislative items that relate to affordable housing that could impact members' ability to address affordable housing. As needed, staff will report back to the Executive Board and members, and when directed coordinate with other organizations (e.g. AWC, SCA, WLIHA, HDC) to contact legislators regarding proposed legislation.

D. Regional/Countywide Planning Activities

King County Regional Affordable Housing Task Force. The County Council may adopt a regional affordable housing strategy in late 2018 or early 2019, with two roles for ARCH. First, ARCH staff may be called to participate on a work group to support a new housing committee of the Growth Management Planning Council (GMPC). Second, we would begin discussions with members and the Executive Board as needed to consider the actions recommended by the strategy.

All Home/ Eastside Homeless Advisory Committee (EHAC). Anticipated work of All Home in the coming year includes continued coordinated allocation of resources, and work on specific initiatives (e.g., coordinated entry and assessment for all populations). ARCH staff expect to continue participating in the All Home Funders group, and its efforts to coordinate funding and inform ARCH members and the general public of All Home/EHAC activities. Also continue to participate in efforts to implement homeless efforts within East King County through EHAC.

Objective: Keep member jurisdictions informed of significant regional issues and pending legislation that could affect efforts to provide housing in East King County.

Ensure that perspectives of communities in East King County are addressed in regional housing and homelessness planning.

III. HOUSING PROGRAM IMPLEMENTATION

A. Monitoring Activity

Monitoring Affordable Rental Housing. Administer ongoing compliance with affordability requirements in ARCH rental housing. This includes affordable rental housing created through direct assistance (e.g. Trust Fund allocation, land donations) from member jurisdictions, and through land use incentives. For Trust Fund projects, monitor project income and expenses to determine cash flow payments, and conduct long-term sustainability monitoring of projects and owners. Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders.

Objective: Ensure projects follow affordability requirements and maintained as assets for residents, owners and broader community, which involves collecting annual reports from projects, screening information for compliance, and preparing summary reports for local staffs. To the extent possible this work will:

- Minimize efforts by both owners and public jurisdictions.
- Coordinate ARCH's monitoring efforts with efforts by other funders, such as using shared monitoring reports.
- Utilize similar documents and methods for monitoring developments throughout East King County.
- Establish working relationship with other public organizations that can help assess how well properties are maintained and operated (e.g. code compliance, police, and schools).

Monitoring Affordable Ownership Housing. Administer ongoing compliance with affordability requirements in ARCH ownership housing, including enforcement of resale restrictions and buyer income requirements. In addition, ARCH will continue to monitor general trends with ownership units, including enforcement of covenant provisions (e.g. leasing homes, foreclosure).

Objective: Oversee resale of affordable ownership homes. Address issues related to ongoing compliance with program requirements (e.g. leasing homes, foreclosures).

B. Program Improvements

Program Database Development. Work with City of Bellevue IT to scope the creation of a program database(s) to manage existing and to be collected program data and support other critical functions, including creation of program reports, project compliance monitoring, communication with program participants, and other functions.

Review Monitoring Policies and Procedures. Review and update compliance monitoring practices and procedures. Make adjustments as needed in both monitoring procedures and, as necessary, program agreements and covenants. This effort will include convening member planning and legal staff to review potential revisions, consulting with King County and other local ownership programs, and seeking input from Secondary Market lenders (e.g. FHA, Fannie Mae) on any potential revisions. In addition, ARCH will evaluate staff capacity to maintain or increase current levels of oversight as the number of ARCH homes continues to grow.

IV. EDUCATION AND OUTREACH

A. Housing 101

Plan a Housing 101 event to occur no later than 2020.

Objective: Develop education tools and conduct events to inform councils, staffs and the broader community of current housing conditions, and of successful housing programs. Continue to keep member jurisdictions and the broader community aware of local housing conditions to assist in their efforts to evaluate current and future efforts to meet local housing objectives.

Share media coverage on topics related to affordable housing in East King County, including work done by cities/ARCH.

B. Information for the Public

ARCH Website. Update on a regular basis information on the ARCH website, including information related to senior housing opportunities. Add new section to the website that provides information on all ARCH member affordable incentive programs and fair housing information.

Objective: Maintain the ARCH web site and update the community outreach portion by incorporating information from Housing 101 East King County, as well as updated annual information, and links to other sites with relevant housing information (e.g. All Home, HDC).

Assist Community Members Seeking Affordable Housing. Maintain lists of affordable housing in East King County (rental and ownership) and make that information available to people looking for affordable housing. Continue to maintain a list of households interested in affordable ownership housing. Work with member cities to develop appropriate referrals for other types of inquiries received by ARCH (e.g., landlord tenant issues, building code violations, fair housing complaints, etc.).

Objective: Maximize awareness of affordable housing opportunities in East King County through the ARCH web site, public flyers and other means to assist persons looking for affordable housing.

C. Engage Communities to Increase Support and Access

Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues. Explore strategies to broaden awareness of housing programs to increase access by underserved communities.

Objective: Increase awareness of existing housing programs by communities with less access.

Meet with multiple community organizations to grow support for and engagement in housing solutions.

Conduct a housing event to raise awareness of housing issues.

V. ADMINISTRATION

Administrative Procedures. Maintain administrative procedures that efficiently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Activities include:

- Prepare the Annual Budget and Work Program.
- Prepare quarterly budget performance and work program progress reports, including Trust Fund monitoring reports.
- Work with Executive Board to develop multi-year strategy for the ARCH Administrative Budget.
- Staff the Executive and Citizen Advisory Boards.

Objectives: Maintain a cost effective administrative budget for ARCH and keep expenses within budget.

Administrative costs should be equitably allocated among ARCH's members.

Maintain membership on the ARCH Citizen Advisory Board that includes broad geographic representation and a wide range of housing and community perspectives.

Attachment A
Local Planning Efforts by City

Bellevue

Assist City with implementation of Phase One tasks of Bellevue's Affordable Housing Strategy, including:

- Increase development potential on suitable land owned by public agencies, faith-based groups, and non-profits housing entities.
- Assist with items for Wilburton and East Main neighborhood plans, including affordable housing density incentives.
- Develop affordable housing on suitable public lands in proximity to transit hubs including 130th TOD parcels and TOD parcels at the OMFE.
- Advocate for legislative actions that expand state and local funding tools and other opportunities to increase affordable housing.

Assist City staff with contracting and administration for the City's land use incentive program and citywide Multifamily Tax Exemption program.

Assist in Neighborhood Planning to consider more affordable housing types on a neighborhood-by-neighborhood basis, such as small lot neighborhood infill and detached accessory dwelling units.

Bothell

Assist city with implementing its Housing Strategy Plan.

Assist city with evaluating and potentially implementing affordable housing provisions related to zoning and other code amendments.

Assist city staff with work related to affordable housing component of the city's LIFT program in their downtown areas. Includes assisting with any reporting requirements and potentially exploring additional opportunities for affordable housing on city owned properties in the downtown revitalization area.

Assist city staff with evaluating the updated state legislation regarding impact fee waivers for affordable housing and explore potential revisions to local regulations related to impact fee waivers for affordable housing.

Assist city with evaluating and implementing affordable housing strategies in its Canyon Park plan.

Clyde Hill

Assist City with rental of City's affordable rental unit.

Issaquah

Assist City with preparing the annual Affordable Housing Report Card/Analysis.

Assist City staff with evaluating and, as needed, implementing development standards and regulations related to the housing policies adopted in the Central Issaquah Plan and Central Issaquah Standards, including inclusionary zoning.

As needed, assist City staff with administration and/or revisions of the affordable housing provisions of local development agreements (e.g., Lakeside and Rowley).

Assist with evaluating and strategizing sequencing potential projects/opportunities such as those near transit facilities, including coordination with potentially utilizing the King County TOD funds.

Assist with initial work on high priority strategies identified in the Housing Strategy Work Plan including:

- Improving marketing and the understanding of ADUs and the development process.
- Facilitating development of a TOD.
- Beginning work to identify and seek out affordable multifamily projects for retention as affordable housing choices.
- Amending codes to increase allowed diverse housing types such as SROs and cottage housing.
- Supporting housing options and services to assist people experiencing housing insecurity and those with barriers to independent living.
- Lobbying the state to mitigate/offset condominium development deterrents.

Kenmore

Assist Planning Commission and Council in implementing a high priority item identified in the Housing Strategy Plan. Assist the Council in completing the Preservation of Affordable Housing/Mobile Home Park project started in 2018 including assistance with developing regulations to implement Council's 9/17/18 policy direction on land use and other strategies. Assist with review of current code provisions and permitting process for Accessory Dwelling Units (ADU's) is a potential 2019 work program item.

Continue to assist with technical questions and negotiating agreements where affordable housing is proposed including the TOD overlay.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the multifamily tax exemption program.

Assist with review and developing options and opportunities for partnerships to incorporate affordable housing into transit projects including the siting of parking structures in Kenmore for the Sound Transit ST3 proposal.

Kirkland

Assist with the update to the City's Accessory Dwelling Unit (ADU) regulations and implementation of programs to encourage construction of more ADUs.

Assist with the development of Missing Middle housing policies and regulations as part of the City's neighborhood planning processes.

Participate with City and other agency staff to determine feasibility for Transit Oriented Development at the Kingsgate Park and Ride. Help develop regulations for TOD at the site, if appropriate.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the optional multifamily tax exemption program.

Assist City staff with housing issues that come before Council Planning and Economic Development Committee and resulting initiatives.

Assist City staff with affordable housing preservation efforts and initiatives.

Mercer Island

Assist with review of the City's MFTE program and evaluating options for a fee-in-lieu alternative to land use requirements.

Assist City with a Housing Strategy Plan.

As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.

As needed, assist City staff with administering affordable housing provisions associated with the land use incentive and tax exemption programs for Town Center.

Provide project support for Town Center development projects that include affordable housing.

Newcastle

Assist City with a Housing Strategy Plan.

Assist with agreements for any project that would include an affordable housing requirement, including those related to the Community Business Center.

Assist staff with outreach effort related to ADUs.

Redmond

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations.

Assist City staff with continuing to implement the multifamily property tax exemption program to incentivize affordable housing, as allowed under RCW 84.14.

Continue to assist with strategies to increase the level of affordability for new housing in Overlake and Southeast Redmond as part of the development of master plans and development agreements, including exploring ways to leverage other resources.

Assist with the promotion of affordable housing and other programs available to Redmond residents and developers, e.g., Accessory Dwelling Units (ADUs).

As follow-up to the City's adoption of Section 8 anti-discrimination ordinance, assist with education outreach efforts to landlords regarding the Section 8 program and potentially other initiatives to support use of this program in cooperation with other jurisdictions.

Assist with the implementation of other high priority items identified in the Strategic Housing Plan and the Affordable Housing Strategies Work Plan of June 2016, such as encouraging public/private partnerships to promote the development of affordable housing in urban centers.

Sammamish

Assist City staff in finalizing resale requirements and other tasks related to the affordability provisions for site donated to Habitat.

Assist City staff with implementation of Town Center affordable housing provisions.

Support City in exploring impacts to and solutions for affordable housing related to code and policy updates during legislative review.

Work with the City to identify ways to promote available housing assistance and affordable housing programs to Sammamish's workforce and residents.

Woodinville

Assist City staff with a Housing Strategy Plan.

Assist with review and any update of affordable housing and accessory dwelling unit programs and regulations.

Assist City staff and Planning Commission with evaluating and developing incentives for affordable housing as provided for in the Downtown/Little Bear Creek Master Plan area.

As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.

Yarrow Point

Assist Planning Commission and Council with a review and potential update of current ADU regulations and assist with effort to increase public awareness of local provisions.

King County

Ongoing monitoring of affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

A Regional Coalition for Housing (ARCH)

2019 Administrative Budget and Work Program

Sammamish City Council | March 5, 2019

Lindsay Masters, ARCH Executive Manager

Beaux Arts Village - Bellevue - Bothell - Clyde Hill - Hunts Point Issaquah - Kenmore - King County - Kirkland - Medina - Mercer Island Newcastle - Redmond - Sammamish - Woodinville - Yarrow Point

A Regional Coalition for Housing

ARCH Overview

Interlocal Agency

A joint and cooperative undertaking of East King County communities established in 1993

Purpose

To provide a framework for cities in East King County to cooperatively plan for and provide affordable housing

Members

Beaux Arts Village	Bellevue	Bothell
Clyde Hill	Hunts Point	Issaquah
Kenmore	Kirkland	Medina
Mercer Island	Newcastle	Redmond
Sammamish	Woodinville	Yarrow Point
King County		

A Regional Coalition for Housing

ARCH Overview

Governance / Organizational Structure

- Executive Board comprised of members' executive staff
- Citizen Advisory Board (CAB) comprised of community members with housing interest/expertise
- Administering Agency (Bellevue) serves as fiscal agent for ARCH; maintains ARCH Operating Account and Housing Trust Fund Account; provides administrative support services

Budget and Work Plan

- Councils approve annual ARCH Work Plan and Budget (both operating and Housing Trust Fund)

Housing Trust Fund Allocations

- Councils must authorize specific project awards and associated funding conditions (following recommendation by CAB and Executive Board)

How does ARCH work with its members?

Investment in Affordable Housing

- Pool regional funds to invest in affordable housing projects
- Partner in statewide funding coordination to leverage public and private sources of financing
- Make surplus public land available at discounted cost
- Work with project sponsors to prepare projects for funding

How does ARCH work with its members?

Housing Policy and Planning

- Promote land use and development regulations to create affordability (e.g., incentive and inclusionary housing policies, accessory dwelling unit standards, etc.)
- Support Housing Strategy Plans
- Draft Housing Elements of Comprehensive Plans
- Assist with creation of neighborhood plans
- Represent EKC in regional planning efforts (e.g., All Home, Regional Affordable Housing Task Force, etc.)
- Participate in state and federal legislative policy and advocacy

How does ARCH work with its members?

Housing Program Administration / Stewardship

- Prepare funding program and land use incentive contracts
- Monitor long term affordability and loan repayments
- Maintain interest list of income-eligible households
- Market newly available affordable ownership and rental housing
- Oversee initial sales and resales of below-market ownership homes

How does ARCH work with its members?

Education and Public Outreach

- Assist community members seeking affordable housing
- Generate outreach materials to educate the broader public
- Plan educational events for member city councils, staff and community members
- Present community awards to recognize persons, projects and programs that result in outstanding housing efforts.
- Build connections with and among community stakeholders (faith communities, developers, nonprofits and others interested in housing issues)

Community Impact

Housing Trust Fund Investments

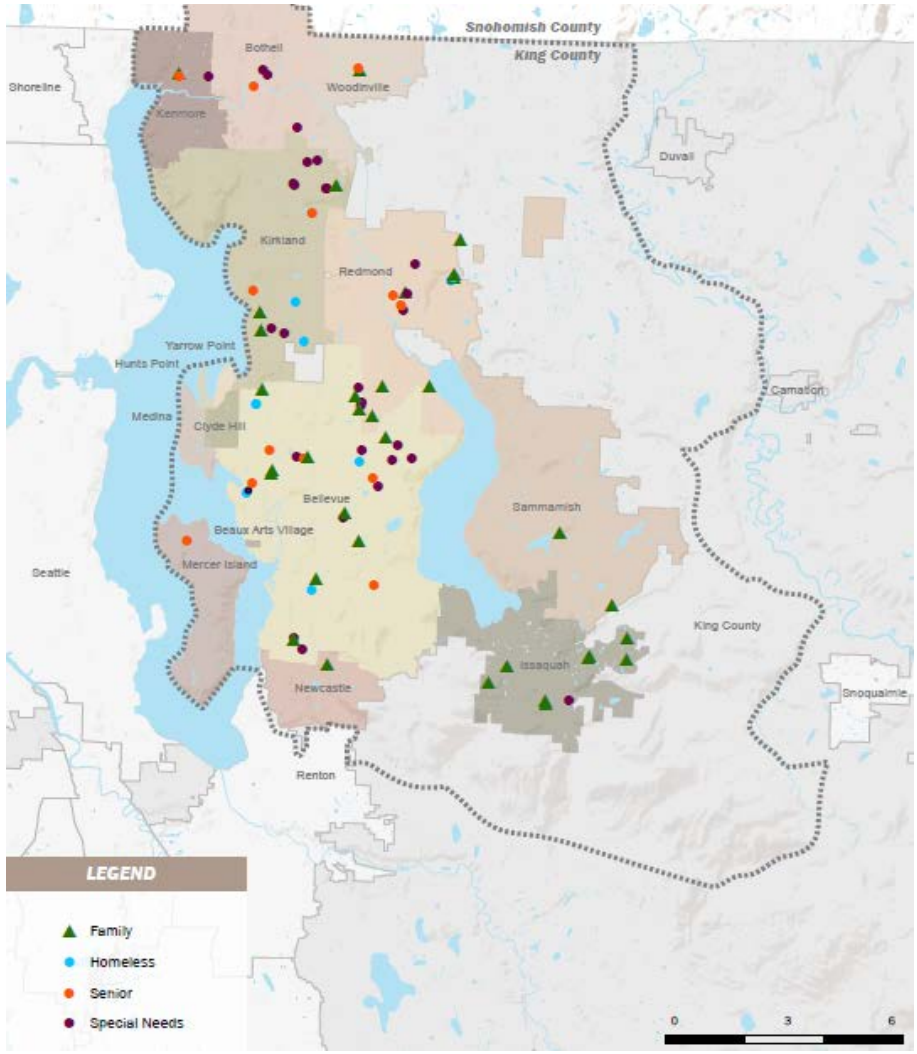
1993-2018

Housing Type	Number of Units/Beds	Investment*
Family	2,331	$36,798,511
Senior	669	$10,478,642
Homeless	480	$12,244,513
Special Needs	165	$3,470,167
TOTAL	3,645	$62,991,833

*includes loans/grants, land , and fee waivers

Community Impact

Map of Housing Trust Fund Projects (2018)



Community Impact

10 Cities in East King County have land use incentive programs for affordable housing

7 cities have mandatory approaches (or both mandatory and voluntary)

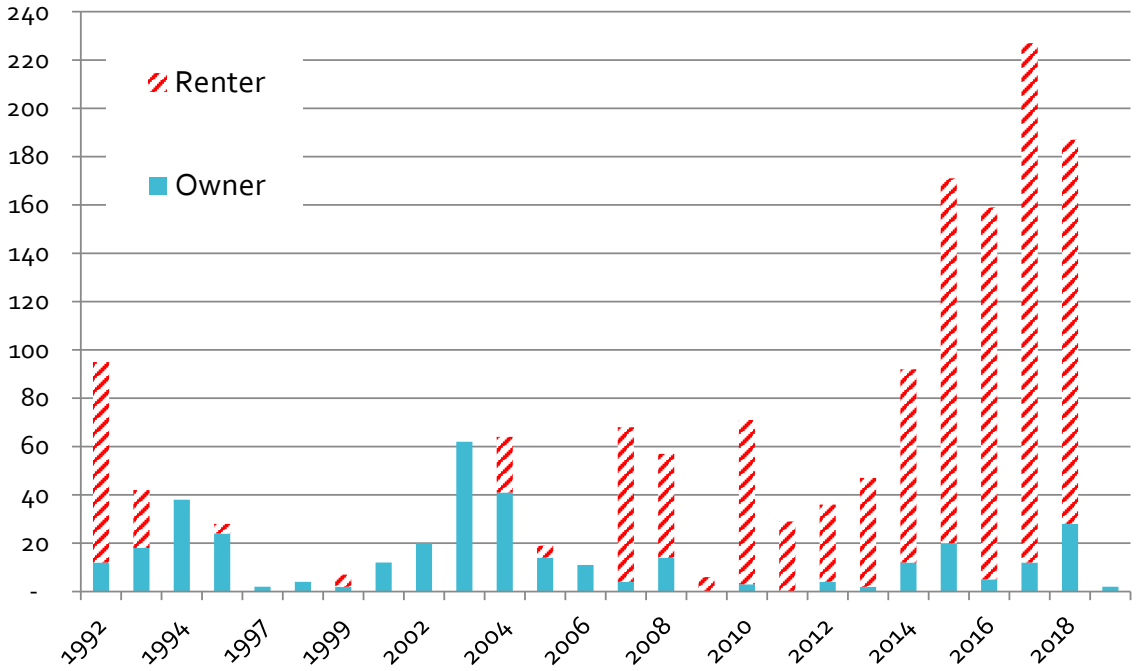
Affordability ranges from 50% to 100% AMI

1 city has applied to commercial development

4 cities offer a payment option

Low and Moderate Income Affordable Units Created through City Incentive Programs

(All ARCH Cities)



*Low Income is defined as below 50% of median income

*Moderate Income is defined as 50-80% of median income

ARCH 2019 Work Program

Priority Objectives for 2019

- Strengthen program administration and monitoring functions
- Coordinate and facilitate transit-oriented development projects on public land
- Develop proposals for dedicated revenue sources for affordable housing
- Pursue strategies to increase access to housing by underserved communities

ARCH 2019 Work Program

City of Sammamish Work Program Activities:

- Assist City staff in finalizing resale requirements and other tasks related to the affordability provisions for site donated to Habitat.
- Assist City staff with implementation of Town Center affordable housing provisions.
- Support City in exploring impacts to and solutions for affordable housing related to code and policy updates during legislative review.
- Work with the City to identify ways to promote available housing assistance and affordable housing programs to Sammamish's workforce and residents.

Thank you.

COUNCIL REPORT – CHRISTIE MALCHOW

MARCH 5, 2019

MEETING WITH REPUBLIC SERVICES/CEDAR HILLS REP 2/26/19

- Republic Services covers the City of Sammamish under 2 different contracts
  - One covers "legacy" Sammamish
  - The other was done via King Co. and covers the Klahanie annexation area
- Republic Services would like to charge a surcharge for recycling
  - That would be somewhere between $2.91 and $5.21/month increase in residential consumers' bills. It is proposed to be $1.51+ for commercial & .92+/mo for multi-family. This surcharge discussion is fluid & these numbers are not concrete.
  - RS is incurring higher cost to recycle due to the China Sword policy, which only allows for very minimal contamination of recyclables before an entire lot will be rejected.
    - Contaminants include wet paper material (ie. don't let your cardboard get rained on), unclean jars, residue in pop cans, trash thrown into the recycling, etc. Rinsing out will help eliminate a lot of contaminants,
    - China Sword policy bans 24 types of solid waste, including various plastics and unsorted mixed papers, and sets a much tougher standard for contamination levels.
      - 0.5% contamination threshold
    - RS is now having to find alternative markets for their recyclables, sending much of its paper to Canada, but they receive far less money in Canada than they were in the Chinese market.
    - Their price per ton to process has gone up & the price they get has gone down.
  - This surcharge will require revisiting their contract to change in terms clause.
  - I did suggest RS present to Council and the public to give more information on the topic.
  - RS was unsure of a timeframe for the surcharge discussions that it will have with us. I did speak with the City Manager about this meeting to loop him in.
- Cedar Hills Landfill takes in our yard waste. Their representative was present on an educational level that they resell the yard waste as compost which is purchasable at many local retailers. Yard waste is taken from bin to their plant where microbes are added for 3 months to accelerate the natural breakdown process.

MARCH 1, 2019: SAMMAMISH MOC CREWS APPRECIATION LUNCH

MOC Crews were recognized for their efforts during the recent February snow storms. An info-graphic used by the City's social media captured just how much work 22 people did. Kudos again to the crews who worked so hard on behalf of our residents!

Council Report

Pam Stuart

February 28, 2019

KLAHANIE PEACE RALLY

FEBRUARY 24, 4:30PM, KLAHANIE PARK

Sammamish resident Christy Riley and Plateaupians for Peace helped to organize an amazing community event in just a few days following the racist vandalism in Klahanie the previous week. 150-200 people came out in solidarity for the residents and to show the strength of our community. Special thanks to Christy Riley, Sarah Kimsey, Mayor Malchow, Council Member Jason Ritchie, Planning Commissioner Rituja Indapure, Planning Commissioner Roisin O'Farrell, State Representative Lisa Callan, Police Chief Michelle Bennett, Rabbi Shalom Farkash, with the Chabad of the Central Cascades, and Josh Donion from the Anti-Defamation League, for speaking at the event, as well as the other Klahanie residents who came up and shared their thoughts. It was a true coming together, particularly the two young men with their impassioned speeches that left the crowd feeling hopeful!

REPUBLIC SERVICES

FEBRUARY 27, 10:00 AM, REDMOND, WA WITH REPUBLIC SERVICES REPRESENTATIVE RUSSELL JOE

Recycling – Prior to January 1st of this year, the US shipped tons of recyclables to China everyday. But as of Jan 1, China has a new policy, banning the importing of many solid wastes and upping its standards for contaminated recyclables, a policy referred to as the "China Sword" as China refers to it as their "National Sword" policy. This means that companies like Republic are spending more to ensure recyclables are not contaminated and are looking for new, generally more expensive, markets for many materials previously sent to China.

Our representative from Republic, Russell Joe, will present more information on this subject to us and what it means to Sammamish and our residents. Look for their presentation and reach out with questions and concerns.

SCA GMPC

FEBRUARY 27, 3-6 PM, SEATTLE, WA

Caucus – discussed the Affordable Housing Committee Draft Charter and Workplan

- Significant discussion around membership and expectations
- Desire for more clarity
- Ask for a high-level breakdown of budget spend

Also discussed vision 2050 – the draft Supplemental Environmental Impact Statement released 2/28. The feedback period will begin on 2/28 through 4/29 and thus may not have time to go through the SCA PIC process so there will likely be feedback via GMPC.

Action – please review the document and provide feedback/input to me by March 11. I will pull it together and bring any contradictory feedback to the council for consensus prior to our next GMPC meeting on March 27. See below for detail on the Draft Supplement Environmental Impact Statement (DSEIS).

Regional Affordable Housing Committee discussion -

Task Force Identified 7 goals. Draft charter for the committee was before us for discussion. As well as a draft 2019 workplan.

Discussed the need to clarify membership on the committee and ensure appropriate representation, to ensure SCA has a role in the appointments and geographic diversity. Same with stakeholders.

Action – please provide any feedback on the draft charter and workplan by March 11. I will pull it together and bring any contradictory feedback to the council for consensus prior to our next GMPC meeting on March 27.

- King County Growth Management Planning Council Staff Report

VISION 2050 Draft Supplemental Environmental Impact Statement - Notice of Availability

The Puget Sound Regional Council is seeking public comment on the VISION 2050 Draft Supplemental Environmental Impact Statement (SEIS), prepared in accordance with the State Environmental Policy Act. The public comment period will run from Thursday, February 28 – Monday, April 29, 2019 at 5 pm.

Forecasts show the region needs to plan for another 1.8 million more people and 1.2 million new jobs by 2050. The population is expected to reach over 5.8 million in 2050. PSRC is developing VISION 2050 to guide growth to support thriving communities, a strong economy and a healthy environment.

The Draft SEIS evaluates the environmental effects of three regional growth alternatives for VISION 2050 that distribute growth in unique patterns throughout the region. The three alternatives are: Stay the Course (No Action Alternative), Transit Focused Growth, and Reset Urban Growth.

VISION 2050 will be the long-range growth management, environmental, economic and transportation strategy for the central Puget Sound region. VISION 2050 will contain the region's multicounty planning policies and a regional strategy for accommodating growth through 2050.

Where to get information: Beginning February 28, 2019, the Draft SEIS can be viewed online at https://www.psrc.org/vision/seis. Paper copies are available for review at the offices of PSRC, 1011 Western Ave., Suite 500, Seattle, WA 98104-1035 and by contacting the PSRC Information Center at 206-464-7532 or info@psrc.org. Get additional information at one of five open houses around the region:

- Tuesday, March 12, 4-6 PM, Edmonds City Hall, 121 5th Avenue N, Edmonds, 98020
- Wednesday, March 13, 4-6 PM, South Tacoma Public Library, 3411 S 56th Street, Tacoma, 98409
- Monday, March 18, 4-6 PM, Bothell Police Community Room, 18410 101st Avenue NE, Bothell, 98011
- Tuesday, March 19, 4-6 PM, Bremerton City Council Chambers, 345 6th Street, Bremerton, 98377
- Thursday, March 21, 12-2 PM, PSRC Boardroom, 1011 Western Avenue, Suite 500, Seattle, 98104

Public Comment on the Draft SEIS: The public is encouraged to submit comments along with a name and email or mailing address. Comments must be submitted in writing to PSRC by 5:00 pm on April 29, 2019 through one of the following options:

- Email: VISION2050SEIS@psrc.org
- Online SEIS Comment Portal: https://www.psrc.org/vision/seis
- Mail: ATTN: VISION 2050 SEIS Comment, PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104
- Fax: ATTN: VISION 2050 SEIS Comment, 206-587-4825
- Hardcopy letter or comment form at SEIS open houses (see above)
- April 4 Growth Management Policy Board Meeting, 10:00 am at PSRC
- Alternative Formats:
    - TTY Relay 711
    - العربية| Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, Call 206-587-4819

For more information, contact Erika Harris, SEPA Responsible Official, at eharris@psrc.org.

Title VI Notice: PSRC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, call 206-587-4819.

AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Mar 2019				
Tues 3/12	3/6	6:30 pm	Study Session	Presentation: Klahanie Master Plan (30 minutes) Discussion: Hunting Regulations Discussion: Council Goals and Objectives Presentation: Issaquah Pine Lake Road Design (30 minutes)
Thurs 3/14	3/6	6:30 pm	Special Meeting	Public Hearing / Ordinance: Interim Development Regulations Renewal (60-minutes) Public Hearing / Ordinance: Permanent Development Regulations (120-minutes)
Fri 3/15		6:30 pm	Special Meeting	Public Meet/Greet for City Manager Candidates
Sat 3/16		TBD	Special Meeting	Interviews/Appointment: City Manager
Tues 3/19		6:30 pm	Regular Meeting	Presentation: Republic Services Public Hearing: Ordinance for Condemnation of Open Space in Balmoral Division No. 1 as Required for the Lower Commons to Big Rock Park Trail Easement Ordinance: Permanent Development Regulations (120-minutes) Executive Session: City Manager Candidates Proclamation: World Autism Day on April 2, 2019 <u>Consent</u> Resolution: Minor Intersection Improvements Project Acceptance Contract: Storm system cleaning/Olsen Brothers Provac Contract: Engineering Support Services: Gray and Osborne Contract: Environmental Support Services: Shannon and Wilson Contract: Survey Support Services: PACE Contract: Concrete 2019 Construction Contract/TBD
Wed 3/20		6:30 pm	Executive Session	City Manager Contract Negotiations

Thurs 3/21		6:30 pm	Executive Session	City Manager Contract Negotiations
Tues 3/26		6:30 pm	Special Meeting	Approval: City Manager Contract

Apr 2019				
Mon 4/1	3/27	6:30 pm	Study Session	Discussion: Introduction to Zackuse Creek Basin Plan Discussion: Stormwater Code Update (45 minutes) Presentation: TMP Update
Tues 4/2	3/27	6:30 pm	Regular Meeting	Resolution: ELSP Ditch and Culvert Maintenance Project Acceptance <u>Consent</u>: Contract: Issaquah Pine Lake Road Design Contract - DEA Contract: ITS Phase 2 Design/TBD
Tues 4/9	4/3	6:30 pm	Study Session	
Tue 4/16	4/10	6:30 pm	Regular Meeting	<u>Consent:</u> Contract: Issaquah Fall City Road Construction - TBD Contract: 2019 Pavement Overlay Construction - TBD
May 2019				
Mon 5/6	5/1	6:30 pm	Study Session	Discussion: Sahalee V/C Modeling Results
Tues 5/7	5/1	6:30 pm	Regular Meeting	Proclamation: Affordable Housing Week 2019(May 13-17, 2019) Resolution: Zackuse Basin Plan Adoption
Tues 5/14	5/8	6:30 pm	Study Session	Discussion: SMC Title 24 Update (60-minutes)
Tues 5/21	5/15	6:30 pm	Regular Meeting	Public Hearing / Ordinance: SMC Title 24 Update (30-minutes)
Wed 5/22		5:30 pm	Joint Mtg/ Issaquah School Dist.	in Issaquah
June 2019				

Mon 6/3	5/29	6:30 pm	Study Session w/ Planning Commission	Discussion: Shoreline Master Program Update (60-minutes) Discussion: Urban Forest Management Plan (60-minutes)
Tues 6/4	5/29	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Shoreline Master Program Update (60-minutes)
Tues 6/11	5/5	6:30 pm	Joint Meeting w/ Parks & Rec	Presentation: Klahanie Master Plan
Tues 6/18	5/12	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Urban Forest Management Plan (60-minutes)

July 2019				
Mon 7/1	6/26	6:30 pm	Study Session	Presentation: TMP Update
Tues 7/2	6/26	6:30 pm	Regular Meeting	
Tues 7/9	7/3	6:30 pm	Study Session	Discussion: Comprehensive Plan Amendments – Urban Forest Management Plan (60-minutes) Discussion: Comprehensive Plan Amendments – Technical Items (30-minutes)
Tues 7/16	7/10	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Comprehensive Plan Amendments – Urban Forest Management Plan (30-minutes) Public Hearing / Ordinance: Comprehensive Plan Amendments – Technical Items (30-minutes)
Aug 2019				**NO MEETINGS**
Sept 2019				
Mon 9/2				Labor Day
Tues 9/3	8/28	6:30 pm	Regular Meeting	
Tues 9/10	9/4	6:30 pm	Study Session	
Tues 9/17	9/11	6:30 pm	Regular Meeting	
Oct 2019				
Mon 10/7	10/2	6:30 pm	Study Session	
Tues 10/8	10/2	6:30 pm	Regular Meeting	
Tues 10/15	10/8	6:30 pm	Study Session	
Tues 10/22	10/16	6:30 pm	Regular Meeting	
Nov 2019				
Mon 11/4	10/30	6:30 pm	Study Session w/ Planning Commission	Discussion: Comprehensive Plan / Town Center Sub-Area Plan Amendments – Quality of Life Items (60-minutes) Discussion: Wireless / Small Cell Technology Regulations Update (60-minutes)
Tues 11/5	10/30	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Comprehensive Plan / Town Center Sub-Area Plan Amendments – Quality of Life Items (60-minutes) Public Hearing / Ordinance: Wireless / Small Cell Technology Regulations Update (60-minutes)
Tues 11/12	11/6	6:30 pm	Study Session	Presentation: TMP Update

Tues 11/19	11/13	6:30 pm	Regular Meeting	Ordinance: Comprehensive Plan / Town Center Sub-Area Plan Amendments – Quality of Life Items (60-minutes) Ordinance: Wireless / Small Cell Technology Regulations Update (60-minutes)
Dec 2019				
Mon 12/2	11/27	6:30 pm	Study Session	Discussion: 2020 Comprehensive Plan Amendments – Docket Requests (60-minutes)
Tues 12/3	11/27	6:30 pm	Regular Meeting	Public Hearing / Resolution: 2020 Comprehensive Plan Amendments – Docket Requests (60-minutes) <u>Consent:</u> Ordinance: Annual Amendments to the Comprehensive Plan
Tues 12/10	12/4	6:30 pm	Special Meeting	
Tues 12/17	12/11	6:30 pm	Regular Meeting	

	To Be Scheduled	**To Be Scheduled**	**Parked Items**
	• Growth Centers • Internet Usage & Social Media Policies • <u>Discussion:</u> Issaquah Pine Lake Road Phase 1- Project Update (moved to 2019) • Parks Surveillance Camera Policy • Resolution: Police Services Study • Discussion: Classification & Compensation Study • Resolution: Classification & Compensation Study	• Special Events Ordinance • Maintenance Safety Program Adoption • M&O Strategic Plan • Fleet Management Policy • Roadway Funding Strategy • Maintenance & Fire Station Facility Assessment • Franchise Agreement/SPWS • Comprehensive Solid Waste Plan • ADA Transition Plan	• Inner City Bus Service • Good Samaritan Law • Plastic Bags