

AGENDA

STUDY SESSION

Call to Order (6:30 pm)

Roll Call/Pledge of Allegiance

Approval of Agenda

Public Comment

OPEN STUDY SESSION

- ◆ East Lake Sammamish Parkway Design Alternatives *(30 minutes)*
- ◆ A Regional Coalition for Housing—ARCH *(60 minutes)*
 - 2008 ARCH Work Program and Budget
 - Regional Affordable Housing Program
 - Housing Trust Funds
 - Housing 101 Work Shop
- ◆ Special Events Sponsorship Policy *(20 minutes)*
- ◆ Update: Emergency Communications *(10 minutes)*
- ◆ Update: Public Works Shop *(10 minutes)*

CLOSE STUDY SESSION

Mayor/Council Reports *(15 minutes)*

City Manager Report *(15 minutes)*

Executive Session: If necessary

Adjourn—9:00 pm

Public Comments

Provides an opportunity for citizens to address the Council regarding any issue. Comments are limited to three minutes.

Consent Agenda

Agenda Bills and items listed below have been distributed to Council Members in advance for study and will be enacted by one motion.

If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Council Member.

Regular Agenda

Council may add or take action on other items not listed on this agenda.

Accommodations

The meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 425-836-7904 at least two (2) business days in advance.

Television Rebroadcasts

Daily at: 7:00 p.m.
1:00 a.m.
7:00 a.m.
1:00 p.m.

Meeting Materials

Council Meeting Agenda Packets are available on the City's website at: www.ci.sammamish.wa.us

Guidelines for Public Participation

PUBLIC COMMENTS

Purpose:

- Allow the public to address the City Council on subjects that are not scheduled for a Public Hearing at that particular meeting.
- This is not a question/answer session.

Procedures for Participation:

- When recognized, use the podium.
- State your:
 1. Name
 2. Address
 3. Relationship to city (e.g. resident, property owner, business owner, etc.)
- Limit comments to three (3) minutes.
- Submit written comments to the City Clerk.

PUBLIC HEARINGS

Purpose:

- Allow the public to provide input/testimony to the City Council on a particular subject scheduled for public hearing.
- This is not a question/answer session.
- The Council will consider all testimony **AFTER** the public hearing is closed.

Procedures for Participation:

- When recognized, use the podium.
- State your:
 1. Name
 2. Address
 3. Relationship to city (e.g. resident, property owner, business owner, etc.)
- Limit comments to three (3) minutes.
- Submit written comments to the City Clerk.

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AGENDA CALENDAR

February 2008			
Tues 02/12	6:30 pm	Study Session	Special Events Sponsorship Policy Inglewood Hill/ELSP Design Alternatives ARCH 2008 Work Program and Budget Resolution: Regional Affordable Housing Program (RAHP) Resolution: ARCH Fall 2008 Housing Trust Fund ARCH Strategic Plan and Housing 101 Workshop Update: Emergency Communications Update: Public Works Shop
Mon 02/18			President's Day (City Offices Closed)
Tues 02/19	6:30 pm	Regular Council Meeting	Town Center Plan Planning Commission Recommendation (30 minutes) Resolution: Public Works Shop Site Selection Resolution: ARCH 2008 Work Program and Budget (consent) Resolution: Regional Affordable Housing Program (RAHP) (consent) Resolution: ARCH Fall 2008 Housing Trust Fund (consent) Contract: 2008 Street Sweeping/ASC (consent) Contract: 2008 Storm Sewer Cleaning/ASC (consent)
March 2008			
Tues 03/04	6:30 pm	Regular Council Meeting	Quarterly Reports: Parks/Public Safety/Admin Services Contract: Architectural Services Public Works Shop
Tues 03/11	6:30 pm	Study Session	Sports Field Analysis Discussion Update: Lower Sammamish Commons Project Update: Permit Process Improvements
Mon 03/17	6:30 pm	Study Session	Town Center Plan
Tues 03/18	6:30 pm	Regular Council Meeting	Quarterly Report: Public Works Resolution: Adopting East Sammamish Park Master Plan Contract: Sammamish Landing Master Plan/Consultant (consent) Contract: Sound and Light for Special Events/Contractor (consent) Contract: Hearing Examiner Services (consent) Contract: Pine Lake Park Picnic Shelter Replacement/Contractor (consent) Contract: Brick House Demolition (consent) Contract: Freed House Foundation Design (consent) Contract: Sween House Design/Consultant (consent)
April 2008			
Tues 04/01	6:30 pm	Regular Council Meeting	Bid Award: South Pine Lake Route Walkway Project
Tues 04/08	6:30 pm	Study Session	Evans Creek Preserve Preliminary Study Results Town Center Plan
Tues 04/15	6:30 pm	Regular Council Meeting	
Mon 04/21	6:30 pm	Study Session	Town Center Plan
May 2008			
Tues 05/06	6:30 pm	Regular Council Meeting	Parks Bond Town Center Contract: Freed House Foundation Construction and Move/Contractor (consent)
Tues 05/13	6:30 pm	Study Session	Discussion: Parks Bond and Parks CIP Sammamish Landing Master Plan Early Input Discussion
Mon 05/19	6:30 pm	Study Session	

Tues 05/20	6:30 pm	Regular Council Meeting	Town Center Dedication: Confluence Sculpture
June 2008			
Tues 06/03	6:30 pm	Regular Council Meeting	
Tues 06/10	6:30 pm	Study Session	2009/2010 Budget Discussion: Parks Bond and Parks CIP
Mon 06/16	6:30 pm	Study Session	Discussion: Review Sammamish Landing Master Plan Alternatives
Tues 06/17	6:30 pm	Regular Council Meeting	Resolution: 6-Year TIP Resolution: 6-Year CIP Resolution: Parks Bond
July 2008			
Tues 07/01	6:30 pm	Regular Council Meeting	Contract: Pine Lake Park Waterfront Improvement and Dock Replacement/Contractor
Tues 07/08	6:30 pm	Study Session	
Tues 07/15	6:30 pm	Regular Council Meeting	
Tues 07/21	6:30 pm	Study Session	
August 2008			No meetings
Sept 2008			
Tues 09/02	6:30 pm	Regular Council Meeting	
Tues 09/09	6:30 pm	Study Session	PSW/Comcast/Millennium Cable Franchises
Mon 09/15	6:30 pm	Study Session	Ordinance: First Reading Franchise Agreements Discussion: Sammamish Landing Preferred Alternative
Tues 09/16	6:30 pm	Regular Council Meeting	
October 2008			
Tues 10/07	6:30 pm	Regular Council Meeting	Ordinance: Second Reading Franchise Agreements Contract: Sween House Remodel/Contractor (consent)
Tues 10/14	6:30 pm	Study Session	
Mon 10/20	6:30 pm	Study Session	
Tues 10/21	6:30 pm	Regular Council Meeting	Acceptance: South Pine Lake Route Project
November 2008			
Tues 11/04	6:30 pm	Regular Council Meeting	Public Hearing/First Reading Ordinance: 2009-2010 Budget
Tues 11/11	6:30 pm		Veterans Day City Offices Closed
Mon 11/17	6:30 pm	Study Session	
Tues 11/18	6:30 pm	Regular Council Meeting	Public Hearing/Second Reading Ordinance: 2009-2010 Budget
December 2008			
Tues 12/02	6:30 pm	Regular Council Meeting	
Tues 12/09	6:30 pm		
Mon 12/16	6:30 pm	Study Session	
Tues 12/17	6:30 pm	Regular Council Meeting	
To Be Scheduled		To Be Scheduled	
		Parked Items	

<p>Resolution: Adopting Evans Creek Preserve Master Plan</p> <p>Resolution: Acceptance Pine Lake Transit Access Project</p> <p>Approval: Non-Motorized Project Priority List</p> <p>Street Lighting Standards Revision</p> <p>Storm Drainage Manual Update</p> <p>Contract: 212th Avenue Sidewalk Design/Construction</p> <p>Public Hearing/Second Reading LID Ordinance</p>	<p>Resolution: Pine Lake Water Quality Plan</p> <p>Contract: Louis Thompson Basin Plan Design (Jan 2007)</p> <p>Parks Bond</p> <p>Ordinance: First Reading: Puget Sound Energy/Sewer Districts/Cable Franchise</p> <p>Resolution: Sammamish Commons Final Acceptance</p> <p>Interlocal: Soaring Eagle Park Transfer</p> <p>Sammamish landing Preferred Master Plan Alternative (10/14)</p>	<p>Sculpture Loans for Sammamish Commons</p> <p>Postal Package drop/postal center</p> <p>Connectivity</p> <p>Duthie Hill Road Improvements</p> <p>Affordable Housing</p> <p>Lake Buffers</p>
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Events

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February 2008

[March >>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6:30 p.m. City Council Meeting	6	7 6:30 p.m. Planning Commission Meeting	8	9
10	11	12 6:30 p.m. City Council Study Session	13 6:30 p.m. Parks and Recreation Commission Meeting	14	15	16
17	18 8 a.m. President's Day City offices closed	19 6:30 p.m. City Council Meeting	20	21 6:30 p.m. Planning Commission Public Hearing	22	23
24	25	26	27 6 p.m. Sammamish Youth Board Meeting	28	29	

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City of Sammamish, M - F, 8:30 am - 5 pm

801 228th Ave SE, Sammamish, WA 98075, Phone: (425) 295-0500, Fax: (425) 295-0600

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Events

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March 2008

[April >>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 6:30 p.m. City Council Meeting	5	6 6:30 p.m. Planning Commission Meeting	7	8
9	10	11 6:30 p.m. City Council Study Session	12 6:30 p.m. Parks and Recreation Commission Meeting	13	14	15
16	17 6:30 p.m. City Council Study Session	18 6:30 p.m. City Council Meeting	19 6 p.m. Sammamish Youth Board Meeting	20 6 p.m. Planning Commission Meeting	21	22
23	24	25	26 6:30 p.m. Parks and Recreation Commission Special Meeting	27	28	29
30	31					

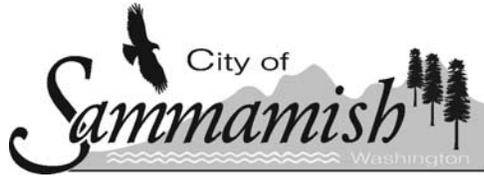
[List View](#)[To Top](#)

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Last updated 13 Nov 2006



MEMORANDUM

Date: February 7, 2008
To: City Council
From: Jeff Brauns, P.E., Public Works
Subject: East Lake Sammamish Parkway Council Update
February 12 Study Session

We are returning to Council to present design options for various project elements. The project design team has prepared the attached brief presentation showing graphical options for the following aspects of the first phase of construction:

- Landscaping concepts
- Retaining wall finish options

At the Study Session we will be asking for your guidance for the landscaping design and for your preferred surface design of the retaining walls. We will discuss the various wall types and associated construction costs.

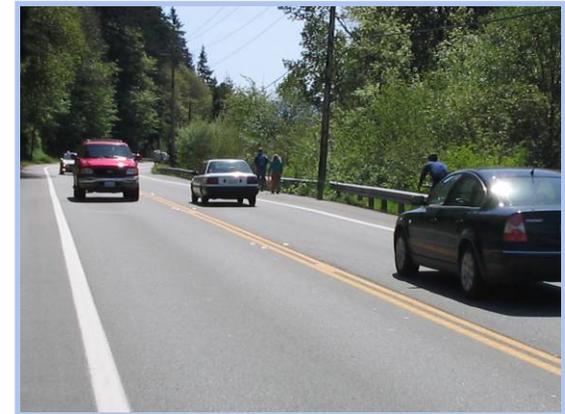
We will also present and discuss layout options for the ELSP & Inglewood Hill Road intersection (single vs. double southbound left turn lanes).

East Lake Sammamish Parkway Improvements



Sammamish City Council Project Briefing

February 12, 2008



Wall Finish Options



Shotcrete wall facing simulating natural rock – suitable for cut or fill walls. Range of cost \$60 to \$100 per SF



Modular block walls – suitable for cut or fill walls. Range of cost \$25 to \$35 per SF for fill walls

Wall Finish Options



Precast concrete panels simulating cut stone— suitable for cut or fill walls. Range of cost \$80 to \$120 per SF



Modular block walls – suitable for cut or fill walls. Range of cost \$25 to \$35 per SF for fill walls

Wall Finish Options



Large modular block walls – suitable for cut or fill walls. Range of cost \$15 to \$30 per SF



Modular block walls on right, cast-in-place cantilever wall on left – suitable for cut or fill walls. Cantilever range of cost \$45 to \$90 per SF. Modular block - \$15 to \$30 per SF (for cut walls).

Wall Finish Options



Hilfiker Reinforced Earth Wall – suitable primarily for fill walls. Range of cost \$60 to \$120 per SF



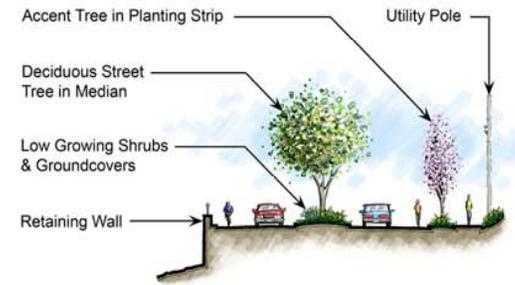
Soldier Pile Wall with precast panels – suitable primarily for cut walls. Range of cost \$80 to \$120 per SF

NORTHWEST CHARACTER

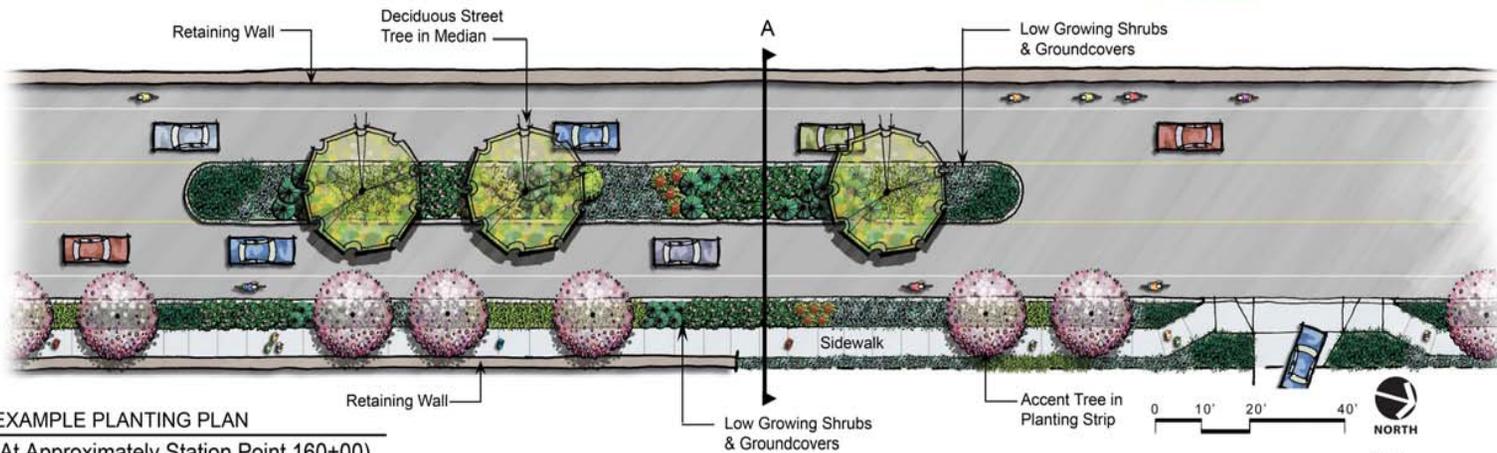
NATIVE & NATIVE-ADAPTED PLANTING



East Lake Sammamish Parkway Aerial



SECTION A



EXAMPLE PLANTING PLAN

(At Approximately Station Point 160+00)



February 2008

HBB LANDSCAPE ARCHITECTURE
Pertect Engineering, Inc.
 2707 Colby Avenue • Suite 900 • Everett, WA 98201 • (425) 252-7799

EAST LAKE
 SAMMAMISH
 PARKWAY



NORTHWEST CHARACTER

NATIVE & NATIVE-ADAPTED PLANTING

The Northwest Character Concept is a selection of deciduous trees with low-growing shrubs and groundcovers planted in a naturalistic, informal pattern. Plant selection will be based upon native, native-adapted and/or drought tolerant varieties that reflect the surrounding environment. The medians will be planted with medium-sized, carefully located deciduous street trees to preserve views. The planting strip between East Lake Sammamish Parkway and the sidewalk will be planted with small-sized, columnar, deciduous accent trees at spaced intervals, sensitive to adjacent views while maintaining the parkway character of the streetscape.



Prunus x 'hillieri'
Spire Cherry



Maackia amurensis
Amur Maackia



ACCENT TREES IN PLANTING STRIP Suggested Trees



Liquidambar styraciflua
Sweetgum



Acer platanoides 'Columnare'
Columnar Norway Maple



DECIDUOUS STREET TREES IN MEDIAN Suggested Trees



Liriope muscari
Lilyturf



Gaultheria shallon
Salal



Arctostaphylos uva-ursi
Kinnikinnick



Mahonia repens
Creeping Mahonia



Waldsteinia ternata
Barren Strawberry



Narcissus sp.
Daffodil



Cornus stolonifera 'Kelseyi'
Kelsey Dogwood



Geranium macrorrhizum
Ingwersen's Variety Cranesbill



Euphorbia robbiae
Robb's Euphorbia



Hemerocallis 'Stella de Oro'
Stella de Oro Daylily

LOW GROWING SHRUBS & GROUNDCOVERS Suggested Plants (less than +/- 24" - 28" height)

February 2008



EAST LAKE
SAMMAMISH
PARKWAY





801 - 228th Ave SE • SAMMAMISH, WASHINGTON 98075 • TEL: 425-295-0500 • FAX: 425-295-0600 • WEB: www.ci.sammamish.wa.us

February 7, 2008

TO: City Councilmembers

FM: Kamuron Gurol, Community Development Director and Assistant City Manager

RE: Affordable Housing Study Session Materials

Attached to this memo are four affordable housing items scheduled for the Council Study Session on Tuesday, February 12, 2008. Arthur Sullivan with A Regional Coalition for Housing (ARCH) will attend that session to provide more information and answer questions. Our agenda for Tuesday will include:

- 1) 2008 ARCH Work program and Budget
- 2) Regional Affordable Housing Program
- 3) Housing Trust Funds
- 4) Housing 101 Workshop

Staff will include agenda bills and resolutions for Council action on items 1, 2 and 3 on the consent agenda and in your packet for your regular City Council meeting on February 19th.

2008 ARCH Work Program and Budget

Sammamish annually reviews and takes action on the ARCH work program and administrative budget. For 2008, the proposed ARCH Administrative Budget reflects an increase of approximately 5% (\$2056) over the 2007 ARCH Administrative Budget. Annual dues for Sammamish will be \$43,167 and are included in the 2008 budget.

The Work Program describes the activities that ARCH will conduct or be involved in during 2008. For Sammamish, ARCH staff will assist with policy and regulatory development of the Town Center Plan, assist with evaluating and potentially implementing a demonstration cottage housing program, and implementation of high priority strategies from the City's adopted Housing Strategy Plan, including efforts to encourage Accessory Dwelling Units. See **Attachment 1** for more information.

Regional Affordable Housing Program

State law authorizes King County to collect a document recording fee to provide funding for affordable housing. In 2002, local jurisdictions established an Interlocal Cooperation Agreement and Administrative Guidelines for these revenues. The amount of funds that is raised annually varies depending upon the amount of recording fees collected, which has averaged approximately \$3 million annually. The majority of these funds are reserved for capital expenses related to creating new affordable housing. A smaller portion is used to provide funding for operation and maintenance for housing serving homeless households. Pursuant to the Interlocal, approximately 30% of funds will be allocated to affordable housing located in North/East King County.

In 2006 King County staff convened participants from the housing community, and local jurisdictions including ARCH, to plan for updates to the Agreement and administrative guidelines. The planning group updated the administrative guidelines to make the program more responsive to the *Ten-Year Plan to End Homelessness in King County*, while preserving the flexibility of the program to address a variety of affordable housing needs throughout the region.

The Metropolitan King County Council adopted the updated Interlocal agreement (enacted March 7, 2007) and city councils are taking action. See [Attachment 2](#) and [Attachment 3](#) related to the RAHP Interlocal.

Housing Trust Funds

The city's adopted 2008 budget includes funds reserved for projects recommend through the ARCH Housing Trust Fund. The ARCH Executive Board has recommended that up to \$100,000 be used to fund, in part or in whole, transitional housing for homeless young adults and purchase a parcel of land in the Issaquah Highlands area, and build ten (10) new affordable ownership homes within five duplex units.

Staff recommend that the City Council approve the recommendation of the ARCH Executive Board for authorizing budgeted funds for 2008 for the Friends of Youth: New Ground Kirkland and the Habitat for Humanity: Issaquah Townhomes projects. Once authorized, the City Manager will execute necessary documents. See [Attachment 4](#) for more information.

Housing 101 Workshop

Also included in your packet is the Housing 101 workbook. ***Please take a few minutes and read through the workbook prior to the February 12th study session.***

Arthur Sullivan will lead a discussion that uses the workbook to describe the status of housing needs in east King County, and current and potential strategies to address those needs. The workbook is one of several steps taken in response to a strategic planning process undertaken by ARCH in 2007. That process identified the need to better inform ARCH member communities of housing conditions and needs, and of possible efforts to address those needs.

ARCH WORK PROGRAM: 2008

I. PROJECT ASSISTANCE

A. Oversight of Local Monetary Assistance

ARCH Trust Fund. Review applications and make recommendations for requests of local monetary funds through the ARCH Housing Trust Fund process. Includes helping to coordinate the application process and use of funds for various programs. Also assist with preparing contracts for awarded projects and do quarterly progress reports on funded projects.

Objective: Allocation of \$1,000,000 or more through the ARCH Housing Trust Fund Process.

Funding commitments 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.

Provide a variety of types of affordable housing as specified in the ARCH Trust Fund Criteria.

For projects requesting Bellevue funds, provide housing which is consistent with any priorities set by the Bellevue Council.

Evaluation of ARCH Trust Fund: Dedicated Funding Source. As follow up to the ARCH Workshops in 2007, explore and evaluate the feasibility of a dedicated funding source.

Objective: Develop a sustainable strategy for the HTF to meet increasing project costs and the reduction of federal housing funds.

Centralized Trust Fund Account. Initiate a centralized trust fund that will consolidate all affordable housing trust fund monies in a single account and allow loan repayments to revolve back into affordable housing.

Funded Projects Follow-up. Monitor progress of funded projects and assist local staff with contracting and distributing funds, and ongoing monitoring of loans.

King County / State Funding Programs Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, etc) and State (Tax Credit, DCTED) funds. Includes providing input to the King County Home Consortium on behalf of participating Eastside jurisdictions.

Objective: In consultation with County, local staff and housing providers, seek to have funds allocated on a countywide basis by the County and State allocated proportionately throughout the County including the ARCH Sphere of Influence.

B. Special Projects This includes a range of activities where ARCH staff assist local staff with specific projects. Activities can range from feasibility analysis, assisting with requests for proposals, to preparation of legal documents (e.g. contracts, covenants). Following is a list of several specific projects

Objective Allocate all funds set-aside for the down payment program and assess long term viability and potential modifications to the program.

If deemed successful, seek additional funding to extend the program.

Reserve Fund Innovative Program. In the past, ARCH has used its reserve funds to provide unsecured predevelopment loans for innovative projects being sponsored by communities (e.g. Greenbrier (Woodinville), Coast Guard Site. ARCH will work with local staff and the broader community to identify other potential new innovative projects.

Objective: On an as needed basis, assist members with doing feasibility, community outreach and other predevelopment activity on specific sites or programs to assess their potential to provide affordable housing.

II. HOUSING POLICY PLANNING

A. Local Planning Activities

ARCH Housing Strategy Program. As follow up to the ARCH Workshops in 2007, the workshops identified both a set of potential priority strategies, and an education program for members. In 2008 the objective is to implement the education program and to initiate work on several of the strategies. Several work program tasks

Objective: Complete the initial round of education of member jurisdictions, and review of ARCH Housing Strategies by councils for consideration of including one or more strategies in their local Work Programs.

Objective: Assist cities that incorporate any of the priority strategies in their local work program. (Note: If individual members have identified specific strategies for their work program, they are listed below under Local Housing Efforts.)

Objective: Identify if any strategies should be pursued in a more collective manner (e.g. dedicated funding source for Trust fund), and if so, outline work program and begin work on those strategies. ..

Property tax exemption program In 2007, the legislation adopted revisions to existing legislation (RCW 84.14) that now allows communities as small as 5,000 persons to utilize a short term property tax exemption for multifamily housing in mixed use areas. **Considering use of temporary Property Tax Exemption program to encourage affordable housing is one of the priority strategies identified in the ARCH Workshops.** ARCH staff will assist members who are considering such programs. Several cities began work in 2007 on evaluating programs and several others may consider such a program in 2008. These are listed under individual cities in the Local Housing Efforts section below.

Legislative Items

a) Prosperity Partnership and AWC Housing Task Forces. The Prosperity Partnership's Housing Task Force identified several potential legislative priorities, These include sales tax exemption for affordable housing, and creating a Growth Management Infrastructure Account (GMIA) that would provide funding for local infrastructure projects that help achieve GMA affordable housing goals.

The first item is consistent with one of the long term strategies identified in the ARCH Workshops. In addition, AWC has formed a housing advisory board to identify potential housing issues, and presumably track legislative proposals. Staff will track such efforts and report back to the Executive Board and members of ARCH on such efforts.

b) Employer Assisted Housing Legislation. There is potential interest in creating some form of tax incentive to employers who create employer assisted housing programs. **This could potentially help one of the priority strategies identified in the ARCH Workshops.**

c.) Federal Funding Support. (See Special Project, Preserving HUD Financed Housing

Housing Background Information. Historically, ARCH has provided a range of housing and demographic information for its members. On an annual basis, ARCH will continue to provide updated housing data information as available. Consider updating and expanding ARCH website to allow members easier access to ARCH studies, background reports and demographic data. **This updated housing information will be incorporated into the education fliers developed as part of the ongoing Housing Education Program developed in the ARCH Workshops.**

Objective:

Continue to keep member jurisdictions and the broader community aware of local housing conditions as input for jurisdictions to evaluate current and future efforts to meet local housing objectives.

Accessory Dwelling Units (ADU) Continue to provide information to the broader community on ADUs through fliers and the ARCH website. As needed, ARCH staff will assist local staff with assessing and modifying existing local ADU regulations.

Objective Increase general community awareness of ADU's and provide basic information to help those interested in creating an ADU.

Local Housing Efforts: ARCH jurisdictions are updating land use, zoning and other codes in order to implement policies identified in their Comprehensive Plans. ARCH staff will continue to assist local staffs in these efforts. Following are specifically identified areas that ARCH will assist local staff with accomplishing.

Objective: Assist local staff with completion of the following updates of local codes and specific plans:

Bellevue

Assist City staff as needed with Bellevue's planning initiatives that are identified by the Council for its housing work programs. Initial work will focus on emerge from the update of the Housing Element. (e.g. updates to ADU regulations, more innovative forms of housing.)

Assist City staff with researching potential incentives to encourage work force housing in the Bel-Red Planning Area, including potential public funding sources such as the 10 year property tax exemption allowed under RCW 84.14.

As part of the larger ARCH Implementation Strategy work, re-assess Bellevue Housing Trust Fund guidelines to ensure they are consistent with community needs and priorities.

Explore regulatory and non-regulatory approaches to improve compatibility of single family infill development, major remodels and SF conditional uses. (Is this an ARCH item?)

Survey housing conditions and develop strategies to encourage the maintenance and updating of the city's older housing stock.

Assist City staff to evaluate long term options for the Landmark property which was purchased in 2002 by the King County Housing Authority.

Bothell

Assist City staff preparing a Housing Strategy Plan and implementation of initial strategies.

Assist City staff and Planning Commission with update to the Downtown Plan, specifically providing assistance on components related to housing and affordable housing. This will include ARCH staff participating in the Downtown Resources Group and the Housing/Affordable Housing Round Table.

Clyde Hill

Assist City staff with a general review of housing regulations.

Assist City with rental of City's affordable rental unit.

Issaquah

Assistance is anticipated for the following projects:

Talus: Assist in administering the first group of the Phase II affordable rental and owner units.

Issaquah Highlands: Monitor the implementation of the Issaquah Highlands affordable housing development agreement. This includes monitoring annual progress toward achieving affordability goals and providing information to developers on details about how the program is implemented.

Winter 2008: Work with City staff to educate the Planning Policy Commission, the City Council and the public about housing, affordable housing and incentives potentially applicable to the Central Issaquah Area.

Fall 2008: Work with City Staff to write affordable housing regulations for the Central Issaquah Area.

Assist City staff in working with the Issaquah School District to provide school impact fees waivers for affordable housing.

Assist City staff with the implementation of the Block 9, YMCA affordable housing project.

Kenmore

Downtown Site. Assist with implementing the affordability requirements for the site, including if applicable, the property tax exemption program .

Downtown Plan /LakePointe: As needed, work with City staff to implement the requirement to provide affordable units in the downtown area and/or the LakePointe master planned development.

Housing Regulations: Assist city staff with their update of its zoning and subdivision codes as they relate to housing and housing affordability.

Kirkland

Assist City staff with follow-up work related to the priorities established by the City Council in 2007including:

- Evaluating regulations to encourage affordable housing as part of market rate housing development, especially in the downtown area and other business districts. This will include a detailed analysis of inclusionary approaches that will be considered, and legal issues and constraints associated with these options;
- ;
- Preservation of existing affordable housing. This will include completion of inventory work undertaken in 2007, and assistance with subsequent tasks such as analysis of data, contacts to property owners and evaluation of possible funding sources for preservation efforts.
- Exploring the feasibility of mixed use transit oriented development housing at the South Kirkland Park & Ride facility. Assistance from ARCH will include coordination with Metro, the City of Bellevue, and for profit or non-profit housing developers, if needed. Additional tasks associated with administering affordability requirements and project development may be included.;
- Identify underutilized/vacant land and/or existing housing
- and
- Identifying and exploring use of a small surplus city property for an innovative housing (e.g. cottages, duplex or triplex).

Assist City staff with housing issues as part of neighborhood plan updates.

Mercer Is.

Assist staff and council with evaluating and, if appropriate, implementing a tax incentive program for affordable housing in the Mercer Island Town Center, as allowed under ESSHB 1910.

Assist City staff and City Council evaluate options for an innovative housing project on surplus City property.

Assist City Staff and Planning Commission with updating the Housing Strategy Plan, and with initial implementation of high priority strategies.

Newcastle

Assist City staff with implementation of high priority strategies from their Housing Strategy Program.

Assist City staff in reviewing development agreements for any project that would include an affordable housing requirement, including those related to the Community Business Center. Anticipated projects in 2008 include the mixed use Library/housing development and Newcastle Trails.

Assist with establishing administrative guidelines and implementing the property tax exemption program for the Community Business Center.

Redmond

Help with update of housing regulations related to the update in the Housing Element of the Comprehensive Plan that are part an overall housing initiative, that will result in the development of a package of policy and regulatory reforms to help increase the supply and diversity of new housing.

Continue to assist with negotiating, and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations.

Provide assistance as needed in updating Overlake and Viewpoint Neighborhood Plans with respect to housing, including periodic attendance at CAC meetings to help identify housing issues within the neighborhood and develop policy responses.

Help with the refinement of existing incentive programs to create affordable housing, especially related to methods for alternative compliance. May include help with convening a panel of builders and developers to speak to staff and/or the Planning Commission.

Assist in making ADU presentation to Grass Lawn Neighborhood Association pursuant to Neighborhood Plan policy.

Assist in implementing and preliminary analysis of the City's innovative housing ordinance and pilot program

Woodinville

Review and strengthening of affordable housing and accessory dwelling unit programs and regulations

Continue work to assist City staff and Planning Commission with ways to encourage housing in the Downtown/Little Bear Creek Master Plan area.

Sammamish

In 2008 ARCH staff will assist City staff on several efforts including:

Assist with policy and regulatory development for the Town Center plan including Planning Commission and City Council review. Respond to questions and request for follow up information and help staff selected meetings. Guide and participate in the financial analysis for Town Center regulations and zoning to help ensure effectiveness.

Assist with evaluating and potentially implementing a demonstration program for cottage housing.

Assist with initial implementation of high priority strategies identified in the Housing Strategy Plan, including efforts to encourage Accessory Dwelling Units, regulatory incentives to include affordable units within private developments, and processes and standards for homeless encampments

King County See Regional/Planning Activities below.

Complete standard covenants, and monitor the implementation of the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements. This includes monitoring annual progress toward achieving affordability goals; and providing information to developers on details about how the program is implemented.

General Assistance. In the past, there have been numerous situations where member staffs have had requests for support on issues not explicitly listed in the Work Program. Requests range from technical clarifications, to assisting with negotiating agreements for specific development proposals, to more substantial assistance on unforeseen work. ARCH sees this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Regional/Countywide Planning Activities

Affordable Housing Tracking System. The Growth Management Act/Countywide Affordable Housing Policies call for jurisdictions to track the development/preservation of housing affordable to low and moderate income families. This work is being coordinated through the Benchmarks Task Force. ARCH staff will continue to assist cities and the County with collecting data needed for Benchmarks.

Objective: Collection and analysis of data as specified in Benchmark Task Force report.

Maintain an eastside housing database for storing benchmark and related housing data. The database should allow the creation of standardized reports, yet be flexible enough to also meet the individual reporting needs of members. This database will be updated to include permit data and funding activities from 2006.

Information collected for this will be incorporated into the annual updates prepared as part of the ongoing ARCH Housing Education program.

County-Wide Housing Committees. Support local staff by providing staff support as needed to 'regional'/statewide working groups/committees, and disseminating key information back to local staffs.

Groups include the Growth Management Planning Council (GMPC), the McKinney review team, and DCTED Housing Trust Fund Policy Advisory Team.

Committee to End Homelessness (CEH)/ Eastside Homeless Advisory Committee (EHAC). Anticipated work of the CEH in the coming year include: evaluating ways to more effectively use existing resources, including more coordinated allocation of resources; and initiating several specific proposals for East King County. A primary role ARCH staff have provided is to help coordinate having an ongoing dialogue and planning effort within East King County of cities, agencies and providers through EHAC to better coordinate local efforts to tie into the work of CEH.

Objective: Keep member jurisdictions informed of significant regional issues and pending legislation that could affect providing housing in East King County.

Ensure that perspectives of communities in East King County are addressed in regional housing activities, including the Committee to End Homelessness.

Have one or more specific local programs initiated as part of the 10 Year Plan to End Homelessness.

III. HOUSING PROGRAM IMPLEMENTATION

Monitoring Affordable Rental Housing. Administer ongoing compliance of affordability requirements. This primarily includes affordable rental housing created through direct assistance (e.g. Trust Fund allocation, land donations) from member jurisdictions, and occasionally through land use incentives. Some Trust Fund projects also require monitoring of project cash flow related to loans made by jurisdictions to projects.

Objective: Ensure projects are in compliance with affordability requirements which involves collecting annual reports from projects, screening information for compliance, and preparing summary reports for local staffs. To the extent possible this work shall:

- Minimize efforts by both owners and public jurisdictions;
- Coordinate ARCH's monitoring efforts with efforts by other funding sources such as using shared monitoring reports;
- Utilize similar documents and methods for monitoring developments throughout East King County.
- Ensure accurate records for affordable ownership units, including audit units for owner occupancy and proper recording of necessary documentation.
- Establish working relationship with other public organizations that can help assess how well properties are maintained and operated (e.g. code compliance, police, and schools).

Monitoring Affordable Ownership Housing. As more price restricted homes are created and given changes in lending practices the past few years, monitoring of affordable ownership housing created through local land use regulations is becoming of increased importance. In 2006, several issues emerged related to the long term implementation of affordable housing covenants (e.g. owners over borrowing on homes). Several actions were taken in 2006 to address these issues. In 2008, the goal is to complete revisions to the ownership covenants in order to better insure long term affordability of ownership units.

Objective: Oversee resale of affordable ownership homes.

Complete revisions to the affordability covenant and administrative procedures to better protect against potential loss of long term affordability

Mailing List of Low/Moderate Income Households Maintain a list of families potentially interested in affordable housing (both rental and ownership) created through the efforts of the participating jurisdictions.

Objective: Maintain lists of affordable housing in East King County, and making that available as needed to people looking for affordable housing.

Maximize use of the ARCH web site to assist persons looking for affordable housing.

Relocation Plans. Assist as necessary with preparing relocation plans and coordinate monitoring procedures for developments required to prepare relocation plans pursuant to local or state funding requirements.

Objective: Maximize efforts to ensure that existing households are not unreasonably displaced as a result of the financing or development of new or existing housing.

IV. SUPPORT/EDUCATION/ADMINISTRATIVE ACTIVITIES

Education/Outreach. Education efforts should include 'Big Picture' subject matters and, in some cases, tie into efforts related to public outreach/input on regional housing issues. However, much of ARCH's outreach/education work will occur through work with individual members on local housing efforts. Potential outreach tools include the ARCH video, a display board, a portfolio of successful projects, ARCH brochure, and housing tours.

Objective: **Consistent with the Education program discussed at the ARCH Workshops**, using input from the broader community , develop education tools to inform councils, staffs and the broader community of current housing conditions, and of successful efforts achieved in recent years.

Objective: **Consistent with the Education program discussed at the ARCH Workshops** , on a regular basis, conduct education sessions for new local officials and staffs on local housing conditions and programs (Housing Eastside 101, East King County Plan to End Homelessness), and hold annual discussion with member councils on recent housing trends and efforts.

ARCH Web site. Currently this site is primarily geared to those utilizing programs administered through ARCH (e.g. listing of available rental and ownership affordable units, application for Trust Fund, consumer information on Accessory Dwelling Units, linkages to other housing related services in the community). There is some information on the site related to local housing issues and efforts, and it is hoped that this will be expanded through materials developed as part of ARCH's grant from the Innovations in American Government Award, as well as materials developed for the ARCH Housing 101 education program, Eastside Plan to End Homelessness, and links to Committee to End Homelessness (CEH) website. .

Objective: Maintain the ARCH web site and update the the community outreach portion by incorporating information from Housing Eastside 101, as well as updated annual information, and links to other sites with relevant housing information (e.g. CEH, HDC).

Make presentations, including housing tours, to at least 10 community organizations.

Media coverage on at least six topics related to affordable housing in East King County related to work done by Cities/ARCH and articles in local city newsletters.

Advice to Interested Groups. Provide short-term technical assistance to community groups, churches and developers interested in community housing efforts. Meet with groups and provide suggestions on ways they could become more involved.

Objective: Increase awareness of existing funding programs (e.g. rental rehab) by potential users.

Increase opportunities of private developers and Realtors working in partnership with local communities on innovative/affordable housing.

Assist community based groups who want to provide housing information to the broader community by assisting with preparing background information.

Administrative Procedures. Prepare quarterly budget performance and work program progress reports. Prepare the Annual Budget and Work Program. Staff the Executive and Citizen Advisory Boards.

Objective: Maintain a cost effective administrative budget for ARCH, and keep expenses within budget. Administrative costs should be equitably allocated among ARCH's members.

Maintain membership on the ARCH Citizen Advisory Board that includes broad geographic representation and wide range of housing and community perspectives.

REGIONAL AFFORDABLE HOUSING PROGRAM

INTERLOCAL COOPERATION AGREEMENT

**An Agreement for the use of SHB 2060 Local Low Income
Housing Funds in King County**

THIS AGREEMENT is entered into between King County, a municipal corporation and political subdivision of the State of Washington, hereinafter referred to as the “county”, and the City of _____, hereinafter referred to as the “city”, said parties to the Agreement each being a unit of general local government of the State of Washington.

RECITALS

WHEREAS, the King County Countywide Planning Policies, hereinafter referred to as the “CPPs”, developed pursuant to the Washington State Growth Management Act, have established standards for cities to plan for their share of regional growth and affordable housing; and

WHEREAS, to implement the CPPs, the King County Growth Management Planning Council appointed a public-private Housing Finance Task Force in 1994, hereinafter referred to

as the “HFTF”, to recommend potential fund sources for affordable housing for existing low income residents and for meeting the affordable housing targets for future growth; and

WHEREAS the HFTF recommended a document recording fee as a source of regional dollars for low-income housing development and support, and recommended that representatives of the county, cities and the housing community work together to make decisions about the use and administration of such a fund; and

WHEREAS in March 2002, Substitute House Bill 2060, hereinafter referred to as SHB 2060, was passed by the Washington State Legislature and was signed into law by the Governor as Chapter 294, 2002 Washington Laws in April 2002, was effective on June 13, 2002, and was amended by Chapter 484, 2005 Washington Laws on August 1, 2005. SHB 2060, as amended, is codified in part as RCW 36.22.178 and provides that:

[A] surcharge of ten dollars per instrument shall be charged by the county auditor for each real property document recorded, which will be in addition to any other charge authorized by law. The county may retain up to five percent of these funds collected solely for the collection, administration and local distribution of the funds. Of the remaining funds, forty percent of the revenue generated through this surcharge will be transmitted monthly to the state treasurer All of the remaining funds generated by this surcharge will be retained by the county and deposited into a fund that must be used by the county and its cities and towns for housing projects or units within housing projects that are affordable to very low-income households at or below fifty percent of the area median income. The portion of the surcharge retained by a county shall be allocated

pursuant to very low income housing projects or units within such housing projects in the county and cities within the county, according to an interlocal agreement between the county and the cities within the county, consistent with countywide and local housing needs and policies ... [and in accordance with the eligible activities listed in the RCW 36.22.178].

and

WHEREAS, existing Interlocal Cooperation Agreements or Joint Agreements between King County and cities in the King County Community Development Block Grant Consortium, hereinafter referred to as the “CDBG Consortium Agreements”, and/or existing Interlocal Cooperation Agreements between King County and cities in the King County HOME Investment Partnerships Program Consortium, hereinafter referred to as the “HOME Consortium Agreements”, are not modified by this Regional Affordable Housing Program Agreement; and

WHEREAS, the city and county agree that affordable housing is a regional issue, that cooperation between the cities and the county is beneficial to the region, and that a regional approach to utilizing the RCW 36.22.178 funds will allow those funds to be used in the most productive manner; and

WHEREAS, it is mutually beneficial and desirable to enter into a cooperative agreement in order to administer the RCW 36.22.178 revenue as a regional fund, as authorized by the Intergovernmental Cooperation Act, RCW 39.34, and, as required by RCW 36.22.178 ;

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING
CIRCUMSTANCES AND IN CONSIDERATION OF THE MUTUAL PROMISES
CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

I. Definitions and Interpretation.

Capitalized terms used herein shall have the following meanings unless the context in which they are used clearly requires otherwise.

“Joint Recommendations Committee” or “JRC” means the interjurisdictional body developed pursuant to and the CDBG and HOME Consortia Agreements as described in Section III of this Agreement.

“Interjurisdictional Advisory Committee” or “Advisory Committee” means the work group consisting of representatives from cities eligible to participate in the Regional Affordable Housing Program, and from the county. This group is advisory to the JRC.

“RAHP/2060 Planning Group” means the planning group consisting of representatives from the cities, from the county, and from housing and human services agencies serving King County, that will convene during the year the Regional Affordable Housing Program Guidelines expire to review the program and the guidelines and to recommend any changes or updates to the guidelines to the JRC.

II. General Agreement

The purpose of this Agreement is to establish the “Regional Affordable Housing Program” (hereinafter referred to as the “RAHP”), to be administered by King County in cooperation with cities and towns within the county that are eligible to participate in the program. The local portion of RCW 36.22.178 revenue shall be administered as a regional fund by the King County Housing and Community Development Program in a manner that is consistent with countywide and local housing needs and policies. The city and the county agree to cooperate in undertaking RAHP activities as set forth herein.

III. Administration, Distribution and Use of the RAHP.

A. Joint Recommendations Committee

An interjurisdictional Joint Recommendations Committee (JRC) has been established through the CDBG and HOME Consortia Interlocal Cooperation Agreements and is hereby adopted as part of this Agreement. Changes to the JRC that occur in the CDBG and HOME Consortia Interlocal Agreements are incorporated by reference into this Agreement.

1. Composition of the JRC. For RAHP purposes, the JRC shall be composed of cities’ representatives and county representatives as specified in the CDBG and HOME Consortia Agreements, with the addition of an appointment from the City of Seattle. The Seattle JRC representative will only attend JRC meetings that

concern the RAHP funds and will be entitled to vote solely on RAHP issues and not on other King County Consortium matters coming before the JRC. The Seattle representative shall be an elected official, department director or comparable level staff.

2. Powers and Duties of the JRC. The JRC shall be empowered to:
 - a. Review and adopt annual RAHP fund allocations.
 - b. Review and adopt RAHP allocation policies.
 - c. Review and adopt any subsequent updates to the RAHP Administrative Guidelines, as appropriate, and when they expire in 2010 (the RAHP Administrative Guidelines are attached to this Agreement as Exhibit 1).

A jurisdiction that is party to this Agreement may dispute a JRC decision concerning the RAHP Guidelines by informing the JRC Chair of the dispute, and the JRC Chair will schedule time on the JRC agenda to discuss and resolve the disputed issue.

In carrying out its duties, the JRC shall make decisions that are consistent with the RCW 36.22.178, the Consolidated Housing and Community Development Plan of the King County Consortium and the City of Seattle, the Ten Year Plan to End Homelessness in King County and other local housing plans, as applicable.

3. Interjurisdictional Advisory Committee to the JRC. In fulfilling its duties under this Agreement, the JRC shall consider the advice of an Advisory Committee, made up of representatives from those jurisdictions eligible to participate in the

RAHP that choose to send representation. The Advisory Committee will meet at least once per year with King County staff to recommend projects for RAHP funding to the JRC and may monitor the distribution of RAHP funds to the sub-regions and make recommendations to the JRC concerning actions to achieve geographic equity. If the Advisory Committee considers issues other than the RAHP, the staff from the City of Seattle shall only participate for the purpose of making RAHP recommendations.

- B. Administration of RAHP Programs. The King County Housing and Community Development Program (“HCD”) staff shall distribute RAHP funds pursuant to the allocations adopted annually by the JRC, and shall administer the program pursuant to the terms of this Agreement and the RAHP Administrative Guidelines.

King County HCD staff shall provide the JRC and the Advisory Committee with an annual report that provides information about the capital housing projects that were awarded RAHP funds in that year, as well as the status of capital housing projects that were awarded RAHP funds in a prior year(s).

King County HCD staff shall invite the representatives of cities that are a party to this Agreement to be involved in any work groups convened to update the RAHP Operations and Maintenance (“O&M”) Fund policies, and to be on the review panel that will recommend O&M funding awards to the JRC.

- C. Administrative Costs. The county agrees to pay the costs of administering the Regional Affordable Housing Program out of the five percent (5%) of the funds collected by the county for expenses related to collection, administration and local distribution of the funds, pursuant to RCW 36.22.178. No portion of the sixty percent (60%) of the RCW 36.22.178 revenue retained by the county in a fund for the RAHP shall be utilized for RAHP administration.
- D. Interest on the RAHP Fund. Interest accrued on the sixty percent (60%) of the RCW 36.22.178 revenue retained by the county in a fund for the RAHP shall remain with the RAHP fund and will be distributed to projects according to the subregional allocation target formula found in the RAHP Administrative Guidelines.
- E. Sub-Regional Geographic Equity. The parties intend that the RAHP funds shall be awarded to projects throughout King County in a fair and equitable manner over the duration of this Agreement. Equity is to be achieved through sub-regional allocation targets, as follows: A fixed percentage of RAHP local funds will be allocated to each sub-region of the county identified in the RAHP Administrative Guidelines by the expiration of this Agreement. The percentage goals for each sub-region set by the formula in the RAHP Administrative Guidelines shall be updated by the JRC when new data is available.

- F. General Use of Funds. The local portion of the RCW 36.22.178 revenue shall be utilized to meet regional housing priorities for households at or below fifty percent (50%) of area median income, as established in the RAHP Administrative Guidelines.
- G. Compliance with Fair Housing Laws. Parties to this Agreement must take actions necessary to ensure compliance with the Federal Fair Housing Act, as amended, the Americans with Disabilities Act of 1990, and other applicable state and local fair housing laws.

Effective Date

This Agreement shall be effective on January 1, 2007.

Agreement Duration

This Agreement shall remain in effect through December 31, 2011.

General Matters and Recording

- A. No separate legal or administrative entity is created by this Agreement. Neither the JRC, the Advisory Committee, nor the RAHP/2060 Planning Group are anticipated to acquire or to hold any real or personal property pursuant to this Agreement. Any personal property utilized in the normal course of the work of such bodies shall remain the property of the person, entity or city initially offering such personal property for the use of any such body.

- B. The county may terminate this Agreement if at least forty percent (40%) of the jurisdictions in King County representing seventy-five percent (75%) of the population of King County have not signed this Agreement by February 1, 2008.

- C. Recording - Pursuant to RCW 39.34.040, this Agreement shall be filed with King County Records.

KING COUNTY, WASHINGTON

CITY OF _____

 For King County Executive

 By: Signature

Jackie MacLean, Director
 Printed Name

 Printed Name

Department of Community and Human Services

 Title

Date

 Date

Approved as to Form:
 OFFICE OF THE KING COUNTY
 PROSECUTING ATTORNEY

Approved as to Form:
 CITY OF _____
 CITY ATTORNEY

 Michael Sinsky, King County Senior Deputy
 Prosecuting Attorney

 City Attorney

ATTEST:
 CITY OF _____

 City Clerk

EXHIBIT 1

King County Regional Affordable Housing Program

Administrative Guidelines for 2007 - 2011

I. Introduction

The provisions of Substitute House Bill (SHB) 2060 became effective in Washington State on June 13, 2002.

SHB 2060 created a document recording fee on certain documents to be utilized for low income housing. Administration of the fund is shared between local governments and the State. The local portion of SHB 2060 funds is to be administered pursuant to a cooperative agreement between the county and the cities and towns within King County.

The work of the Housing Finance Task Force (HFTF), appointed by the King County Growth Management Planning Council in 1994, led to the passage of SHB 2060. In recognition of the recommendations made by the HFTF, a Regional Affordable Housing Program (RAHP)/2060 Planning Group convenes to plan for the use of King County SHB 2060 funds. The King County RAHP/2060 Planning Group¹ is made up of city representatives, county

¹ City representatives have included staff from the cities of: Burien, Tukwila, Kent, Federal Way, Redmond, Kirkland, Issaquah, Shoreline, Covington, Seatac, Auburn, Seattle, Bellevue and ARCH

Housing and services organization representatives included staff from the following: Seattle-King County Housing Development Consortium, Impact Capital, South King County Multi-Service Center, Hopelink, Fremont Public Association, Seattle Habitat for Humanity, South King County Habitat for Humanity, Friends of Youth, the Salvation Army, Community Psychiatric Clinic, Lifelong Aids Alliance, St. Andrews Housing Group, Housing Resource Group, EDVP, YWCA, Mental Health Housing Foundation, Rental Housing Association, Highline-West Mental Health, Valley Cities Counseling, Seattle Emergency Housing Service, Common Ground, and Vietnam Veterans. Leadership Program, Compass Center, Catholic Community Services, the King County Housing Authority, Seattle Mental Health, and the Committee to End Homelessness

representatives, and representatives from a variety of private housing and services organizations in King County.

The King County RAHP/2060 Planning Group has designed a regional low income housing fund source, to be administered by the King County Housing and Community Development Program (HCD) in the Department of Community and Human Services.

II. Duration of the Guidelines

The RAHP Guidelines shall take effect on January 1, 2007, and shall remain in effect until December 31, 2010.

III. Review and Update of the Guidelines

Beginning in 2010, the Guidelines will be updated through the interjurisdictional Joint Recommendations Committee (JRC) pursuant to the RAHP Interlocal Cooperation Agreement, hereinafter “RAHP Agreement.” The RAHP/2060 Planning Group will convene in the first half of 2010 to review the program and the RAHP Guidelines and to recommend any proposed changes to the JRC for adoption prior to the expiration date.

IV. Decision-Making Structure and Regional Allocation Method

A. Approving Body – Joint Recommendations Committee.

The interjurisdictional JRC, as defined in the RAHP Agreement, shall be the body that reviews and updates the RAHP Guidelines beginning in 2010, and reviews and adopts annual RAHP funding allocations and related allocation policies. The JRC will be expanded, pursuant to the RAHP Agreement, to include representation from the City of Seattle on RAHP matters.

Allocations and related policies adopted by the JRC must be consistent with these RAHP Guidelines, the Consolidated Plans of the King County Consortium and the City of Seattle, other local housing plans, as applicable, and the Ten Year Plan to End Homelessness in King County.

1. Appeal Process for JRC Decisions

a. Cities – Adoption of Guidelines

Pursuant to the RAHP Interlocal Agreement, a participating jurisdiction may appeal a JRC decision concerning the update of RAHP Guidelines. The jurisdiction must inform the Chair of the JRC, and the JRC chair will schedule time on the JRC agenda to discuss the appeal issue.

b. Applicants – Annual Fund Allocations

Applicants for RAHP funds may appeal a JRC allocation decision if they have grounds based on substantial violation of a fair allocation process, such as bias, discrimination, conflict of interest, or failure to follow the RAHP Guidelines. Appeals by applicants will receive initial review for adequate grounds by the Director of the King County DCHS. If adequate grounds for an appeal are found, the DCHS director will put the appeal on the JRC agenda for review.

B. Annual Fund Allocation Recommendations

An interjurisdictional advisory committee to the JRC, made up representatives from participating jurisdictions in the RAHP Consortium, will work with the King County Housing Finance Program (HFP) staff of King County HCD to make RAHP allocation recommendations and related program policy recommendations to the JRC. While the advisory committee may

make recommendations concerning several fund sources for affordable housing in the King County Consortium, the City of Seattle staff will participate on the committee solely for the purpose of making RAHP recommendations.

The review process for RAHP allocations will proceed as follows:

- King County HCD staff will review all RAHP applications and make preliminary funding recommendations.
- Cities' staff will review applications for projects in their jurisdiction and make preliminary recommendations on those applications.
- Cities' staff will receive information on all RAHP applications to review prior to the advisory committee meeting at which final funding recommendations are formulated for transmittal to the JRC.
- Advisory committee participants will meet together at least annually to decide upon RAHP funding recommendations to the JRC, and may meet at other times during the year, as necessary, to discuss RAHP issues and make recommendations to the JRC.

C. Subregional Allocation Targets

The RAHP Fund will be a flexible fund that can address regional and subregional housing needs. The fund will use subregional allocation targets as a means to achieve geographic equity in the distribution of SHB 2060 funds by December 31, 2010, the date that these guidelines expire.

1. Subregional Areas:

- a. City of Seattle Subregion

- b. North/East Subregion – north and east urban and rural areas, including 34 percent of unincorporated King County²
- c. South Subregion – south urban and rural areas, including 66 percent of unincorporated King County

2. Formula for Subregional Allocation Targets

Each subregion will have a targeted percentage of the RAHP funds, including the interest on the RAHP funds, allocated to projects within the subregion over the period of time that the RAHP Guidelines are in effect. Each subregion will receive allocations to projects within the subregion that are equal to or greater than 95 percent, of the subregions' allocation target by December 31, 2010.

The formula for allocating RAHP funds to the subregions is as follows:

- One half of the RAHP funds shall be targeted for allocation among the three subregions based on each subregion's relative share of total existing need for affordable housing. Existing need shall be determined by the percentage of low-income households paying more than 30 percent of their income for housing in the subregion, according to the 2000 U.S. Census data.
- One half of the RAHP funds shall be targeted for allocation amongst the three subregions based on the subregions' growth targets for future need, as established through the Growth Management Planning Council. Future need shall be determined by the subregions' relative share of total future need for affordable housing in the County. A subregion's relative share of future need is the percentage of the

² Percent of unincorporated King County attributed to the North/East and South Subregions is based on the 2000 census data for households in the unincorporated portions of the King County Community Planning Areas, as listed in the 2002 Annual Growth Report.

subregion's affordable housing target for low-income households relative to the cumulative affordable housing target for low-income households of all jurisdictions in the county, including unincorporated King County³. Based upon the RAHP formula, the sub-regional allocation targets are as follows:

City of Seattle:	37.9 percent
South:	32.7 percent
North/East:	29.4 percent

3. Interjurisdictional Advisory Committee to Monitor Subregional Allocation Targets

The advisory committee will monitor the subregional distribution of RAHP funds every year, determining if any subregion(s) received allocations below 95 percent of the subregion's allocation target.

If any subregion received allocations under 95 percent of the target allocation after several funding cycles, the HCD staff will work with the advisory committee to adjust the allocation targets of such subregion(s) in the subsequent funding cycles, as needed. In addition, the advisory committee may propose strategies and actions, for review by the JRC, that are designed to increase the percentage of RAHP funds spent in those subregion(s). Staff of the jurisdictions that are parties to the RAHP Agreement will assist in implementing actions that will aid in achieving geographic equity in RAHP allocations by December 31, 2010.

³ The percentage of a subregion's target relative to the cumulative target is derived by averaging the target percentages of the jurisdictions within that subregion. For each jurisdiction, the target percentage is calculated in the following manner: the number of households that a jurisdiction must anticipate, per the 2002-2022 Countywide Planning Policy (CPP) Growth Target, is multiplied by .24 or .20 (depending on the ratio of low wage jobs to low cost housing for the jurisdiction in Appendix 3 of the CPPs); that number is divided by the cumulative affordable housing target for low income households of all King County jurisdictions, including unincorporated King County.

V. Use of the RAHP Funds in King County

A. RAHP Priorities

1. Top Priority:

- Capital funds for the acquisition, rehabilitation and/or new construction of units of eligible housing types. New construction is not eligible if the low-income housing vacancy rate for all of King County exceeds 10 percent⁴.

2. Second Priority:

- Operations & Maintenance (“O&M”) fund program for existing homeless housing⁵. This program provides O&M funding for existing⁶ transitional housing and transition in place⁷ units. The housing units must be eligible for the Washington State Housing Trust Fund, and must show that they require RAHP O&M funds in order to cover ongoing building operating expenses.

3. Third Priority:

- O& M funds for existing emergency shelters and licensed overnight youth shelters.

4. Last priority:

- Rental assistance vouchers to be administered by a local housing authority in conformity with the Section 8 program.

⁴ The low income housing vacancy rate for each county will be established by the state, pursuant to the SHB 2060 legislation.

⁵ The O&M fund for the 2007-2010 guidelines is set at approximately 22 percent of \$3,222,000 (the average of the RAHP collections in 2004 and 2005), which is \$700,000 per year for the four year period of the guidelines.

⁶ Existing housing is defined as housing that exists as of the date of an application for RAHP funds.

⁷ Transition in place units are permanent rental units where supportive services are provided for a period of time, as needed by a household. Households do not need to move when the supportive services are phased out.

B. RAHP Eligibility

1. **Eligible Housing Types**

a. Capital Funds

- Permanent rental housing units
- Transition in place and transitional housing units; units that are not time-limited are encouraged.
- Emergency shelter and licensed overnight youth shelter⁸
- Ownership housing

b. O&M Funds:

- Existing transitional and transition in place housing units
- Existing emergency shelters and licensed overnight youth shelters

2. **Eligible Populations Served by Housing Units**

- All units funded with RAHP funds must serve households at or below 50 percent of area median income. Projects that include units for households at or below 30 percent of area median income are encouraged.
- Homeless households⁹, including youth.
- Households at risk of homelessness.¹⁰
- Disabled households or households with a disabled member.

⁸ RAHP funds are limited to 50 percent of the development cost of any project; consequently, if a shelter project cannot secure adequate funding for the entire cost of development, the RAHP cannot prioritize the project.

⁹ Homeless households include: households that lack a fixed, regular and adequate residence; households that reside in a publicly or privately operated shelter designed to provide temporary living accommodations; households that reside in time-limited housing; and households that currently reside in an institution and will be exiting the institution without a fixed, regular and adequate residence.

¹⁰ Households at risk of homelessness include: households paying 50 percent or more of their income for rent, households that have a history of homelessness and are currently unstable, households living in overcrowded or substandard housing, households

- Families.
- Special needs populations, including seniors.

3. **Eligible Applicants**

- Nonprofit organizations
- Housing Authorities
- Local governments
- For-profit entities are only eligible for capital funds in the top priority.

This is due to the language of the SHB 2060 legislation, which restricts building operations and maintenance funds to projects “eligible for the Washington State Housing Trust Fund.” For-profit entities are not eligible for the Washington State Housing Trust Fund.

4. **Eligible use of RAHP Funds by Priority**

- a. Capital funds:
 - Acquisition of land for eligible housing.
 - New construction of eligible housing.
 - Acquisition of building(s) for eligible housing.
 - Rehabilitation of units of eligible housing or to create new units of eligible housing.
 - Capitalization of a replacement reserve in connection with a capital investment for new or existing eligible housing units.

that are substantially behind on their monthly housing payment or have a pending eviction, households with a disability whose housing is at risk due to aging relatives or other factors.

- Capitalization of O&M rent buy-down reserves for new eligible housing units to serve households below 50 percent of AMI that are primarily homeless¹¹, or at risk of homelessness¹². Capitalized O&M reserves may only be used to write down rents to very affordable rent levels, below 30 percent of AMI and below 50 percent of AMI (i.e. between 30 percent and 50 percent of AMI,) for units that do not have debt service. Capitalized O&M reserves must be used for expenses directly related to running the building and may not be used for services to the tenants or to cover debt service¹³. This eligible use may not exceed 20 percent of the RAHP capital funds in any funding cycle.

b. O&M Funds:

- Existing transition in place or transitional housing units are eligible for O&M for ongoing building operations and maintenance expenses that cannot be covered by the rental income of the project, and may not include the cost of services to tenants or debt service.
- Existing emergency shelters and licensed, overnight youth shelters are eligible for O&M for general operating expenses, including services.

¹¹ See Note 6.

¹² See Note 7.

¹³ Other requirements for capitalized O&M reserves include: 1) projects will not be eligible for these funds unless they have either applied first to CTED for O&M and been denied, or have not received Housing Trust Fund capital dollars and are, therefore, not eligible for O&M from CTED; 2) funds will be awarded only in appropriate amounts as needed pursuant to review by the Housing Finance Program, and will be subject to negotiated modifications; and 3) capitalized reserves will be committed for a maximum of five years' rent buy-down subsidy.

c. Vouchers:

- Rental assistance vouchers must be administered by a local housing authority in conformity with the Section 8 program.

VI. RAHP Administration

The RAHP funds shall be administered as a regional fund by the King County HCD Program.

A. RAHP Capital Funds

RAHP capital funds, including capitalized O&M reserves for new projects and maintenance reserves, will be administered by HFP in conjunction with other fund sources administered by HFP.

The HFP will staff the interjurisdictional advisory committee and will work with the committee to develop RAHP funding allocation recommendations and related policy recommendations for JRC review and adoption.

The HFP will distribute RAHP funds through contracts pursuant to the allocations adopted by the JRC, and will generate an annual RAHP report that provides information about the projects that received funding in the current year, as well as the status of projects awarded RAHP funds in prior year(s).

The terms of the King County Housing Opportunity Fund (HOF) will apply to RAHP contracts, with the exception of the following:

- To the extent that there are differences between the HOF guidelines and RAHP guidelines, the RAHP guidelines will apply.

- A financial match by the local government where a housing project is to be located is not required, but is encouraged.
- RAHP funds will have no maximum subsidy per unit, but the development portion of the award (not including O&M rent buy-down reserves) will be limited to 50 percent of the total development cost of a project.

B. RAHP Operating and Maintenance Funds

The RAHP O&M funds will be administered through the King County HCD Program's Homeless Housing Programs (HHP) Section.

The priority for RAHP O&M funds is existing projects that have been unsuccessful in receiving State 2060 O&M funds or ESAP funds.

HHP will work with the Committee to End Homelessness to ensure that the uses of RAHP O&M funds are consistent with the priorities of the Ten Year Plan to End Homelessness.

HHP will invite city staff and other stakeholders to participate in updating the RFP parameters for O&M funds, if and when updates are necessary, and will invite the same to participate on the panel to review applications for the RAHP O&M funds. The review panel will recommend O&M fund awards to the JRC for final adoption.

Information on proposed uses of Housing Trust Funds

Friend's of Youth

Friend's of Youth has already purchased an 8 unit apartment complex (built in 1968) in Kirkland, to provide transitional housing for homeless young adults (18-21 years of age at the time of entry into the program). This project replaces the applicants Transitional Living Center property in Bothell (that operated since 1988). The Bothell property has been closed and sold. The bulk of the site is covered with building and surface parking lot. The unit mix is 4 one-bedroom flats and 4 two-bedroom flats.

The applicant proposes to remodel the building to create 4 one-bedroom units and 2 two-bedroom units (total of 6) for the tenant population (both male and female). Because of the two-bedroom units, there could be an additional one or two tenants, doubling up in the larger units. One of the remaining two units would be a resident manager's unit, and the other unit would be remodeled into office/community space.

The typical profile of these young adults is that they are in an in-between area for existing services. Too old for youth shelters (serving ages 11-17) and are generally too immature to fit into adult shelters. Many of the target population lives outside, sleeping wherever they can, and turning to criminal activities to support basic needs. Most of the population has experienced physical or sexual abuse and have mental health or substance abuse issues.

Services include case management, basic life skills, education and job training, assistance in establishing good credit, treatment of mental and physical health issues, and assistance in following their individual Independent Living Plan. On site amenities would include internet connections in all units. Office computer for resident use, a no-cost laundry facility, an office for individual or group meetings and a resident manager for direct supervision.

Friend's of Youth will do all intake and resident admission to the program. The federal funding associated with the program is designed for residents to have a maximum stay of approximately one and a half years, which can be extended. However, Friend's of Youth has found that the average stay required is only 9 months.

Habitat for Humanity

Habitat for Humanity of East King County proposes to buy a parcel of land in the Issaquah Highlands area of Issaquah, and build ten (10) new ownership homes within five duplex units. There would be two 2-bedroom units, six 3-bedroom units and two 4-bedroom units. All homes would be sold to households at less than 50% of median income (approx. \$35,000 for a family of two and \$39,000 for a family of four). Purchase price has not been set yet, but is projected to be in the area of \$120,000 each. Based on the projected purchase price, Habitat envisions a 20 year mortgage, at \$500 per month with no interest. A homeowners association will be formed to manage the common areas of the development.

Proposed funding would be used primarily to buy the property, and install infrastructure. Habitat would use volunteers to construct the units, and each of the families selected to own homes would be required to perform at least 500 hours of sweat equity in the development of the homes.

Habitat intends to solicit potential homeowners through a broad media campaign. Each household must have lived or worked in East King County for a year prior to application. A group of mortgage lenders and certified financial planners would assist Habitat in the selection process by screening and evaluating candidates. While performing their sweat equity, the selected households would also go through

that are already underway. One of ARCH's priorities is to be available to assist cities as they assess other potential special projects that arise.

Surplus Property. Assist as needed member cities evaluation of potentially surplus public property or underutilized private property for suitability of affordable housing. One potential use of surplus property is for the HomeChoice Way ownership initiative. This task is consistent with one of the priority strategies identified at the ARCH Workshops in 2007.

Objective: Identify one or more specific sites on the eastside to be made available for housing.

Preserving HUD Financed Housing ARCH will continue to monitor and actively pursue efforts to directly assist developments in order to preserve existing HUD assisted affordable housing.

Objective: . Preserve existing federally assisted affordable housing in East King County and prevent from converting to market rate housing

Solicit support from federal legislators to maintain funding for Section 8 and other HUD housing programs.

Metro Park n' Ride/Transit Sites. ARCH staff will continue to work with local staff on exploring the feasibility of pursuing housing projects on Park n' Ride or transit oriented lots. . As needed ARCH staff will assist City, County and transit staff with feasibility analysis, and if applicable, project development.

Objective: Assist Redmond and Kenmore with administering affordability requirements associated with their downtown Park n Ride sites.

To assist Kirkland in exploring the feasibility of mixed use transit oriented development housing at Kirkland's Park and Ride Facilities.

Issaquah Master Planned Development Sites. Both the Issaquah Highlands and Talus master planned developments (MPD) include 'land set-aside' parcels that are reserved for the development of affordable housing for a specified period of time. ARCH will work with City staff to identify developers of the land 'set-aside' parcels and assist as needed with specific aspects of these parcels. including negotiate and track covenants and resale restrictions to guarantee long term affordability.

Objective: Assist City with work related to development of the 'TOD site in Issaquah Highlands by the YWCA, and Parcel 95 by Habitat for Humanity. Could involve assisting with preparation of land transfer and affordability agreements with the City and their preferred developer, YWCA.

Objective: To assist as needed with implementing the remaining affordability requirement in the privately developed portion of the affordable housing required in Talus, .

Eastside Homebuyer Assistance Program. In late 2005 the House Key Plus ARCH down payment assistance program was launched with funding from many East King County cities, King County and the Washington Housing Commission and in 2006 a second round of funding was received from the same initial funders. In 2008, the goal is to award the remaining balance of funds received in both the first and second round of funding. In addition there will be an assessment of the effectiveness of the program, if there should be any modifications to the program, and if appropriate, seek additional funding.

Habitat's Homeowner Education Program, which includes financial planning, credit reports, homeowner association management, home maintenance and repair, budgeting, living with diversity, mortgage documents, family support and community development.

Habitat uses a land trust model. Habitat owns the land and sells the units built on the land. Habitat carries the mortgage at no-interest, and holds the rights to purchase the unit if the owner wants to sell it. Habitat also maintains a fund for such purchases if the need arises.



Memorandum

DATE: February 6, 2008
TO: Ben Yazici, City Manager
FROM: Jessi Richardson, Director of Parks and Recreation
RE: Special Event and Program Sponsorship Policy

I am pleased to present, as a first draft, the policy on Program and Event Sponsorships. The policy has been reviewed internally by staff and has also undergone a legal review.

Background:

The City hosts a variety of special events and programs throughout the year. Over the past several years a number of local businesses and non-profits have contributed cash and in-kind donations to support these activities. These partnerships have proved invaluable to the City and have allowed us to continue (and in some cases, expand) our special event and program offerings.

The popularity of our events has attracted additional interest in sponsorship opportunities with the City. Specifically, we had several requests last year from agencies seeking the "title" sponsorship role for the Summer Concert Series. Absent a formal policy, we opted to continue our relationship with the prior year's sponsor.

In 2007, the City hosted the first 4th on the Plateau celebration. Attendance was estimated at over 10,000 people. Although sponsorships were a small component of the event last year, we are anticipating an increase in both demand and total amount of sponsorships in 2008.

The continued increase in special event offerings and the growing attendance at these events has created a very attractive marketing opportunity for potential sponsors. Adoption of a formal policy is necessary to effectively manage event sponsorships and to ensure legal compliance, good fiscal management, and a fair and equitable process for potential sponsors.

Key Components of the Policy:

The draft sponsorship policy addresses several key issues:

- Identifies general criteria for sponsorships;
- Requires a competitive bidding process for all sponsorship requests in excess of \$1,000;
- Identifies sponsorship restrictions including ineligible organizations; and
- Establishes a process for soliciting sponsorships.

Recommendation:

Staff recommend adopting this Program and Event Sponsorship Policy as it will provide an important management tool for our many special events and programs.



CITY OF SAMMAMISH POLICIES AND PROCEDURES

Subject: PROGRAM AND EVENT SPONSORSHIPS		Department: PARKS
		Number: 076.02.01
Effective Date: 03/01/08	Supersedes: N/A	Approved By: City Council
		Date: 02/19/08

1.0 PURPOSE

To provide guidelines for developing and managing sponsorships to ensure that all sponsorships support the City’s goals of service to the community and remain responsive to the public’s needs and values. This policy is established to maintain flexibility in developing mutually beneficial relationships between the sponsor and the City.

2.0 DEFINITIONS

City: The City of Sammamish and any of its staff, elected and appointed officials, volunteers or anyone else representing the City of Sammamish.

Sponsor: A third party that may be an individual, corporation, partnership, or other business entity or organization that provides funds, goods, or services to the City in exchange for recognition, acknowledgement or other promotional considerations or benefits, in respect to a City program, event, or service.

Sponsorship Agreement: A contract between the City and a sponsor organization.

Supervising Department: The City of Sammamish Department responsible for coordinating the event, program, or service.

3.0 POLICY

All sponsorships shall be in accordance with the following:

3.01 Policy Statement

The City of Sammamish encourages third party sponsorships where such sponsorships are mutually beneficial to both parties and in a manner consistent with all applicable policies and ordinances established by the City.

3.02 Sponsorship Solicitation

- A. If a proposed Sponsorship Agreement is anticipated to result in less than one thousand dollars (\$1,000) in annual revenue, goods, or services to the City, the Sponsoring Department may contract directly with a prospective sponsor without issuing a Request for Sponsorship (RFS).

- B. If a proposed Sponsorship Agreement is anticipated to result in one-thousand dollars (\$1,000) or more in annual revenue, goods, or services to the City, the Sponsoring Department shall develop an RFS and solicit sponsorships via a competitive bidding process.

3.03 Sponsorship Selection Criteria

To evaluate sponsorship proposals, the City will establish selection criteria, based upon the nature and character of each proposed Sponsorship Agreement. The selection criteria used to evaluate a prospective sponsor may include, but shall not be limited to:

- A. Consistency of the prospective sponsor's products, customers and promotional goals with the City's character, values and service priorities.

- B. The prospective sponsor's historical participation and association with the program, event or service and continued willingness to participate in the same in the future.

- C. The timeliness or readiness of the prospective sponsor to enter into an agreement.

- D. The actual value in cash, or in-kind goods or services, of the proposal in relation to the benefit to the prospective sponsor.

- E. Community support for, or opposition to, the proposed sponsorship.

- F. The operating and maintenance costs associated with the proposed sponsorship.

- G. Anticipated public perception of the association of the City and the prospective sponsor.

3.04 Priority for Local Agencies

In the event that protective sponsors desire to sponsor the same program, event, or service, organizations operating within the City of Sammamish shall have priority over non-local agencies.

3.05 Sponsorship Restrictions

The City will not enter into Sponsorship Agreements with any of the following:

- A. Businesses that are subject to regulation or monitoring by local, state or federal law enforcement agencies, including the Sammamish Police Department, for regulatory compliance (e.g. sexually oriented businesses,

bars/taverns, massage facilities, gun shops, manufacturers or sellers of firearms or weapons).

- B. Religious or political organizations.
- C. Commercial enterprises whose business is substantially derived from the sale or manufacture of alcoholic or tobacco products.
- D. Individuals or commercial enterprises having past, present, or pending business agreements, permit approvals or other associations with the City, if a Sponsorship Agreement would have an appearance of impropriety.
- E. Any Sponsorship Agreement that will or may promote tobacco products, alcohol, gambling, sexually related products or services, the sales or manufacturing of firearms or weapons, or products or services that are contrary to the interest of public health, safety or welfare.

3.06 Sponsorship Agreements

- A. Sponsorship Agreements are subject to the following levels of review and approval:
 - i. Less than \$10,000 in annual revenue, goods, or services: Department Director
 - ii. \$10,000 to \$15,000 in annual revenue, goods, or services: City Manager
 - iii. Greater than \$15,000 in annual revenue, goods, or services: City Council
- B. Sponsorship Agreements may be authorized for periods of up to three (3) years. The term of the Sponsorship Agreement shall be established in the RFS.
- C. To ensure compliance with the City's financial policies and statewide auditing standards, all Sponsorship Agreements are subject to review and approval by the Finance Director or his/her designee.
- D. The scope of the sponsorship, including the timeline for receipt of cash, goods, and/or services shall be clearly specified in the Sponsorship Agreement.

3.07 Policy Exclusions

- A. Businesses and merchants may sponsor community sports teams and such teams are not subject to the terms of this policy.

- B. Donations or gifts to the City, where no business relationship exists, are not subject to the terms of this policy.

3.08 Non-Discrimination

The City does not discriminate on the basis of race, creed, color, national origin, religion, gender, marital status, age, sexual orientation, political affiliation, or sensory, mental or physical disability. Any persons or organizations sponsoring City programs, events or services must follow the same non-discriminatory policy.

3.09 Non-Endorsement

Acceptance as a sponsor does not imply the City's endorsement of the product, business or service. Announcements, advertisements, press releases, flyers and other promotional items shall not state or imply the City's endorsement unless express written consent is obtained from the City. Sponsors must request permission to use the City's logo and/or any other City information in all advertisements. Permission shall be granted at the sole discretion of the City.

3.10 Special Conditions

The City reserves the right to modify sponsorship requirements, and/or to require special conditions as part of the Sponsorship Agreement, in such a manner as determined by the City to be in the best interests of the public health, safety and welfare.

3.12 Indemnification

The applicant agrees to indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities, including costs or attorney's fees, to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with the sponsorship agreement to the extent caused by negligent acts, errors or omissions of the applicant, or by the Applicants' breach of this agreement.

3.12 Insurance

The City reserves the right to require as a condition of sponsorship, that the sponsor agency obtain and maintain comprehensive general liability insurance in an amount determined by the City.

3.13 Termination

The City reserves the right to suspend or terminate a Sponsorship Agreement if circumstances arise whereby the continued arrangement would no longer satisfy the selection criteria by which the Sponsorship Agreement was initially evaluated and approved and/or for any other reason as deemed necessary by the City.

3.14 Right of Refusal

The City reserves the right to reject any and all submitted sponsorship proposals.

3.15 Policy Interpretation

The City Manager or his/her designee shall make any necessary interpretations of this policy.

4.0 PROCEDURE

4.01 Sponsorship Solicitation

- A. Staff shall complete an Authorization to Solicit Sponsorships Form prior to recruiting or advertising for sponsorships.
- B. A record of the Authorization shall be maintained on file by the Supervising Department and the City Clerk's office.
- C. Upon receipt of the necessary signatures, staff may proceed with solicitation on sponsorships.

4.02 Request for Sponsorship (RFS)

- A. Sponsoring Departments shall develop a Request for Sponsorship (RFS) for each sponsorship opportunity valued greater than one-thousand dollars (\$1,000).
- B. The RFS shall be published at least eight weeks in advance of the program, event, or service and shall remain open for submittals for a minimum of two (2) weeks.
- C. The RFS shall at minimum be advertised on the City website and via other mechanisms as deemed appropriate by the Sponsoring Department.
- D. The RFS shall include the following information:
 - i. The nature and scope of the sponsorship request including specific details of the program, event, or service being offered by the City.
 - ii. The components of the sponsorship opportunity including the marketing services and the estimated value of each, provided as part of the sponsorship package. Detailed information on signage, banners, and other marketing materials including the type, location, size, design, content and duration of display shall be included.
 - iii. How the selection criteria set forth in section 3.03 will be met, in addition to any other criteria that may be appropriate for the specific sponsorship request.
 - iv. The term of the Sponsorship Agreement (i.e. up to three years.)

- v. The contact person for the RFS opportunity and the deadline for submittals.

4.03 Proposal Evaluation

- A. Following the receipt of proposals, the Sponsoring Department shall facilitate a review of the proposals.
- B. The proposal that meets the sponsorship criteria identified in this policy, and is most responsive and advantageous to the City, will be advanced for approval.
- C. All prospective sponsors will be notified in writing of the status of their sponsorship proposal. The timeline for notice may vary.
- D. The Sponsoring Department shall maintain a record of the sponsorship solicitation and retain copies of submittals according to the record retention guidelines of the State of Washington and the policies of the City.

4.05 Completion of Sponsorship Agreement

All sponsorships require a fully executed Sponsorship Agreement prior to exchange of cash, goods or services.

4.05 Signage

Signage, banners, and other marketing materials including the type, location, size, design, content and duration of display are subject to regulation by City ordinance and other City policies.

5.0 GENERAL REGULATIONS

5.01 Policy Concurrence

The general regulations established by federal or state law, City ordinance or City policy shall apply to all Sponsorship Agreements.

Approval:

City Manager

Date

INTRODUCED: 02/12/08
APPROVED: 02/19/08

RESOLUTION NO.: 2008-XXX

**City of Sammamish
REQUEST FOR AUTHORIZATION TO SOLICIT SPONSORSHIPS**

Requesting Department:	
Event Manager/Staff Contact:	
Date of Request:	
Title of Program, Event or Service:	
Date(s) of Program, Event or Service:	
Location of Program, Event or Service:	

Describe the purpose of the program, event, or service:

What companies have you identified that might be interested in this sponsorship opportunity?

What is the amount of sponsorship you are seeking?
 < \$1,000 \$1,000 - \$5,000 \$5,000 - \$10,000 \$10,000 + Other

How do you plan to market/recruit sponsors for this opportunity?
 Website (Required) City Newsletter/Rec Guide Newspaper Other: _____

If seeking in-kind donations of services or goods, please describe below.

What are some of the benefits/marketing opportunities that will be provided to the potential sponsors?

SUPPORTING MATERIALS (PLEASE ATTACH)

- Draft of Request for Sponsorships (RFS)
- Marketing Materials or Other Items Related to Sponsorship Recruitment

RECOMMENDATION/APPROVALS

Department Head:

City Manager (Requests ≥ \$10,000):

Signature

Date

Signature

Date

Finance Director (All Requests)

Signature

Date