



City Council, Regular Meeting

AGENDA

March 17, 2014

6:30 pm – 9:30 pm
Council Chambers

Call to Order

Roll Call

Pledge of Allegiance

Approval of Agenda

Student Liaison Reports

Presentations/Proclamations

Public Comment

Note: This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization.

Consent Agenda

1. **Approval:** Claims for period ending March 17, 2014 in the amount of \$ 1,291,956.33 for Check No. 37017 through 37117
2. **Approval:** Resolution: Approving The 2014 Budget And Work Program For A Regional Coalition For Housing
3. **Approval:** Resolution: Authorizing The Duly-Appointed Administering Agency For Arch To Execute All Documents Necessary To Enter Into Agreements For The Funding Of Affordable Housing Projects, As Recommended By The Arch Executive Board, Utilizing Funds From The City's Housing Trust Fund.
4. **Amendment:** Contract: GIS On-Call Contract/Spatial Dev
5. **Approval:** February 11, 2014 Special Meeting/ Study Session Minutes

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

6. **Approval:** March 4, 2014 Regular City Council meeting Minutes

Public Hearings - None

Unfinished Business - None

New Business

7. **Approval:** Managing Consultant AV Systems Replacement Project

8. **Approval:** Contract: Professional Services/Butkus Consulting Inc.

Council Reports

City Manager Report - Comprehensive Plan Scoping Update

Executive Session – Land Acquisition Pursuant to RCW 42.30.110 (1)(b)

Adjournment

AGENDA CALENDAR

April 2014			
Tues 04/01	6:30 pm	Regular Meeting	Ordinance: First Reading: Traffic Impact Fee Rate Adjustment Contract: Asset Management Implementation/Geo Engineers (consent)
Tues 04/08	6:30 pm	Study Session	Sahalee Way Non-Motorized Budget Options Connectivity
Mon 04/14	6:30 pm	Regular Committee of the Whole Meeting	(if needed)
Tues 04/15	6:30 pm	Regular Meeting	Ordinance: Second Reading: Traffic Impact Fee Rate Adjustment
May 2014			
Tues 05/06	6:30 pm	Regular Meeting	
Tues 05/13	6:30 pm	Study Session	Discussion: Six Year Transportation Improvement Program Discussion: Public Works Standards
Mon 05/19	6:30 pm	Regular Committee of the Whole Meeting	(if needed)
Tues 05/20	6:30 pm	Regular Meeting	
June 2014			
Tues 06/03	6:30 pm	Regular Meeting	Public Hearing: Resolution Adopting Six Year TIP Contract: East Sammamish Park Foul Ball Nets/TBD
Tues 06/10	6:30 pm	Study Session/Joint Meeting with Planning Commission	Discussion: Park CIP
Mon 06/16	6:30 pm	Regular Committee of the Whole Meeting	(if needed)
Tues 06/17	6:30 pm	Regular Meeting	
July 2014			
Tues 07/01	6:30 pm	Regular Meeting	
Tues 07/08	6:30 pm	Study Session	
Mon 07/14	6:30 pm	Regular Committee of the Whole Meeting	(if needed)
Tues 07/15	6:30 pm	Regular Meeting	
August 2014			
Sept 2014			
Tues 09/02	6:30 pm	Regular Meeting	
Tues 09/09	6:30 pm	Study Session/Joint Meeting with Planning Commission	
Mon 09/15	6:30 pm	Regular Committee of the Whole Meeting	(if needed)
Tues 09/16	6:30 pm	Regular Meeting	Proclamation: National Recovery Month
October 2014			
Tues 10/07	6:30 pm	Regular Meeting	
Tues 10/14	6:30 pm	Study Session	
Mon 10/20	6:30 pm	Regular Committee of the Whole Meeting	(if needed)
Tues 10/21	6:30 pm	Regular Meeting	
Nov 2014			
Tues 11/04	6:30 pm	Regular Meeting	
Tues 11/11	6:30 pm	Study Session	

Mon 11/17	6:30 pm	Regular Committee of the Whole Meeting	(if needed)
Tues 11/18	6:30 pm	Regular Meeting	
Dec 2014			
Tues 12/02	6:30 pm	Regular Meeting	
Tues 12/09	6:30 pm	Study Session/Joint Meeting with Planning Commission	
Mon 12/15	6:30 pm	Regular Committee of the Whole Meeting	(if needed)
Tues 12/16	6:30 pm	Regular Meeting	
To Be Scheduled		To Be Scheduled	Parked Items
Ordinance: Second Reading Puget Sound Energy Franchise Big Rock Park Master Plan			SE 14 th Street Improvements Connectivity

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

<< February

March 2014

April >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 1 p.m. "Make it a Clay Day" - Special Arts Sammamish
2	3	4 5 p.m. City Council Office Hour 6:30 p.m. City Council Meeting	5 6:30 p.m. Parks and Recreation Commission Meeting	6 6:30 p.m. Planning Commission Meeting	7	8 10 a.m. Volunteer at Evans Creek Preserve
9	10	11 6:30 p.m. City Council Special Meeting / Study Session	12	13 5 p.m. East Lake Sammamish Trail Open House	14	15
16	17 6:30 p.m. City Council Meeting 6:30 p.m. Arts Commission Meeting	18 5 p.m. East Lake Sammamish Trail Open House 7:30 p.m. Simple Measures - "The Krishnaswami-Salman Duo"	19 5 p.m. East Lake Sammamish Trail Open House 6 p.m. Sammamish Youth Board Meeting 6:30 p.m. Help Shape the New Y! Programs at the Sammamish Community and Aquatic Center 7 p.m. Beaver Lake Management District Meeting	20 6:30 p.m. Planning Commission Meeting	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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

<< March

April 2014

May >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 6:30 p.m. City Council Meeting	2 6:30 p.m. Parks and Recreation Commission Meeting	3 6:30 p.m. Planning Commission Meeting	4	5
6	7	8 6:30 p.m. City Council Study Session	9 6:30 p.m. Let's Talk Tomatoes! (a.k.a The Joys and Challenges of growing these beauties in the Pacific NW!)	10 7 p.m. "Crossing Boundaries" Reception	11	12 10:30 a.m. HAIKU in the Park & Sammamish Walks
13 10 a.m. Sammamish Spring Recycling Collection Event & Bin Sale	14 6:30 p.m. City Council - Committee of the Whole	15 6:30 p.m. City Council Meeting	16 6 p.m. Sammamish Youth Board Meeting	17 6:30 p.m. Planning Commission Meeting	18	19
20	21 6:30 p.m. Arts Commission Meeting	22 3 p.m. Earth Day - Volunteer Event	23	24	25	26 9 a.m. Volunteer at Lower Sammamish Commons 1 p.m. "Au-Some Artists" - Special Arts Sammamish
27	28	29	30	1	2	3
4	5	6	7	8	9	10



MEMORANDUM

TO: Melonie Anderson/City Clerk
FROM: Marlene/Finance Department
DATE: March 13, 2014
RE: Claims for March 17, 2014

\$ 236,826.67
 1,055,129.66

Top 10 Expense Items in Packet

Eastside Fire & Rescue	\$491,206.08	Fire Services - March 2014
Rodarte Construction	\$262,467.74	244th Non Motorized Project - February 2014
ESRI	\$38,320.00	Annual GIS License Agreement
King County Finance	\$27,786.46	Transit Now = \$21,056.96 (+Traffic Maint + I Net Billing)
Kenyon Disend	\$26,869.00	Attorney Services - February 2014
NW Landscape Services	\$25,200.06	Landscape Maint Parks & Streets - February 2014
PSE	\$22,733.24	Gas & Electric City Wide
Lynn Moberly	\$15,000.00	Prosecuting Attorney - January/February 2014
Best Parking Lot Cleaning	\$14,239.96	Street & Parks Sweeping
Wells Fargo Bank	\$13,814.09	Retainage for Rodarte Const. - 244th Non Motorized Project

TOTAL \$ 1,291,956.33

Checks # 37017 - 37117

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 3/4/2014 - 4:10 PM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
37017	03/05/2014	ANI	ANI Administrators NW Inc	1,652.55	37,017
37018	03/05/2014	AWCMED	AWC Employee BenefitsTrust	114,392.04	37,018
37019	03/05/2014	CENTLIN2	Century Link	42.58	37,019
37020	03/05/2014	CHAP13	Chapter 13 Trustee	280.00	37,020
37021	03/05/2014	ICMA401	ICMA 401	39,298.44	37,021
37022	03/05/2014	ICMA457	ICMA457	9,496.08	37,022
37023	03/05/2014	ISD	Issaquah School District	48,705.00	37,023
37024	03/05/2014	LWSD	Lake Washington School Dist	22,057.00	37,024
37025	03/05/2014	PREPAIDL	LegalShield	161.40	37,025
37026	03/05/2014	PSE	Puget Sound Energy	449.58	37,026
37027	03/05/2014	WASUPPOR	Wa State Support Registry	292.00	37,027
Check Total:				236,826.67	

Accounts Payable

Check Register Totals Only

User: mdunham
 Printed: 3/13/2014 - 8:38 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
37028	03/18/2014	ALLBATTE	All Battery Sales & Service, Inc.	33.73	37,028
37029	03/18/2014	AMEX	American Express	261.79	37,029
37030	03/18/2014	BACKGROU	Background Source Intl	32.00	37,030
37031	03/18/2014	BEST	Best Parking Lot Cleaning, Inc	14,239.96	37,031
37032	03/18/2014	BMC	BMC Select	65.24	37,032
37033	03/18/2014	BOYSANDG	Boys and Girls Clubs of King County	80.00	37,033
37034	03/18/2014	CADMAN	Cadman, Inc.	191.46	37,034
37035	03/18/2014	CDW	CDW Govt Inc	627.70	37,035
37036	03/18/2014	CENTRALW	Central Welding Supply	1,506.73	37,036
37037	03/18/2014	CENTURY	Century Link	153.40	37,037
37038	03/18/2014	COMCAST2	COMCAST	327.50	37,038
37039	03/18/2014	COMCAST3	Comcast	994.17	37,039
37040	03/18/2014	COMPOFF	The Complete Office	85.38	37,040
37041	03/18/2014	COSTCO	Costco Wholesale	754.54	37,041
37042	03/18/2014	DAY	Day Wireless	295.65	37,042
37043	03/18/2014	DEERE	John Deere Landscapes	2,233.69	37,043
37044	03/18/2014	DRSI	DRSI	86.15	37,044
37045	03/18/2014	EASTFIRE	Eastside Fire & Rescue	491,206.08	37,045
37046	03/18/2014	ESRI	ESRI, Inc.	38,320.00	37,046
37047	03/18/2014	EVANS	David Evans & Associates, Inc	7,510.02	37,047
37048	03/18/2014	EVERSONS	Everson's Econo Vac, Inc.	3,765.37	37,048
37049	03/18/2014	FASTENAL	Fastenal Industrial Supplies	6,849.72	37,049
37050	03/18/2014	FRANCO2	CMRS-FP	1,000.00	37,050
37051	03/18/2014	FRONTIR2	Frontier	360.75	37,051
37052	03/18/2014	GAMMELL	Patricia Payne-Gammell	27.36	37,052
37053	03/18/2014	GARCIA	Michelle Garcia	35.75	37,053
37054	03/18/2014	GREATAME	Great America Financial Services	130.31	37,054
37055	03/18/2014	GUROL	Kamuron Gurol	10.00	37,055
37056	03/18/2014	HDFOWL	H. D. Fowler Company	71.28	37,056
37057	03/18/2014	HOGAN	D. A. Hogan & Assoc., Inc	2,040.00	37,057
37058	03/18/2014	HOMEDE	Home Depot	1,454.61	37,058
37059	03/18/2014	HOWARD	Lyman Howard	113.52	37,059
37060	03/18/2014	HWA	HWA GeoSciences, Inc	3,210.90	37,060
37061	03/18/2014	IPS	Integrated Print Solutions, Inc	6,570.00	37,061
37062	03/18/2014	ISSCEDAR	Issaquah Cedar & Lumber	735.64	37,062
37063	03/18/2014	KCBLANK	King County Finance	2,131.24	37,063
37064	03/18/2014	KENYON2	Kenyon Disend PLLC	26,869.00	37,064
37065	03/18/2014	KINGFI	King County Finance A/R	27,786.46	37,065
37066	03/18/2014	KINGPET	King County Pet Licenses	80.00	37,066
37067	03/18/2014	KINGWAT	King County Finance Water & Land D	5,379.34	37,067
37068	03/18/2014	LAKESIDE	Lakeside Industries	1,620.60	37,068
37069	03/18/2014	LESSCHWA	Les Schwab Tire Center	38.61	37,069
37070	03/18/2014	LEXIS	Lexis Nexis Risk Data Mgmt	54.75	37,070
37071	03/18/2014	LEYTON	Kimberly Leyton	716.40	37,071
37072	03/18/2014	LPD	LPD Engineering PLLC	787.50	37,072
37073	03/18/2014	MAILPO	Mail Post	174.21	37,073
37074	03/18/2014	MARCHMAC	March Macdonald Inc	500.00	37,074
37075	03/18/2014	MATIAS	Elizabeth Matias	200.00	37,075
37076	03/18/2014	MICRO	Microflex, Inc.	67.65	37,076
37077	03/18/2014	MINUTE	Mike Immel	227.76	37,077

Check	Date	Vendor No	Vendor Name	Amount	Voucher
37078	03/18/2014	MOBERLY	Lynn Moberly	15,000.00	37,078
37079	03/18/2014	NAPA/RED	Woodinville Auto Parts	624.61	37,079
37080	03/18/2014	NAVAL	NAVSURFWARCENDIV Crane	300.00	37,080
37081	03/18/2014	NC MACH	NC Machinery Co	962.23	37,081
37082	03/18/2014	NESAM	NE Sammamish Sewer & Water	287.11	37,082
37083	03/18/2014	NETRUCK	North End Truck Equip Inc	7,797.07	37,083
37084	03/18/2014	NWCASC	Northwest Cascade, Inc.	1,481.94	37,084
37085	03/18/2014	NWLSVC	NW Landscape Services of WA LLC	25,200.06	37,085
37086	03/18/2014	NWNUISAN	Willard's Pest Control Company	583.63	37,086
37087	03/18/2014	ODELL	Thomas Odell	9.20	37,087
37088	03/18/2014	OSBORN	Osborn Consulting, Inc	2,987.00	37,088
37089	03/18/2014	PACPLANT	Pacific Plants	961.58	37,089
37090	03/18/2014	PACSOIL	Pacific Topsoils, Inc	2,489.89	37,090
37091	03/18/2014	PAETEC	PAETEC Integrated Solutions Group,	2,297.25	37,091
37092	03/18/2014	PSE	Puget Sound Energy	22,733.24	37,092
37093	03/18/2014	REDMOND	City Of Redmond	31.35	37,093
37094	03/18/2014	RH2	RH2 Engineering Inc	107.57	37,094
37095	03/18/2014	RODARTE	Rodarte Construction, Inc.	262,467.74	37,095
37096	03/18/2014	RONGERUD	John Rongerude, PS	300.00	37,096
37097	03/18/2014	ROTARSAM	Rotary Club of Sammamish	52.00	37,097
37098	03/18/2014	SAM	Sammamish Plateau Water Sewer	353.37	37,098
37099	03/18/2014	SB&MAC	Stewart MacNichols & Harmell Inc	5,890.00	37,099
37100	03/18/2014	SSCI	SE Security Consultants, Inc	18.50	37,100
37101	03/18/2014	STANTEC	Stantec Consulting Services	794.46	37,101
37102	03/18/2014	STOECKL	Jane C. Stoecklin	130.00	37,102
37103	03/18/2014	SUMMERSO	Elizabeth Summerson	118.00	37,103
37104	03/18/2014	SWIFTTRE	Swift Tree Care	4,818.00	37,104
37105	03/18/2014	TOLL	Toll Wa LP	144.00	37,105
37106	03/18/2014	TOPTOBOT	Top To Bottom Janitorial, Inc	10,300.83	37,106
37107	03/18/2014	UNITRENT	United Rentals NA, Inc	2,148.59	37,107
37108	03/18/2014	UPROAR	Uproar, Inc.	5,100.00	37,108
37109	03/18/2014	USBANKNA	US Bank N.A.	88.00	37,109
37110	03/18/2014	VERIZON	Verizon Wireless	1,745.08	37,110
37111	03/18/2014	VOYAGER	Voyager	5,763.11	37,111
37112	03/18/2014	WAECOL	Wa State Dept of Ecology	95.00	37,112
37113	03/18/2014	WATSONSE	Watson Security	221.74	37,113
37114	03/18/2014	WELLSFAR	Wells Fargo Bank, N.A.	13,814.09	37,114
37115	03/18/2014	WHITEKAR	Karen White	245.00	37,115
37116	03/18/2014	WINDWARD	Windward Environmental LLC	2,823.67	37,116
37117	03/18/2014	ZUMAR	Zumar Industries, Inc.	1,830.83	37,117
				1,055,129.66	
Check Total:					



City Council Agenda Bill

Meeting Date: March 17, 2014

Date Submitted: March 13, 2014

Originating Department: City Manager

Clearances:

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

Subject: Resolution approving A Coalition for Affordable Housing (ARCH) 2014 Budget and Work Program

Action Required: Motion to approve resolution (with attachments)

Exhibits:

1. Draft Resolution
2. Exhibit A – ARCH 2014 Budget and Work Program

Budget: \$48,000 allocated in 001-090-559-20-49-08 (ARCH Membership)

Summary Statement: Sammamish, as a member of ARCH, participates in ARCH's budget and work program development. The proposed resolution provides Sammamish's approval for the budget and work program as drafted.

This year, ARCH is assisting Sammamish staff with its update to the Comprehensive Plan/Housing Element (including Housing Needs Assessment) and Housing Strategy Plan; assist with making the Habitat site developable. Also, they will assist City Staff with evaluating updated state legislation regarding impact fee waivers for affordable housing. Housing produced with the assistance of the ARCH Trust Fund counts towards Sammamish's Growth Management Act housing goals.

Background:

Staff has been working for several month with Arthur Sullivan, ARCH Program Manager to develop the work plan and budget. The cost for this program is included as part of our yearly membership fee.

Financial Impact:

\$48,000 is budgeted for 2014. Actual membership will be \$53,420.

Recommended Motion:

Adopt the Resolution approving the 2014 proposed ARCH budget and proposed work program.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2014-___**

**A RESOLUTION OF THE CITY OF SAMMAMISH CITY COUNCIL
APPROVING THE 2014 BUDGET AND WORK PROGRAM FOR A
REGIONAL COALITION FOR HOUSING**

WHEREAS, the Sammamish has adopted a comprehensive plan containing a housing element which meets the requirements of the State Growth Management ACT (GMA); and

WHEREAS, A Regional Coalition for Housing (ARCH) has assisted the City in meeting its GMA objectives in the development and implementation of the housing element of the comprehensive plan; and

WHEREAS, Council at its April 20, 2010 meeting authorized execution of the Amended and Restated Interlocal Agreement for A Regional Coalition for Housing (ARCH) by and between Sammamish, 14 other cities and King County updating and continuing the operations of ARCH; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement provides that the annual budget and work plan for ARCH shall be recommended by the ARCH Executive Board to each member jurisdiction, and such recommendation has been made; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement also provides that the recommended budget and work plan shall not become effective until approved by the legislative body of each member jurisdiction;

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

The City of Sammamish City Council hereby:

Approves the 2014 ARCH Administrative Budget and Work Program, as set forth in Attachment A.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE
___ DAY OF MARCH, 2014.**

CITY OF SAMMAMISH

Mayor Thomas E. Vance

Exhibit 1

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:	March 13, 2014
Passed by the City Council:	
Resolution No.	R2014-_____

Final 1-9-14

ARCH WORK PROGRAM: 2014

I. PROJECT ASSISTANCE

A. Oversight of Local Monetary Assistance

ARCH Trust Fund. Review applications and make recommendations for requests of local monetary funds through the ARCH Housing Trust Fund process. Includes helping to coordinate the application process and use of funds for various programs.

Objective: Allocation of \$1,000,000 or more through the ARCH Housing Trust Fund Process, and create or preserve a minimum of 50 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 and that meet other funding priorities as specified in the ARCH Trust Fund Criteria.

Centralized Trust Fund System. Monitor centralized trust fund process including:

- Produce regular monitoring reports for the ARCH Trust Fund account.
- Work with Administrating Agency (Bellevue) to prepare contracts and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments. Includes monitoring for long term sustainability of previously funded projects and working with other funders in the initial overall review, and any follow up evaluation of individual projects.

Objective: Monitor ongoing financial activities of the ARCH Trust Fund account and provide updated information to members.

Develop sustainable strategies for the HTF to meet local housing goals and preserve publicly assisted affordable housing.

King County / State Funding Programs. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, etc) and State (Tax Credit, DOC) funds. Includes providing input to the King County Home Consortium on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

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

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

existing initiatives or examples of initiatives likely to emerge:

Trust Fund Long Term Issues.

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 to supplement general fund contributions for the ARCH Trust Fund. In 2014 convene members to discuss background information collected, evaluate options and next steps. For any options selected for further consideration, follow up on next steps.

Surplus Property/Underdeveloped Property. Assist as needed member cities' evaluation of potentially surplus public property or underutilized private property (e.g. faith community properties) for suitability of affordable housing. Currently identified opportunities includes:

- Assist Kirkland with implementing local provisions (e.g. land use and multifamily tax exemption affordability requirements) associated with the South Kirkland Park n Ride.
- Assist Sammamish with making surplus city site available to Habitat for Humanity of East King County.
- Continue to assist Redmond staff with coordinating the development of the 160th site for senior affordable housing development in Downtown Redmond.
- Continue to explore opportunities for catalyst projects in transit oriented neighborhoods such as Bel-Red, Overlake and central Mercer Island that include affordable housing and other features that help implement neighborhood plan objectives.

As a subset of this item, convene members and other stakeholders to explore how to potentially work more proactively with faith based organizations to utilize their properties to assist with addressing affordable housing needs, especially for homeless populations. This includes supporting efforts by Eastside Human Services Forum, EHAC and cities to develop an East King county sub-regional strategic approach to winter shelter for homeless adults and families. This work will also include working with member cities and local services agencies to develop a long term strategy for providing winter shelter and assisting with implementing any adopted strategy.

Objective: Identify one or more specific sites in East King County to be made available for housing and member jurisdictions develop a long term strategy for addressing winter shelter for homeless persons and families.

Eastside Homebuyer Assistance Program.

Continue working with Washington State Housing Finance Commission to implement the third phase of the House Key Plus ARCH Down Payment Assistance Program.

Objective: Maintain operation of the Homebuyer Assistance Program and implement updates.

HUD Assisted Housing. Continue to monitor and actively pursue efforts to preserve existing HUD assisted affordable housing. Assist members with evaluating and supporting the Housing Authority's effort to preserve two federally assisted senior properties in East King County.

Objective: Preserve existing federally assisted affordable housing in East King County and

prevent from converting to market rate housing.

II. HOUSING POLICY PLANNING

Work items in this section are grouped into the following basic areas of activity:

- Work with individual members on local planning efforts.
- Efforts coordinated through ARCH that benefit multiple members of ARCH.
- Track legislation that increases tools available to cities to create affordable housing.
- Participation in regional workgroups that impact local housing efforts.

A. Local Planning Activities

ARCH Housing Strategy Program. ARCH members have identified a number of Priority Housing Strategies as well as an ongoing education program for members, several of which can impact local planning efforts, including:

- Ongoing education of staffs and officials through Housing 101 Workshops for staffs and new local officials; updating information in the Housing 101 Workbook, annual study sessions with member councils to review current issues and activities and materials profiling current programs and housing trends.
- Assist cities that incorporate priority strategies into their local work program (e.g. property tax exemption program in mixed use zones, regulatory incentive programs, regulations to increase housing diversity (mixed use, innovative housing, housing emphasis zones). (Note: See Local Housing Efforts below for specific activities by members.)

Housing Background Information. On an annual basis, ARCH will continue to provide updated housing data information as available. This updated housing information will be incorporated into the education fliers and Housing 101 report used as part of the ongoing Housing Education Program. In 2014, conduct a Housing 101 workshop that will help assist member councils and planning commissions to prepare for updates to their Housing Elements and as applicable preparation and/or update to local housing strategy plans.

Objective: On a regular basis, conduct education sessions for new local officials and staffs on local housing conditions and programs (Housing 101 East King County, East King County Plan to End Homelessness), and hold annual discussion with member councils on recent housing trends and efforts.

Continue to keep member jurisdictions and the broader community aware of local housing conditions to assist in their efforts to evaluate current and future efforts to meet local housing objectives. Include research on recent housing trends, and responses to these trends.

Housing Needs Assessment. Members will need Housing Needs Assessments as part of their updates to their Comprehensive Plans. Working with ARCH members, ARCH has developed an overall needs assessment covering East King County. As an initial part of each member's update of their Comprehensive Plan, ARCH will supplement the overall needs assessment with localized information.

Objective: Assist with preparation of Housing Needs Assessment for all members, and to do so through a coordinated effort in behalf of all members.

Accessory Dwelling Units (ADUs). Several ARCH members have expressed interest in evaluating current ADU regulations and explore other ways to increase availability of ADUs. ARCH staff will assist with convening interested ARCH member cities to evaluate existing ADU regulations and determine ways to inform the broader community.

Impact Fee Waivers. In response to revisions of state law allowing impact fee waivers for affordable housing, support as needed ARCH member cities review and adoption of local legislation to implement state authority to grant impact fee waivers.

Local Housing Efforts. ARCH 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. For the coming year, ARCH staff expects to spend time assisting members updating local Housing Elements.

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

Bellevue

Assist City staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

Assist City staff with developing and implementing administrative procedures for the Bel-Red land use incentive program.

Assist with Council evaluation of a Multifamily Tax Exemption program in the City. In the event Council provides direction to develop a program, assist City staff to develop code language for a program.

Assist in identifying opportunities for affordable housing and implementation of affordable housing strategies in identified East Link corridors and station areas where transit oriented housing and mixed income housing development is an important component of the initial planning work.

Assist in innovative housing ordinance for NB properties within the Newport Hills Commercial Center.

Assist in the "Downtown Livability" program's review of housing regulations and incentives.

Beaux Arts Village

Assist City staff with update to the Comprehensive Plan Housing Element.

Bothell

Assist city staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

Assist city staff with review and update of existing Accessory Dwelling Units regulations.

Assist city staff with work related to affordable housing component of the city's LIFT program in their downtown areas. Includes assisting with any reporting requirements and potentially exploring additional opportunities for affordable housing on city owned properties in the downtown revitalization area.

Assist city staff with evaluating the updated state legislation regarding impact fee waivers for affordable housing, and explore potential revisions to local regulations related to impact fee waivers for affordable housing.

Clyde Hill

Assist City staff with update to the Comprehensive Plan Housing Element.

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

Hunts Point

Assist City staff with update to the Comprehensive Plan Housing Element.

Issaquah

Assist City staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

Central Issaquah Plan: Continue work with City staff to refine development standards and regulations related to the housing policies adopted in the Central Issaquah Plan.

Based on policy direction in Central Issaquah Plan, assist City staff with research and presentation to council related to establishing a Multifamily Tax Exemption program in Central Issaquah. If program is approved by Council, assist staff with establishing administrative procedures.

As needed, assist City staff with administration of the affordable housing provisions of the Lakeside and Rowley development agreements.

Issaquah Highlands: Mostly completed, but monitor the implementation of any remaining portions of the Issaquah Highlands affordable housing development agreement.

Kenmore

Assist City staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

Assist in review of affordable housing regulations as needed for the City's commercial zoning work program for the Regional Business zone.

Consult and provide assistance to City staff on specific sites with affordable housing opportunities such as in the downtown and on city owned property.

Assist in developing administrative procedures for the City's adopted multi-family tax exemption program.

Kirkland

Assist City staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

Continue to assist staff with local action related to the South Kirkland Park & Ride property (e.g. documentation to secure affordability requirements.)

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the optional multifamily tax exemption program.

Consult with city on TDR approaches and infrastructure financing tools for the Totem Lake Urban Center.

Assist City staff with housing issues that come before Council Planning and Economic Development Committee and resulting initiatives.

Assist City staff with affordable housing preservation efforts and initiatives.

Medina

Assist City staff with update to the Comprehensive Plan Housing Element.

Mercer Island

Assist City staff with completion of administrative procedures and documents associated with the land use incentive and tax exemption programs for Town Center.

Assist City staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

Assist City staff with planning and if applicable, assist with implementation of a Transit-Oriented Development in the Town Center that includes affordable housing and commuter parking.

Newcastle

Assist City staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

Assist with updating administrative procedures for city's updated affordable housing provisions based on any final revisions by Council. Assist with agreements for any project that would include an affordable housing requirement, including those related to the Community Business Center.

Assist staff with outreach effort related to ADUs.

Redmond

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

Continue to assist staff with coordinating the development of the 160th site for senior affordable housing development in Downtown. (See Special Initiatives).

Assist with the creation of user guides for implementing housing requirements

Assist with the implementation of other high priority items identified in the Strategic Housing Plan, such as encouraging public/private partnerships to promote the development of affordable housing in urban centers.

Assist with pursuit of creative ways to implement the provisions for affordable housing in the Group Health Development Agreement including exploring ways to leverage other resources.

Assist with the promotion of affordable housing and other programs available to Redmond residents and developers, e.g., Accessory Dwelling Units (ADUs) (see above).

Assist with carrying out implementation strategies that result from the investigation of emerging housing markets and East Link Corridor housing strategies as described below under regional issues.

Assist City staff and Council with evaluating and, if appropriate, implementing a tax incentive program for affordable housing, as allowed under RCW 84.14.

Provide assistance as needed in updating neighborhood plans (e.g. Southeast Redmond) with respect to housing, including periodic attendance at Redmond Community Academy and CAC meetings to help identify housing issues and develop policy and regulatory responses.

As follow up to City's adoption of Section 8 anti-discrimination ordinance, assist with education outreach effort to landlords regarding Section 8 program. Potentially do in cooperation with other jurisdictions.

Sammamish

Assist City staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

Assisted City staff with making surplus site available to Habitat (see special initiatives).

Evaluate Strategy Plan to assess if work should commence on any medium priority strategies (e.g. Senior Housing opportunities).

Assist City staff with evaluating the updated state legislation regarding impact fee waivers for affordable housing, and explore potential revisions to local regulations related to impact fee waivers for affordable housing.

Assist City staff with new city code for homeless encampments.

Woodinville

Assist City staff with update to Comprehensive Plan / Housing Element (including Housing Needs Assessment) and Housing Strategy Plan.

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

Assist City staff and Planning Commission with evaluating and developing incentives for affordable housing as provided for in the Downtown/Little Bear Creek Master Plan area.

Yarrow Point

Assist City staff with update to the Comprehensive Plan Housing Element.

Assist Planning Commission and Council with a review and potential update of current ADU regulations, and assist with effort to increase public awareness of local provisions.

King County See Regional/Planning Activities below.

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

B. Regional/Countywide Planning Activities

PSRC – HUD Sustainability Planning Grant (Growing Transit Communities (GTC)). PSRC in a partnership with public and private agencies from the Central Puget Sound region received a HUD Sustainable Communities Planning Grant. The formal grant work was completed at the end of 2013. Key products included a regional GTC strategy plan, analysis of development issues at several station areas along Eastlink, and a business plan for a land acquisition fund. In 2014 ARCH staff will assist member jurisdictions to evaluate and implement strategies relevant to their respective communities. Some specific activities for individual members are

described above in the Local Housing Efforts section. One general area of activity could be to assist member cities with familiarizing the development community about housing opportunities in these areas.

Objective: Obtain information that is applicable to ARCH member cities' housing development efforts and assist with implementing strategies developed during the GTC process.

Countywide Planning Policies (CPP) for Affordable Housing. The Growth Management Planning Council adopted updated CPPs for housing. This also included several follow up work program items to begin implementation of some of the policies. ARCH staff will assist the regional work group on these follow up work program items (e.g. identifying and collecting key regional data for monitoring progress).

Legislative Items. ARCH staff will track state and federal legislative items that relate to affordable housing that could impact members' ability to address affordable housing. As needed, staff will report back to the Executive Board and members, and when directed coordinate with other organizations (e.g. AWC, Prosperity Partnership, WLIHA) to contact legislators regarding proposed legislation.

Committee to End Homelessness (CEH)/ Eastside Homeless Advisory Committee (EHAC). Anticipated work of the CEH in the coming year include continued coordinated allocation of resources, and initiating several specific proposals (e.g. shelters, addressing homelessness for veterans, families conversion process, and youth and young adults). Role for ARCH staff is expected to include participating in the CEH Funders group and its efforts to coordinate funding, and inform ARCH members and the general public of CEH/EHAC activities. Also continue to participate in efforts to implement homeless efforts within East King County through EHAC, including longer term solutions for winter shelters in East King County (see Special Initiatives).

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 includes affordable rental housing created through direct assistance (e.g. Trust Fund allocation, land donations) from member jurisdictions, and through land use incentives. Some Trust Fund projects also require monitoring of project cash flow related to loans made by jurisdictions to projects (see I. Project Assistance). One emerging issue is changing practices in payment of various utilities by residents. In 2014 one emphasis of monitoring will be to research this trend and making sure that permitted rent levels are appropriately accounting for what utilities are paid by residents.

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

- Minimize efforts by both owners and public jurisdictions.
- Coordinate ARCH's monitoring efforts with efforts by other funding sources such as using shared monitoring reports.
- Utilize similar documents and methods for monitoring developments throughout East King County.
- 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, monitoring of affordable ownership housing created through local land use regulations is becoming of increased importance. In addition, will continue to monitor general trends with ownership units, enforcement of covenant provisions (e.g. leasing homes, foreclosure), and as necessary evaluate and if warranted, complete revisions to the ownership covenants. One objective in the current year is to implement a process to regularly notify existing owners of the requirements of their affordability covenants. One other objective will be to consider updates to the covenants to account for any revisions to FHA guidelines. Also continue to maintain a list of households potentially interested in affordable ownership housing.

Objective: Oversee resale of affordable ownership homes. Address issues related to ongoing compliance with program requirements (e.g. leasing homes, foreclosures).

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

Information for public on Affordable Housing. Maintain lists of affordable housing in East King County (rental and ownership), and making that available as needed to people looking for affordable housing.

Objective: Maximize awareness of affordable housing opportunities in East King County through the ARCH web site, public flyers and other means to assist persons looking for affordable housing.

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

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

IV. SUPPORT/EDUCATION/ADMINISTRATIVE ACTIVITIES

Education/Outreach. Education efforts should tie into efforts related to public outreach/input on regional housing issues (see Local Planning Activities). However, much of ARCH's outreach/education work will occur through work with individual members on local housing efforts. In addition to the Housing 101 workbook and related brochures, other outreach methods may include housing tours, a portfolio of successful projects, and short videos to be broadcast on local cable channels on local efforts.

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.

Is a resource for members to assist with outreach and education activities on affordable housing associated with local planning efforts.

Conduct specific education events for ARCH member staff, commissioners and council members.

Create outreach tools/efforts that inform the broader community of affordable housing resources available to residents.

ARCH Web Site. Update on a regular basis information on the ARCH website, including information related to senior housing opportunities. Add new section to the website that provides more details and administrative materials for affordable incentive programs available through ARCH members and fair housing information.

Objective: Maintain the ARCH web site and update the community outreach portion by incorporating information from Housing 101 East King County, as well as updated annual information, and links to other sites with relevant housing information (e.g. 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, faith communities 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 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. Maintain administrative procedures that efficiently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Prepare quarterly budget performance and work program progress reports, including Trust Fund monitoring reports. Prepare the Annual Budget and Work Program. Work with Executive Board to develop multi-year strategy for the ARCH Administrative Budget. Staff the Executive and Citizen Advisory Boards.

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

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

2014 ARCH Administrative Budget

Final Jan 2014

I. ANNUAL OPERATING EXPENSES

Item	2013 Budget	2014 Budget	Change Budget	Percent Change
Staffing *				
Housing Mgr	\$ 114,066	\$ 115,304	\$ 1,238	1.09%
Benefits	\$ 34,340	\$ 36,441	\$ 2,101	6.12%
Housing Planner I	\$ 98,284	\$ 99,370	\$ 1,086	1.10%
Benefits	\$ 31,821	\$ 33,772	\$ 1,951	6.13%
Housing Planner II	\$ 48,330	\$ 85,484	\$ 37,154	76.88%
Benefits	\$ 17,394	\$ 31,447	\$ 14,052	80.79%
Clerk I	\$ 69,472	\$ 70,217	\$ 745	1.07%
Benefits	\$ 27,223	\$ 28,889	\$ 1,667	6.12%
Clerk II (.75 FTE)	\$ 36,826	\$ 37,219	\$ 394	1.07%
Benefits	\$ 22,012	\$ 23,362	\$ 1,350	6.13%
Sub-total	\$ 499,768	\$ 561,506	\$ 61,738	12%
Rent	\$ 15,750	\$ 21,600	\$ 5,850	37%
Utilities	Incl^	Incl^	Incl^	Incl^
Telephone	\$ 3,200	\$ 3,296	\$ 96	3%
Operating				
Travel/Training	\$ 2,000	\$ 2,000	\$ -	0%
Auto Mileage	\$ 3,000	\$ 3,150	\$ 150	5%
Copier Costs	\$ 2,000	\$ 2,000	\$ -	0%
Office Supplies	\$ 2,000	\$ 2,060	\$ 60	3%
Office Equipment Service	\$ 1,500	\$ 1,500	\$ -	0%
Fax/Postage	\$ 1,200	\$ 1,200	\$ -	0%
Periodical/Membership	\$ 3,700	\$ 3,700	\$ -	0%
Misc. (e.g. events,etc.)	\$ 1,680	\$ 1,680	\$ -	0%
Insurance	\$ 7,500	\$ 8,700	\$ 1,200	16%
Reorganization Admin	\$ 650	\$ 650	\$ -	
Sub-total	\$ 25,230	\$ 26,640	\$ 1,410	6%
TOTAL	\$ 543,948	\$ 613,042	\$ 69,094	12.70%

* Actual salary increases based on Bellevue's approved Cost of Living Adjustment

III. ARCH ADMINISTRATIVE BUDGET: RESOURCE DISTRIBUTION

A. Cash Contributions	2013	2014 Change	Percent Change
Bellevue \$	- \$	- \$	-
Bothell \$	40,128 \$	45,176.24 \$	5,047.96
Issaquah \$	19,745 \$	27,623.04 \$	7,877.64
King County \$	43,466 \$	43,466.00 \$	-
Kirkland \$	68,853 \$	81,456.31 \$	12,603.46
Mercer Island \$	29,882 \$	29,882.38 \$	-
Newcastle \$	10,677 \$	11,693.91 \$	1,016.62
Redmond \$	62,168 \$	65,119.57 \$	2,951.68
Woodinville \$	12,366 \$	12,883.74 \$	518.15
Beaux Arts Village \$	1,569 \$	1,569 \$	-
Clyde Hill \$	2,905 \$	3,210 \$	305.59
Hunts Point \$	1,569 \$	1,569 \$	-
Medina \$	2,901 \$	3,223 \$	322.12
Yarrow Point \$	1,569 \$	1,569 \$	-
Sammamish \$	49,167 \$	53,420 \$	4,253.13
Kenmore \$	25,564 \$	25,956 \$	391.88
Other \$	7,088 \$	- \$	(7,088.40)
TOTAL	\$ 379,619	\$ 407,818	\$ 28,199.82
B. In-Kind Contributions	2013	2014 Change	Percent Change
Bellevue	\$ 145,904	\$ 153,579	7,675 5.26%
TOTAL	\$ 145,904	\$ 153,579	7,675
C. Total Contributions *			
Bellevue \$	145,904 \$	153,579 \$	7,675 5.26%
Bothell \$	40,128 \$	45,176 \$	5,047.96 12.58%
Issaquah \$	19,745 \$	27,623 \$	7,877.64 39.90%
King County \$	43,466 \$	43,466 \$	- 0.00%
Kirkland \$	68,853 \$	81,456 \$	12,603.46 18.30%
Mercer Island \$	29,882 \$	29,882 \$	- 0.00%
Newcastle \$	10,677 \$	11,694 \$	1,016.62 9.52%
Redmond \$	62,168 \$	65,120 \$	2,951.68 4.75%
Woodinville \$	12,366 \$	12,884 \$	518.15 4.19%
Beaux Arts Village \$	1,569 \$	1,569 \$	- 0.00%
Clyde Hill \$	2,905 \$	3,210 \$	305.59 10.52%
Hunts Point \$	1,569 \$	1,569 \$	- 0.00%
Medina \$	2,901 \$	3,223 \$	322.12 11.10%
Yarrow Point \$	1,569 \$	1,569 \$	- 0.00%
Sammamish \$	49,167 \$	53,420 \$	4,253.13 8.65%
Kenmore \$	25,564 \$	25,956 \$	391.88 1.53%
Other** \$	7,088 \$	51,645 \$	44,556.60 628.58%
TOTAL	\$ 525,523	\$ 613,042	\$ 87,519.76 16.65%
TOTAL COSTS	\$ 543,948	\$ 613,042	\$ 69,094.28 12.70%
BALANCE	\$ (18,425)	\$ 0	

* Changes are disproportionate in order to realign contributions based on recent annexations and updated census population figures.

** ARCH administrative reserves and admin fees from Redmond Ridge East



City Council Agenda Bill

Meeting Date: March 17, 2014

Date Submitted: March 13, 2014

Originating Department: City Manager

Clearances:

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

Subject: Resolution authorizing A Regional Coalition for Housing (ARCH) to execute all documents necessary to enter into Agreements for the funding of affordable housing projects, as recommended by the ARCH Executive Board, utilizing funds from the City's ARCH Housing Trust Fund.

Action Required: Approve Resolution

Exhibits:

1. Resolution
2. Exhibit A - Housing Trust Fund Memo
3. Trust Fund Applications

Budget: Social and Human Services – Professional Services (001-050-559-20-41-00)

Summary Statement

The city's adopted 2014 portion of the 2014/2015 biennial budget includes funds reserved for projects recommended through the ARCH Housing Trust Fund in the affordable housing account line of the Social and Human Services Department. Approval of this resolution will authorize expenditures of those funds.

Background

The ARCH Executive Board has recommended the City of Sammamish participate in the funding of three projects: (1) Friends of Youth Extended Foster Care (\$1,224), (2) Habitat for Humanity Sammamish Cottage Demonstration Project (\$4,897) and Providence Redmond Senior Apartments (\$7118). Once authorized, the City Manager will execute the necessary documents. These funds were previously expended by the City and are held in trust by ARCH.

Financial Impact:

\$13,239

Recommended Motion:

Move to adopt the resolution authorizing the expenditures recommended by the ARCH Executive Board.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2014-_____**

A RESOLUTION AUTHORIZING THE DULY-APPOINTED ADMINISTERING AGENCY FOR ARCH TO EXECUTE ALL DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS FOR THE FUNDING OF AFFORDABLE HOUSING PROJECTS, AS RECOMMENDED BY THE ARCH EXECUTIVE BOARD, UTILIZING FUNDS FROM THE CITY'S HOUSING TRUST FUND.

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities to provide affordable housing; and

WHEREAS, the ARCH Executive Board has recommended that the City of Sammamish participate in the funding of certain affordable housing projects and programs hereinafter described; and

WHEREAS, the ARCH Executive Board has developed a number of recommended conditions to ensure that the City's affordable housing funds are used for their intended purpose and that projects maintain their affordability over time; and

WHEREAS, the City Council at its April 20, 2010 meeting has approved the Amended and Restated Interlocal Agreement for ARCH; and

WHEREAS, the City Council desires to use \$13,239 from City funds as designated below to finance the projects recommended by the ARCH Executive Board; now, therefore,

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

Section 1. The City Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the City to Friends of Youth Extended Foster Care in an amount not to exceed \$1,224, to Habitat for Humanity Sammamish Cottage Demonstration Project in an amount not to exceed \$4,897 and to Providence Redmond Senior Apartments in an amount not to exceed \$7,118.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall be funded in a combined amount not to exceed that set forth in Section 1. Such Agreements shall include terms and conditions to ensure that the City's funds are used for their intended purpose and that the project maintains its affordability over time. In determining what conditions should be included in the Agreements, the duly-appointed administering agency of ARCH shall be

Exhibit 1

guided by the recommendations set forth in the ARCH Executive Board's memorandum of January 10, 2014, a copy of which is attached hereto as Exhibit A.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE _____ DAY OF MARCH 2014.**

CITY OF SAMMAMISH

Mayor Thomas E. Vance

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk: March 13, 2014
Passed by the City Council:
Resolution No.: R2014-_____



Together Center Campus
16225 NE 87th Street, Suite A-3 ♦ Redmond, Washington 98052
(425) 861-3677 ♦ Fax: (425) 861-4553 ♦ WEBSITE: www.archhousing.org

(DRAFT) MEMORANDUM

TO: City of Bellevue Council Members
City of Clyde Hill Council Members
Town of Hunts Point Council Members
City of Issaquah Council Members
City of Kenmore Council Members
City of Kirkland Council Members
City of Medina Council Members
City of Mercer Island Council Members
City of Newcastle Council Members
City of Redmond Council Members
City of Sammamish Council Members
City of Woodinville Council Members
Town of Yarrow Point Council Members

FROM: Kurt Triplett, Chair, and ARCH Executive Board

DATE: January 10, 2014

RE: Fall 2013 Housing Trust Fund (HTF) Recommendation

The ARCH Executive Board (EB) has completed its review of the five applications and two amendments for the Fall 2013 Housing Trust Fund round. In light of two likely preservation projects totaling 105 units, two projects on city-donated land, and a funding landscape at the County and State level that is most challenging, the EB recommends funding three projects currently. Recommendations total \$1,300,000 as summarized in the attached table, Proposed Funding Sources. The actual amount will depend on final action by the City Councils.

Following is a summary of the applications, the EB recommendation and rationale, and proposed contract conditions for the three proposals recommended for funding at this time. Also enclosed is an economic summary for the three projects recommended for funding, leveraging charts, project summary table, and a summary of funded projects to date. It is noted that for two of the proposals, the EB is recommending funding levels greater than originally requested. There are several for these recommendations. First, overall State funding was decreased in the current biennium budget, and the State is using a prescribed list of projects with few priority projects located in East King County. Second, given the number of projects applying to the County, the County is unable to offset reductions in potential State funding. Therefore, for local projects to proceed they may need more local funding than has been typical in the past. Third, changes in federal guidelines have impacted how the County can make some of its funds available.

1. Friends of Youth Extended Foster Care

Funding Request: \$100,000 (Secured Grant) Plus 2 Section 8 Vouchers
10 beds

EB Recommendation: \$100,000 (Secured Grant) Plus 2 Section 8 Vouchers
See attached Funding Chart for distribution of City Funds

Project Summary:

Friends of Youth is a local agency providing counseling and shelter to homeless youth and young adults. The application is for funding construction of two new single-family homes to serve youth in extended foster care on their campus in the Kingsgate neighborhood of Kirkland. This is in addition to the two homes funded in the prior round. The project will expand the safety net for youth aging out of traditional foster care, allowing young people up to age 21 referred through the foster care system and in need of enhanced services offered by Friends of Youth. Each home will house 5 young people and provide residential staff, specialized case managers, on-site mental health services, like skills classes, and employment and education support.

To participate in the Extended Foster Care program, youth must agree to actively work toward their GED, high school diploma, college degree, or vocational certificate or be enrolled in a program promoting employment or removing barriers to employment. Friends of Youth will provide the stability they need to reach these milestones and additional tutoring and mentoring support as needed.

Friends of Youth is purposely designing these new homes to create a shared living experience and home-like environment. The homes best meets the developmental needs of youth in Extended Foster Care by creating opportunities to build permanent connections with caring adults and peers and improving their emotional wellbeing through a positive and structured living environment.

Funding Rationale:

The EB supported the intent of this application for the following reasons:

- This project increases the number of extended foster care beds by 10 for young adults, which will be supported through State operating assistance.
- Developer is experienced and successful in serving this population. Provides special needs housing which is an area we are short of our long term goals.
- Developer has raised 67% of private funding towards the four component projects on the site along with the Teen Drop-In Center in Redmond. One foundation's pledge commitment for a substantial portion of funding for these homes has timing constraints.
- Location of project has access to public transportation, hospital, schools, library and employment opportunities nearby.
- Should operating support go away, these houses as designed could become income-restricted rental properties.

- Project is first Alternate on the State LEAP list, and thus able to access State funding.

Potential Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall be for twelve (12) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. ARCH staff will consider an extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion
2. Funds will be in the form of a secured grant with no repayment, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
3. A covenant is recorded ensuring affordability for ten (10) beds for at least fifty (50) years at 30% AMI maximum income.
4. Funds shall be used by Friends of Youth toward construction, architecture, engineering, geotechnical, development and other consultant fees, insurance, permits, fees and hookups, development period utilities and accounting costs. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
5. Friends of Youth shall submit quarterly to ARCH updates on the progress of the Capital Campaign demonstrating active solicitation and amounts pledged and secured against campaign targets.
6. Prior to starting construction on individual buildings, the Agency shall provide evidence of commitment of all public and private funds to complete the building(s). Friends of Youth shall provide documentation of funds raised through the Friends of Youth capital campaign and/or a corporate guarantee approved by City staff prior to funding.
7. Reserves will be funded out of operations at \$4,000 for the first year with an annual increase of 2.5% per year for replacement reserves and \$3,500 for the first year with an annual increase of 2.5% per year for operating reserves.
8. The Agency shall submit an updated operating budget which demonstrates sufficient commitment of all public and private operating support in the project including Section 8 subsidy from the King County Housing Authority, and reimbursement rate for extended foster care. In the event that any operating support funding levels will be reduced, the Agency shall inform ARCH Staff about the impacts the proposed reduction will have on the budget and plan for services to clients, and what steps shall be taken to address the impacts. A new budget or services plan must be approved by the ARCH. In the event of loss of funding homes could be re-purposed as foster homes.
9. Friends of Youth shall continue with its outreach plan for the campus as submitted to ARCH with the prior award. The agency shall host an open house to inform neighbors of the new Extended Foster Care program.
10. Prior to release of funds, the Agency shall submit to ARCH staff for review and approval drafts of all documents related to the provision of services to residents and management of the property, including any licensing-related management and service provider plans. These documents shall at a minimum address: management procedures to address tenant needs;

services provided for or required of tenants; management and operation of the premises; community and neighbor relations procedures; a summary of ARCH's affordability requirements as well as annual monitoring procedure requirements.

2. Habitat Sammamish Cottage Demonstration Project

Funding Request: \$200,000 (Secured Grant)
10 Homeownership Units

EB Recommendation: \$400,000 (Secured Grant)
See attached Funding Chart for distribution of City Funds

Project Summary:

Habitat for Humanity of Seattle King County proposes to build up to a 10 unit cottage development on city-donated surplus land on 228th Ave SE in Sammamish. There would be a mix of 2-bedroom, 3-bedroom units and 4-bedroom units ranging in size from 1,000 to 1,400 square feet. Half of the homes would be sold to households at less than 50% of area median income and half at 60%. One of the homes would be ADA (Americans with Disabilities Act) adaptable.

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 at resale holds the rights to purchase the unit or assign the right to purchase to a qualified buyer. Habitat also maintains a fund for such purchases if the need arises. If Habitat chooses not to buy then King County and ARCH then have that right to purchase or assign its right to a qualified buyer. In all cases, the price and the income for the buyer is restricted.

Proposed funding would help pay for the 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 start fundraising for the construction of the homes as soon as they break ground.

The EB recommends a funding amount larger than requested for several reasons. First, changes in federal regulations limit the ability for County funds to be used for infrastructure and more appropriate for home construction. Application for home construction needs to wait until closer to start of home construction. Second, the request for County funding was relatively large in order to help offset the project not being able to apply for State funding in this biennium. King County indicated it would be unable to make up all this difference, so requested a smaller request from Habitat in any future application. Third, in order for the project to proceed in a timely manner, Habitat indicated that with the level of proposed support, they would be able to private fundraise the balance of the infrastructure costs and maintain the current schedule.

Funding Rationale:

The EB supported the intent of this application for the following reasons:

- Provides ownership opportunity to low income families in a high cost area and is the first project funded through the ARCH Trust Fund located in Sammamish
- Would serve as a cottage demonstration project in the community
- City donated site to Habitat
- Convenient to shopping and schools
- Close to transit
- City donated the site

Potential Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for nine (9) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. ARCH staff will consider an extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. Commitment shall end if City terminates its contract with Habitat.
2. Habitat shall demonstrate having all available funding for all predevelopment and infrastructure work prior to release of funds. This shall include Habitat submitting updated cost estimates for infrastructure work along with engineered drawings and specifications for City staff to review for cost reasonableness.
3. Prior to starting construction on individual buildings, the Agency shall provide evidence that it has sufficient resources to complete the building.
4. Funds shall be used by Habitat toward infrastructure construction. Funds may not be used for any other purpose unless city staff has given written authorization for the alternate use.
5. The cumulative amount of other public funds from King County and the State awarded to this project shall not exceed \$500,000. In the event more funds are awarded from these sources, the funding award from City funds will be reduced by the amount of funds awarded by the County and State in excess of \$500,000 up to a maximum amount of \$200,000. In the event city funds have already been dispersed in excess of the final loan amount, Habitat will reimburse any difference.
6. Funds will be in the form of a secured grant with no repayment, so long as affordability and target population is maintained. Repayment is required if the property is no longer used for its intended purpose.
7. A resale agreement is recorded ensuring affordability for each of the ten (10) homeownership units for families for at least 75 years. The units shall be affordable to and made available to families with incomes at or below 60% of median income, with the majority of units affordable and made available to families at or below 50% of median income. Form of resale agreements to ensure long term affordability will be submitted to City staff for their review and approval.
8. Submit a copy of proposed land trust and Homeowner Association documents. Homeowner Association documents must provide for ongoing maintenance of property and buildings and

set forth the ongoing role of Habitat in the operations and management of the property, as well as identify how the Homeowner Association's budgets decisions, including the use of Dues, will be controlled so that appropriate property management is assured throughout the duration of affordability.

9. Prior to the release of funds, prior to any marketing or screening of potential buyers, submit for review and approval a marketing and outreach plan setting forth Habitat's strategies for identifying potential homebuyers and that emphasizes identifying homebuyers with east King County association (e.g. current residency, employment, family). For example, local targeted marketing outreach to local business and community organizations.

3. Providence/SRI Redmond Senior Apartments

Funding Request: \$100,000 (Deferred, Contingent Loan) plus 8 Section 8 Vouchers

74 units plus unrestricted manager's unit

EB Recommendation: \$800,000 (Deferred, Contingent Loan) plus 8 Section 8 Vouchers

See attached Funding Chart for distribution of City Funds

Project Summary:

Providence Health and Services - Washington – a non-profit health care provider has been in the affordable housing business since 1985 and now owns 14 properties with 713 units of low-income housing in Washington. They were selected by the City of Redmond through an extensive RFP process, and are proposing a 75 unit new construction project for seniors. It is located across the street from the Redmond Library, municipal campus and Redmond Senior Center in Redmond on City-donated land (the city will hold a long-term nominal cost lease on the property). The site is also on the Rapid Ride transit line, and benefits from having medical, shopping and recreational facilities very nearby.

The proposed building is four levels of wood construction over structured below grade parking and ground floor community, amenity and commercial space. The commercial space, an 8,000 square foot PACE (Program for All-inclusive Care for the Elderly) Center, will be separate in ownership and operationally from the housing, but managed by Providence. The PACE center will serve the community at large.

The residential project is designed to serve seniors living independently, aged 62 or over, at 30%, 40% and 60% of Area Median Income (AMI). There shall be a 20% set aside for disabled elderly. Providence wants to set aside eight (8) of those units to serve frail elderly in concert with having the PACE center in the building.

The ground floor will have manager's unit, management offices, lobby/sitting area, coffee bar, community meeting rooms and dog wash area. These community spaces will be oriented towards the southern part of the site, where they connect with the existing downtown pedestrian trail system. The city adopted a reduced parking ratio for this project given its transit oriented/urban location and senior population. The facility will be designed according to Universal Design principles, allowing residents to age in place.

The EB recommends a higher level of funding than requested based on funding availability at the State and County as described previously.

Funding Rationale:

The EB supported the intent of this application for the following reasons:

- Experienced applicant.
- Financially strong development sponsor.

- Donated site by the City.
- Serves a range of lower income senior households.
- The project expands affordable residential development within the downtown.
- Site has access to transit, shopping and is near a major hospital/medical complex.
- Project leverages a substantial amount of Tax Credit equity.
- The PACE center provides services to the region's qualified seniors

Potential Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for eighteen (18) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to City staff no later than sixty (60) days prior to the expiration date. City staff will consider an extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion.
2. Funds shall be used by Providence toward infrastructure costs, impact and mitigation fees. Funds may not be used for any other purpose unless city staff has given written authorization for the alternate use.
3. Funds will be in the form of a deferred, contingent loan. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by City Staff. Based on the preliminary development budget, it is anticipated that loan payments will be based on a set repayment schedule, and begin after repayment of the deferred developer fee (approximately year 15), with 1% interest. The terms will also include a provision for the Agency to a deferment of a payment subject to approval by City staff, if certain conditions are met (e.g. low cash flow due to unexpected costs). Any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. Until such time as the any deferred developer fee structured into the sources is fully repaid, all cash flow after payment of operating expenses and debt service, shall be used to repay the deferred developer fee or go towards project reserves as approved by City Staff.
5. Submit for review and approval a management plan that includes types of services and programs that will be available for the residents, and how it integrates with the operation of the PACE center. The plan shall also address how parking will be managed on an ongoing basis, and shall also include management procedures to address tenant needs; services provided for or required of tenants; management and operation of the premises; targeted outreach to community and senior centers; a summary of ARCH's affordability requirements as well as annual monitoring procedure requirements.
6. Agency shall submit a marketing plan for approval by ARCH and City staff. The plan should include how the Agency will do local targeted marketing outreach to local business and community organizations such as senior and community centers.
7. A covenant is recorded ensuring affordability for at least 50 years, with affordability as shown in the following table. Affordability levels will be defined using the requirements for

tax credits, and utility costs will be based on King County Housing Authority allowances, unless otherwise approved by City Staff.

<u>Affordability</u> (Pct of Median Income)	<u>Studio</u>	<u>One BR</u>	<u>Two BR</u>	<u>Total *</u>
30%	6	31		37**
40%		16	4	20
60%		13	4	17
Unrestricted (Mgr)			1	1
TOTAL	6	60	9	75

* Up to 20% of the units shall be set aside for seniors living with disabilities

** Up to 8 of the units can be Section 8 units. The final mix of studio and one bedroom units will be approved by City staff. Considerations in the determination of unit mix will include overall need in the community, unit mix of existing federally assisted and Section 8 assisted housing for seniors in east King County, and Section 8 program requirements.

The project shall maintain project-based Section 8 funding for eight (8) units of senior housing so long as it is available. If Section 8 funding is no longer available, the City shall be notified at the earliest time the Owner knows Section 8 is/will no longer be available. The City and the Agency shall work with the other funders which maintain affordability requirements together to determine if the affordability requirements need to be adjusted for some or all of the previous Section 8 units, not to exceed 60% of median income in order to generate sufficient revenue to meet the project’s required housing expenses and required debt service and other lender and investor provisions.

The following projects are not recommended for funding at this time, but are encouraged to reapply in a future funding round:

1. Community Homes 8

Funding Request: \$125,000 (Secured Grant)
5 Beds

EB Recommendation: Not to fund at this time, but to have agency reapply in the next funding round

Project Summary:

Community Homes, Inc. (CHI) is proposing to acquire and remodel a home that will serve five (5) low-income aging adults with developmental disabilities. The group home setting accommodates those can no longer live in other settings. The community within the home allows them to live as independently as possible. A specific home will be identified once funding is committed. Criteria for selecting the particular property includes a minimum size of 2,500

(Americans with Disabilities Act) accessibility standards, and a monitored fire suppression system.

There currently is no site control. The house to be bought will be remodeled to include accessibility features necessary for the initial tenants and for future tenants. Parkview will be looking to acquire suitably laid out minimum 1,500 square foot rambler-style houses that can easily be modified for accessibility.

Rationale for not funding:

The EB supported the intent of this application for the following reasons:

- Serves neediest developmentally disabled residents by relying on referrals from the State DDA for new residents
- Provides housing for a population (Special Needs housing) that currently is below long term ARCH Trust Fund goals
- Property will have 24/7 non-resident care provider coverage
- Acquisitions to be done near transit and community amenities
- Developer has long track record with properties in King County and good reputation with funders and Developmental Disabilities Administration
- Is on the Department of Commerce Trust list in the special needs set aside as incorporated in the state capital budget.

The EB supports the concept of the Parkview proposal; but given current round funding constraints, it does not recommend making a funding recommendation at this time. The EB would welcome an application in the next round. This would also provide an opportunity for Parkview to identify and secure additional capital funds.

Standard Conditions applicable to all projects

1. The Applicant shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by city staff. If the Applicant is unable to adhere to the budgets, City or Administering Agency must be immediately notified and (a) new budget(s) shall be submitted by the Applicant for the City's approval. The City shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Applicant. Failure to adhere to the budgets, either original or as amended may result in withdrawal of the City's commitment of funds.
2. The Applicant shall submit evidence of funding commitments from all proposed public sources. In the event commitment of funds identified in the application cannot be secured in the time frame identified in the application, the Applicant shall immediately notify City or Administering Agency, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to City or Administering Agency's review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to: contractor solicitation, bidding and selection; wage rates;

and Endangered Species Act (ESA) requirements. CDBG funds may not be used to repay (bridge) acquisition finance costs.

4. The Applicant shall maintain documentation of any necessary land use approvals and permits required by the city where the homes are located.
5. Submit monitoring reports quarterly through completion of the project, and annually thereafter. Submit a final budget upon project completion. If applicable, submit initial tenant information as required by City or Administering Agency.

**ARCH HOUSING TRUST FUND (HTF) APPLICATIONS
2013**

Applicant	Funding Recommendation (Grant/Loan)	Housing Type/ # of units/ bdrms	Income Served	Project Location	Duration of benefit	Total cost per unit	HTF cost per affordable unit	Project completion
Friends of Youth Extended Foster Care Housing	Recommendation: \$100,000 (Grant) Plus 2 Vouchers	New construction of two homes each housing 5 homeless young adults 10	10 @ 30%	13116 132nd St. Kirkland	50 Years	\$109,862/bed	\$10,000	Summer 2014
Habitat SKC Sammamish	Recommendation: \$400,000 (Grant) Plus fee waivers	New Construction Homeownership 10	6 @ 50% 4 @ 60%	2004 228th Ave SE, Sammamish	75 Years	\$351,799 (Includes fair market value of donated labor and materials)	\$40,000	Winter 2017
Providence/SRI Redmond Senior Apartments	Recommendation: \$800,000 (Deferred Loan) Plus 8 Vouchers	New construction Senior rental housing in Downtown Redmond with 20% Frail Elderly set-aside 74 + 1 Mgr Unit	37 at 30% 20 at 40% 17 at 60% 1 mkt rate mgr unit (20% Disabled set aside)	8550 160th Ave NE, Redmond	50 Years	\$265,780/affordable unit	\$10,811	Spring 2016
Community Homes, Inc. 8 th Adult Family Home	Recommendation: \$0	Acq/Rehab of Home for Developmentally Disabled 4	5 @ 30%	ARCH Sphere of Influence – Site to be determined	50 Years	\$181,500/bed	\$25,000	Spring 2015
Parkview Services DD Home	Recommendation: \$0	Acq/Rehab of Home for Developmentally Disabled 3	3 @ 30%	ARCH Sphere of Influence – Site to be determined	50 Years	\$176,336/bed	\$58,433	Winter 2014

Exhibit 3

2013 HOUSING TRUST FUND: PROPOSED FUNDING SCOURCES

SOURCE	PROJECT				TOTAL
	Habitat	Providence	FOY		
Request	\$ 200,000	\$ 100,000	\$ 100,000		\$ 400,000
CAB Recommendation	\$ 400,000	\$ 800,000	\$ 100,000		\$ 1,300,000
Current Funding					
Sub-Regional CDBG		\$ 200,000			\$ 200,000
Bellevue					
CDBG					\$ -
General Fund	\$ 128,602	\$ 100,000	\$ 32,150		\$ 260,752
Issaquah					
General Fund	\$ 39,416	\$ 57,299	\$ 9,854		\$ 106,569
Kirkland					
General Fund	\$ 95,235	\$ 138,443	\$ 23,809		\$ 257,486
Mercer Is.					
General Fund	\$ 6,512	\$ 9,467	\$ 1,628		\$ 17,608
Redmond					
General Fund	\$ 64,862	\$ 51,721	\$ 16,215		\$ 132,798
CDBG *		\$ 148,038			\$ 148,038
Newcastle					
General Fund	\$ 8,744	\$ 12,712	\$ 2,186		\$ 23,642
Kenmore					
General Fund	\$ 36,784	\$ 53,472	\$ 9,196		\$ 99,452
Woodinville					
General Fund	\$ 4,104	\$ 5,966	\$ 1,026		\$ 11,095
Sammamish					
General Fund	\$ 4,897	\$ 7,118	\$ 1,224		\$ 13,239
Clyde Hill					
General Fund	\$ 4,881	\$ 7,095	\$ 1,220		\$ 13,197
Medina					
General Fund	\$ 3,882	\$ 5,643	\$ 971		\$ 10,496
Yarrow Point					
General Fund	\$ 1,268	\$ 1,843	\$ 317		\$ 3,428
Hunts Point					
General Fund	\$ 814	\$ 1,183	\$ 203		\$ 2,200
TOTAL	\$ 400,000	\$ 800,000	\$ 100,000		\$ 1,300,000
CDBG	\$ -	\$ 348,038	\$ -		\$ 348,038
General Fund	\$ 400,000	\$ 451,962	\$ 100,000		\$ 951,962

ARCH HOUSING TRUST FUND, 2013
Leveraging Funds --

	Friends of Youth YYA Houses 3 and 4	Habitat Sammamish	Providence/SRI Redmond Senior Apts	TOTAL
City Land and Fee waiver				\$1,892,600
New ARCH Request	\$100,000	\$453,540	\$1,439,060	\$1,300,000
ARCH TOTAL	\$ 100,000 9%	\$ 853,540 24%	\$ 2,239,060 11%	\$ 3,192,600
King County Prior KC Commitment	\$200,000	\$491,567	\$1,734,944	\$0
HOF/HOME/CDBG 2060/2163 Veterans/Human Services Other				\$2,426,511
KC TOTAL	\$ 200,000 18%	\$ 491,567 14%	\$ 1,734,944 9%	\$2,426,511
Prior WA Commitment				\$0
WA HAP				\$0
WA HTF	\$504,525			\$504,525
WA HFC (Equity Fund)				\$0
WSHFC Washington Works				\$0
WA TOTAL	\$ 504,525 46%	\$ - 0%	\$ - 0%	\$504,525
Federal/HUD Section 811 McKinney Other (VA Per Diem)				\$0
FEDERAL TOTAL	\$ - 0%	\$ - 0%	\$ - 0%	\$0
Tax Credits				\$13,662,294
Prior Tax Credit Commitment				\$0
TCAP				\$0
Bonds				\$0
Bank Loans				\$1,702,169
Deferred Developer Fee				\$329,221
Private	\$294,094 27%	\$2,172,884 62%		\$2,466,978
Other				\$0
TOTAL COST	\$ 1,098,619 100%	\$ 3,517,991 100%	\$ 19,667,688 100%	\$ 24,284,298

Exhibit 3

ECONOMIC SUMMARY: FRIENDS OF YOUTH – EXTENDED FOSTER CARE

1. Applicant/Description: FOY / Construction of two new homes each providing housing for 5 young adults in extended foster care

2. Project Location: 13116 NE 132nd Street, Kirkland

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$100,000	Applied for Fall 2013
King County	\$200,000	Committed 2013
Commerce Trust Fund	\$504,524	Committed 2013
From Capital Campaign	\$504,094	Underway
Owner Equity	\$124,744	Committed
TOTAL	\$1,098,618	

4. Development Budget:

ITEM	TOTAL	PER BED	HTF
Acquisition *	\$124,744	\$12,474	
Construction	\$775,698	\$77,570	\$53,044
Design	\$47,710	\$4,771	\$8,500
Consultants	\$42,189	\$4,219	\$4,100
Developer fee	\$0	\$0	
Finance costs	\$11,161	\$1,116	
Reserves	\$25,000	\$2,500	
Permits/Fees/Other	\$72,116	\$7,212	\$34,356
TOTAL	\$1,098,618	\$109,862	\$100,000

* Value of these lots, previously acquired by agency in the Youth Haven project (2011) and paid by FOY

5. Debt Service Coverage: Secured grant, no repayment if in compliance.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the grant amount upon non-compliance with any of the funding conditions.

7. Rental Subsidy: Two Section 8 vouchers

Exhibit 3

ECONOMIC SUMMARY: HABITAT FOR HUMANITY SAMMAMISH COTTAGE DEMONSTRATION

1. Applicant/Description: Habitat for Humanity Seattle – King County / Construction of 10 units of affordable family ownership housing

2. Project Location: 2004 228th Ave, SE, Sammamish

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$400,000	Applied for Fall 2013
Donated Land and Fee Waivers	\$453,540	Land: Sammamish Council Action in 2012
King County	\$491,567	To be applied for in 2014, for home construction
Habitat Capital	\$406,496	Committed
In Kind/Private (primarily for home construction)	\$1,766,388	To be secured
TOTAL	\$3,517,991	

4. Development Budget:

ITEM	TOTAL	PER HOME	HTF
Acquisition	\$400,000	\$40,000	
Construction	\$2,681,615	\$268,162	\$400,000
Design	\$60,000	\$6,000	
Consultants	\$62,300	\$6,230	
Developer fee	\$0	\$0	
Finance costs	\$0	\$0	
Reserves	\$0	\$0	
Permits/Fees/Other	\$324,076	\$32,408	
TOTAL	\$3,517,991	\$351,800	\$400,000

5. Debt Service Coverage: Secured grant, no repayment if in compliance.

6. Security for City Funds:

- A recorded covenant for each unit to ensure affordability and use for targeted population for 75 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the grant amount upon non-compliance with any of the funding conditions.

7. Rental Subsidy: None

Exhibit 3

ECONOMIC SUMMARY: PROVIDENCE/SRI REDMOND SENIOR APARTMENTS

1. Applicant/Description: Providence/SRI / Construction of 74 units of affordable senior rental housing, 1 manager unit, plus amenity spaces. Facility will include a PACE Center

2. Project Location: 8550 8550 160th Ave NE, Redmond

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$800,000	Applied for Fall 2013
Donated Land (Long-term Lease)	\$1,439,060	Redmond Council Action in 2013
King County	\$1,734,944	\$200,000 Contingent funds committed 2013, balance to be applied for in 2014
Commercial Loan	1,702,169	To be applied for
Deferred Developer Fee	\$329,221	Committed
Tax Credit Equity	\$13,662,294	To Apply for in 2014
TOTAL	\$19,667,688	

4. Development Budget:

ITEM	TOTAL	PER UNIT	HTF
Acquisition	\$1,461,676	\$19,752	
Construction	13,256,895	\$179,147	\$100,000
Design	\$794,970	\$10,743	
Consultants	\$209,988	\$2,838	
Developer fee	\$1,221,582	\$16,508	
Finance costs	\$1,158,042	\$15,649	
Reserves	\$341,847	\$4,620	
Permits/Fees/Other	\$1,222,688	\$16,523	\$700,000
TOTAL	\$19,667,688	\$265,780	

5. Debt Service Coverage: Deferred contingent loan. Repayment out of available cash flow, defer repayment to start year 18

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the grant amount upon non-compliance with any of the funding conditions.

7. Rental Subsidy: Two Section 8 vouchers

Exhibit 3

FIGURE 1
ARCH: EAST KING COUNTY TRUST FUND SUMMARY
 LIST OF CONTRACTED PROJECTS FUNDED (1993 - Fall 2012)

Project	Location	Owner	Units/Beds	Funding	Pct of Total Allocation	Distribution Target
1. Family Housing						
Andrews Heights Apartments	Bellevue	Imagine Housing	24	\$400,000		
Garden Grove Apartments	Bellevue	DASH	18	\$180,000		
Overlake Townhomes	Bellevue	Habitat of EKC	10	\$120,000		
Glendale Apartments	Bellevue	DASH	82	\$300,000		
Wildwood Apartments	Bellevue	DASH	36	\$270,000		
Somerset Gardents (Kona)	Bellevue	KC Housing Authority	198	\$700,000		
Pacific Inn	Bellevue *	Pacific Inn Assoc. *	118	\$600,000		
Eastwood Square	Bellevue	Park Villa LLC	48	\$600,000		
Chalet Apts	Bellevue	Imagine Housing	14	\$163,333		
Andrew's Glen	Bellevue	Imagine Housing	10 /11	\$387,500		
Bellevue Apartments	Bellevue ***	LIHI	45	\$800,000		
YWCA Family Apartments	K.C. (Bellevue Sphere)	YWCA	12	\$100,000		
Highland Gardens (Klahanie)	K.C. (Issaquah Sphere)	Imagine Housing	54	\$291,281		
Crestline Apartments	K.C. (Kirkland Sphere)	Shelter Resources	22	\$195,000		
Parkway Apartments	Redmond	KC Housing Authority	41	\$100,000		
Habitat - Patterson	Redmond	Habitat of EKC **	24	\$446,629		
Avon Villa Mobile Home Park	Redmond **	MHCP **	93	\$525,000		
Terrace Hills	Redmond	Imagine Housing	18	\$442,000		
Village at Overlake Station	Redmond **	KC Housing Authority **	308	\$1,645,375		
Summerwood	Redmond	DASH	166	\$1,187,265		
Coal Creek Terrace	Newcastle **	Habitat of EKC **	12	\$240,837		
RoseCrest (Talus)	Issaquah **	Imagine Housing **	40	\$918,846		
Mine Hill	Issaquah	Imagine Housing	28	\$450,000		
Clark Street	Issaquah	Imagine Housing	30	\$355,000		
Lauren Heights (Iss Highlands)	Issaquah **	Imagine Housing/SRI **	45	\$657,343		
Habitat Issaquah Highlands	Issaquah ***	Habitat of EKC **	10	\$318,914		
Issaquah Family Village I	Issaquah ***	YWCA **	87	\$4,382,584		
Issaquah Family Village II	Issaquah ***	YWCA **	47	\$2,760,000		
Greenbrier Family Apts	Woodinville **	DASH **	50	\$286,892		
Plum Court	Kirkland	DASH	61 /66	\$1,000,000		
Francis Village	Kirkland	Imagine Housing ***	15	\$375,000		
South Kirkland Park n Ride	Kirkland ***	Imagine Housing ***	46	\$752,294		
Copper Lantern	Kenmore **	LIHI **	33	\$452,321		
Homeowner Downpayment Loan	Various	KC/WSHFC/ARCH	87 est	\$615,000		
SUB-TOTAL			1,932	\$23,018,414	58.6%	(56%)
2. Senior Housing						
Cambridge Court	Bellevue	Resurrection Housing	20	\$160,000		
Ashwood Court	Bellevue *	DASH/Shelter Resources *	50	\$1,070,000		
Evergreen Court (Assisted Living)	Bellevue	DASH/Shelter Resources	64 /84	\$2,480,000		
Vasa Creek	K.C. (Bellevue Sphere)	Shelter Resources	50	\$190,000		
Riverside Landing	Bothell **	Shelter Resources **	50	\$225,000		
Kirkland Plaza	Kirkland	Imagine Housing	24	\$610,000		
Totem Lake Phase 2	Kirkland ***	Imagine Housing	80	\$736,842		
Heron Landing	Kenmore	DASH/Shelter Resources	50	\$65,000		
Ellsworth House Apts	Mercer Island	Imagine Housing	59	\$900,000		
Greenbrier Sr Apts	Woodinville **	DASH/Shelter Resources **	50	\$196,192		
SUB-TOTAL			497	\$6,633,034	16.9%	(19%)

Exhibit 3

FIGURE 1
ARCH: EAST KING COUNTY TRUST FUND SUMMARY
 LIST OF CONTRACTED PROJECTS FUNDED (1993 - Fall 2012)

Project	Location	Owner	Units/Beds	Funding	Pct of Total Allocation	Distribution Target
3. Homeless/Transitional Housing						
Hopelink Place	Bellevue	**	Hopelink **	20	\$500,000	
Chalet	Bellevue		Imagine Housing	4	\$46,667	
Kensington Square	Bellevue		Housing at Crossroads	6	\$250,000	
Andrew's Glen	Bellevue		Imagine Housing	30	\$1,162,500	
Bellevue Apartments	Bellevue	***	LIHI	12	\$200,000	
Sophia Place	Bellevue		Sophia Way	20	\$250,000	
Dixie Price Transitional Housing	Redmond		Hopelink	4	\$71,750	
Avondale Park	Redmond		Hopelink (EHA)	18	\$280,000	
Avondale Park Redevelopment	Redmond	**	Hopelink (EHA) **	60	\$1,502,469	
Petter Court	Kirkland		KITH	4	\$100,000	
Francis Village	Kirkland		Imagine Housing	45	\$1,125,000	
South Kirkland Park n Ride	Kirkland	***	Imagine Housing	12	\$188,073	
Totem Lake Phase 2	Kirkland		Imagine Housing	15	\$138,158	
Rose Crest (Talus)	Issaquah	**	Imagine Housing	10	\$229,712	
Lauren Heights (Iss Highlands)	Issaquah	***	SRI **	5	\$73,038	
Issaquah Family Village I	Issaquah	***	YWCA **	10	\$503,745	
SUB-TOTAL				257	\$6,621,112	16.8% (13%)
4. Special Needs Housing						
My Friends Place	K.C.		EDVP	6 Beds	\$65,000	
Stillwater	Redmond		Eastside Mental Health	19 Beds	\$187,787	
Foster Care Home	Kirkland		Friends of Youth	4 Beds	\$35,000	
FOY New Ground	Kirkland		Friends of Youth	6 Units	\$250,000	
DD Group Home 7	Kirkland		Community Living	5 Beds	\$100,000	
Youth Haven	Kirkland		Friends of Youth	10 Beds	\$332,133	
FOY Transitional Housing	Kirkland		Friends of Youth	10 Beds	\$240,000	
DD Group Home 4	Redmond		Community Living	5 Beds	\$111,261	
DD Group Homes 5 & 6	Redmond/KC (Bothell)		Community Living	10 Beds	\$250,000	
United Cerebral Palsy	Bellevue/Redmond		UCP	9 Beds	\$25,000	
DD Group Home	Bellevue		Residence East	5 Beds	\$40,000	
AIDS Housing	Bellevue/Kirkland		Aids Housing of WA.	10 Units	\$130,000	
Harrington House	Bellevue		AHA/CCS	8 Beds	\$290,209	
DD Group Home 3	Bellevue		Community Living	5 Beds	\$21,000	
Parkview DD Condos III	Bellevue		Parkview	4	\$200,000	
IERR DD Home	Issaquah		IERR	6 Beds	\$50,209	
FFC DD Homes	NE KC		FFC	8 Beds	\$300,000	
Oxford House	Bothell		Oxford/Compass Ctr.	8 Beds	\$80,000	
Parkview DD Homes VI	Bothell/Bellevue		Parkview	6 Beds	\$150,000	
FFC DD Home II	TBD		FFC	4 Beds	\$168,737	
SUB-TOTAL				148 Beds/Units	\$3,026,336	7.7% (12%)
TOTAL				2,834	\$39,298,896	100.0%

* Funded through Bellevue Downtown Program

** Also, includes in-kind contributions (e.g. land, fee waivers, infrastructure improvements)

*** Amount of Fee Waiver still to be finalized



City Council Agenda Bill

Meeting Date: March 17, 2014

Date Submitted: March 3, 2014

Originating Department: Public Works

Clearances:

<input checked="" type="checkbox"/> City Manager	<input type="checkbox"/> Community Development	<input type="checkbox"/> Parks & Rec
<input type="checkbox"/> Attorney	<input type="checkbox"/> Finance & IT	<input type="checkbox"/> Police
<input type="checkbox"/> Admin Services	<input type="checkbox"/> Fire	<input checked="" type="checkbox"/> Public Works

Subject: Enterprise GIS Support Services

Action Required: Authorize the City Manager to execute a contract amendment with Spatial Development International, to provide additional enterprise GIS support services on an as needed basis, in an amount not to exceed \$25,000.

Exhibits: Contract Amendment No.2 - Spatial Development International

Budget: This contract is proposing to utilize \$25,000 of the \$635,000 available in the adopted 2014 budgets for:
 SWM Fund Engineering – Prof Svc (408-000-538-32-41-00)
 Street Fund Engineering – Prof Svc (101-000-542-10-41-00)
 Technology Replacement Fund – Prof Svc (502-000-518-81-41-00)

Summary Statement:

The Public Works Department is requesting to continue the use of our GIS (Graphic Information System) consultant to further assist Staff with various Enterprise GIS tasks. City staff does not have the necessary experience or availability to perform this work.

Background:

The City Council authorized the current support contract agreement (C2012-116) with Spatial Development International at their April 3, 2012 meeting. The City has benefited notably by utilizing the skills available from the staff at Spatial Development International. The complexity of the planned and anticipated work requires the experience and continued use of professional assistance.

Financial Impact:

The amendment will increase the contract by \$25,000 for a total contract amount of \$75,000. This amount will be covered within the existing Council approved budget totals for the various Public Works



City Council Agenda Bill

and Non-Departmental programs under which work is expected to be performed. It is anticipated that the majority of the tasks will be funded through the following approved budget line items:

- SWM Fund Engineering – Prof Svc (408-000-538-32-41-00)
- Street Fund Engineering – Prof Svc (101-000-542-10-41-00)
- Technology Replacement Fund – Prof Svc (502-000-518-81-41-00)

As the scope of work is utilized on an as needed basis, there is no guarantee the full contract amount will be needed or expended.

Recommended Motion:

Authorize the City Manager to execute a contract amendment with Spatial Development International, to provide additional enterprise GIS support services on an as needed basis, in an amount not to exceed \$25,000. This amendment will bring the total contract authorization to \$75,000.



SUPPLEMENTAL AGREEMENT

Amendment Number: 2	Date: March 3, 2014
Consultant: Spatial Development International, LLC	Contract Number: 2012-116

The City of Sammamish desires to amend the agreement with Spatial Development International, LLC (SpatialDev) for on-call GIS support services. All provisions in the basic agreement remain in effect except as expressly modified by this amendment.

The changes to this agreement are described as follows:

- Increase the contract amount by \$25,000, for a total not-to-exceed amount of \$75,000.

PAYMENT is summarized as follows – this amendment does not include any changes to the contract amount:

Original Contract Amount:	Current Contract Amount	Estimated Net Change This Amendment	Estimated Contract Total After Change
\$ 50,000	\$ 50,000	\$ 25,000	\$ 75,000
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> _____ _____ </div>		<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> _____ _____ </div>	
SpatialDev	Date	City of Sammamish	Date

Exhibit 1



SPECIAL MEETING/STUDY SESSION NOTES

Special Meeting/Study Session with Planning Commission February 11, 2014

Mayor called the special meeting/study session of the Sammamish City Council to order at 6:30 p.m.

Call to Order

Councilmembers present:

Mayor Tom Vance
Deputy Mayor Kathy Huckabay
Councilmember Don Gerend (arrived at 6:40 pm)
Councilmember Bob Keller
Councilmember Tom Odell
Councilmember Nancy Whitten

Councilmember Absent:

Councilmember Ramiro Valderrama

Staff present:

Ben Yazici, City Manager
Lyman Howard, Deputy City Manager
Kamuron Gurol, Assistant City Manager/Community Development Director
Susan Cezar, Deputy Director of Community Development
Emily Arteche, Senior Planner
Robin Proebstring, Associate Planner
Laura Philpot, Public Works Director
Jeff Braun, City Engineer
Kim Adams Pratt, City Attorney
Lita Hachey, Administrative Assistant to the City Clerk

Roll Call – Roll was called.

Pledge of Allegiance - Councilmember Odell led the pledge

Mayor Vance moved the Executive session to after Public comment to allow time for Councilmember Gerend to arrive.

Public Comment

This is an opportunity for the public to address the Council. Three-minutes limit per person or 5 minutes if representing the official position of a recognized community organization.

Bob Seidensticker, 19836 Ne 42nd Street, spoke with regards to the NE 42nd St barricade. He lives in the Waterbrook Development and Homeowners association held their annual meeting this past Sunday. The HOA voted unanimously to keep the gate. He showed several photos of the NE 42nd Street area. (Photos are available upon request from the City Clerk, Melonie Anderson, manderson@sammamish.us)

Deb Sogge, Sammamish Chamber of Commerce, PO Box 123, 704 - 228th Ave NE, enjoyed listening to the session with the Planning Commission last week. She discussed the meanings of a “bedroom community” and “Urban Cities”. She feels that Sammamish is a commuter community. Sammamish fits the bedroom community feel and she would like to it keep that way. Her second concern is parking in the town center plan.

Richard Kuprewicz, 4643 192nd Drive NE, showed photos of the Hidden Ridge community during the recent snow event near SR202 on February 8, 2014. (Photos are available upon request from the City Clerk, Melonie Anderson, manderson@sammamish.us)

Nancy Baer, 20013 NE 42nd Street, she would like to clarify that that juncture shown in the previous photos is at SR 202 and the entrance to Hidden Ridge. All additional traffic funneling through from NE 42nd street would also have to exit this way and add to the amount of cars abandoned, as in this snow event.

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

Council retired to executive session at 6:45 pm and returned at 7:11 pm and took the following action:

Resolution Approving The Proposed Settlement Of The Remaining Issues In The Administrative Appeal Of The 2013-2018 National Pollutant Discharge Elimination System (NPDES) Phase II Permit. **(R2014-570)**

Public Works Director, Laura Philpot gave a staff report and update on the process to date on the proposed settlement with the NPDES and seeks approval from council on the agreement terms. She will bring the final agreement back once completed. Ms. Philpot stated that they will return with the final agreement at a future meeting to discuss with Council, step by step. City Attorney, Kim Adams Pratt, mentioned this is not the settlement agreement but the definitions that have been agreed upon and that there is a tight timeline of Feb. 28, 2014.

MOTION: Deputy Mayor Kathy Huckabay moved to approve Resolution 2014-570 which authorizes the City Manager to enter into a settlement agreement with the Department of Ecology that is consistent with the Settlement Terms developed jointly by the coalition and the Department of Ecology to address outstanding Phase II appeal issues. Councilmember Gerend seconded. Motion carried unanimously 6-0.

MOTION: Councilmember Nancy Whitten moved to adjourn the special meeting. Councilmember Gerend seconded. Motion carried unanimously 6-0.

Meeting adjourned at 7:19 pm

Open Study Session

7:20 pm

Topics

- Comprehensive Plan Visioning

Adjournment

9:00 pm

Lita Hachey, Administrative Assistant
to the City Clerk

Thomas E. Vance, Mayor

COUNCIL  *MINUTES*

Regular Meeting

March 4, 2014

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

Councilmembers present:

Mayor Tom Vance
Deputy Mayor Kathy Huckabay
Councilmember Don Gerend
Councilmember Bob Keller
Councilmember Ramiro Valderrama
Councilmember Nancy Whitten

Absent:

Councilmember Tom Odell

Staff present:

Ben Yazici, City Manager
Lyman Howard, Deputy City Manager
Kamuron Gurol, Assistant City Manager/Community Development Director
Joe Guinasso, Finance and Technical Services Director
Jeff Brauns, City Engineer
Jessi Bon, Parks and Recreation Director
Mike Kenyon, City Attorney
Lita Hachey, Administrative Assistant to the City Clerk

Roll Call

Roll was called

Pledge of Allegiance

Councilmember Gerend led the pledge.

Approval of Agenda

MOTION: Councilmember Valderrama moved to approve the agenda. Councilmember Gerend seconded. Motion carried unanimously 6-0.

Presentations/Proclamations - None

Public Comment

Joe McCarron, 24107 NE 29th Broadmoore Estates, Representing the HOA, spoke regarding the Comprehensive Plan update and R1 zoning analysis growth targets. He would also like Council to consider the environmental and transportation impact.

Raymond Macey, 24034 NE 29th Street, spoke regarding the growth in the City, which he feels is out of hand. He would like Council to consider the quality of life, rights of the existing citizens as well as the developers and builders.

Consent Agenda

Payroll for the period ending January 31, 2014 for pay date February 5, 2014 in the amount of \$269,722.29

Payroll for the period ending February 15, 2014 for pay date February 20, 2014 in the amount of \$266,300.23

Approval: Claims for period ending February 18, 2014 in the amount of \$ 1,688,192.59 for Check No. 36822 through 36946

Approval: Claims for period ending March 4, 2014 in the amount of \$ 525,242.98 for Check No. 36947 through 37016

Approval: Resolution: Declaring Vehicles As Surplus

Approval: Resolution: Accepting The Kellman House Demolition As Complete

Approval: Resolution: Revising The Rules Of Procedure For The City Council

Approval: Resolution: Accepting The Inglewood Hill Road Pavement Overlay As Complete

Approval: January 21, 2014 Special Meeting Minutes

Approval: February 4, 2014 Regular Meeting/with Planning Commission Minutes

MOTION: Councilmember Whitten moved to approve consent agenda. Councilmember Gerend seconded. Motion carried unanimously 6-0.

Public Hearing

Public hearing for previously approved Ordinance - O2014-365: Adopting A Six Month Moratorium On The Acceptance, Processing, And/Or Approval Of Temporary Use Permits Or

Other Approvals For Temporary Homeless Encampments; Providing For Severability; Declaring An Emergency And Establishing An Immediate Effective Date

City Manager Ben Yazici gave a staff report about the previously adopted ordinance. Kamuron Gurol, Assistant City Manager/Community Development Director, gave an update on the timeline and process of adopting a new ordinance. Planning Commission will meet on Thursday, March 6th, 2014 to begin the discussions.

Public Hearing opened at 6:41 pm and closed at 6:51 pm

Public Hearing Comments

Elizabeth Maupin, Juniper St SW, Issaquah, gave some historical background on the ordinance process on the Eastside regarding Tent City and Temporary Use Permits. King County's ordinances are not in compliance with the State Law. The City of Seattle has an ordinance in the works and Sammamish should look to that one and be at the forefront of improving this process.

William Wheeler, 1905 235th Court NE, spoke regarding Tent City in Sammamish and the risks that are involved. He is opposed to the encampments being near preschools and believes there are dangers with drugs and convicted child molesters.

Unfinished Business - None

New Business - None

Council Reports

MOTION: Deputy Mayor Huckabay moved to have the Revised Rules of Procedure for the City Council commence on April 1, 2014. Councilmember Gerend seconded. Motion carried unanimously 6-0.

MOTION: Councilmember Gerend moved to approve the committee appointments as presented. Councilmember Keller seconded. Motion carried unanimously 6-0.

Councilmember Whitten stated that there was some concerns about the appointments and not all were unanimous.

Finance Committee

- Deputy Mayor Huckabay
- Councilmember Odell
- Councilmember Keller

Committee of the Whole

- Includes all Councilmembers

Ad Hoc Legislative Committee

- Mayor Vance
- Deputy Mayor Huckabay
- Councilmember Gerend

Eastside Fire & Rescue Board members

- Mayor Vance
- Councilmember Gerend
Alternate: Deputy Mayor Huckabay

WRIA 8

- Councilmember Odell
Alternate – Councilmember Gerend

Sound Cities Public Issues Committee

- Councilmember Odell
Alternate: Councilmember Keller

Eastside Transportation Partnership

- Deputy Mayor Huckabay
- Councilmember Gerend
Alternate: Councilmember Odell and Councilmember Keller

Councilmember Ramiro Valderrama – attended a Citizens for Sammamish meeting, yesterday, with Councilmember Gerend. The main topics were Klahanie and Stormwater issues. They discussed possibly forming a sub-committee on stormwater. On the issue of the Community Center, he would like an update, since it has been about five months since the last one.

Councilmember Don Gerend – attended a Lake Washington school Foundation Advisory Council meeting and the discussion of the defeat of the \$755 million Bond issue. They plan to submit another bond measure, later this year.

He also attended a meeting with the Eastside Transportation Partnership, on February 14th. Secretary of State, Lynn Peterson reported on the State package. King County has a proposed Plan B which will go on the ballot in April. If passed, 60% of funds will go to Metro and 40% to cities and unincorporated King County for roads. This could provide Sammamish with over \$ 1,000,000 a year.

Councilmember Nancy Whitten – Pine Lake Park restrooms have been vandalized and she suggests having security cameras installed or locking up the facility, at a certain time. The estimated damage is in the range of \$15,000 to \$20,000.

Councilmember Bob Keller – attended the SCA dinner with Councilmembers Gerend, Odell and Mayor Vance. The Seattle Mayor spoke about regional cities working together. The City of Issaquah reported on the success of their social media program and 12saquah. Today Councilmembers Gerend, Whitten and himself had a tour with the Chamber of Commerce and visited some assisted living locations and a few home businesses.

King County Councilmember Kathy Lambert spoke regarding the transportation and roads issues in King County and Sammamish.

City Manager Report – None

Executive Session – None

Adjournment

Meeting adjourned at 7:20 pm.

Lita Hachey, Administrative Assistant
to the City Clerk

Thomas E. Vance, Mayor



City Council Agenda Bill

Meeting Date: March 17, 2014

Date Submitted: March 12, 2014

Originating Department: Finance & IT

Clearances:

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

Subject: Contract Amendment No. 1 – 2014 Audio/Video Project Management and Support

Action Required: Authorize the City Manager to approve Contract Amendment No. 1 (C2013-183) with RLF Enterprises for the addition of project management services for the 2014 Audio/Video Project.

Exhibits: Supplemental Agreement No. 1

Budget: \$16,065 - 2013-2014 Technology Replacement Fund/Professional Services (502-000-518-81-41-00)

Summary Statement:

This contract amendment will increase the existing contract with RLF Enterprises, for the addition of project management services for the 2014 Audio/Video Project, by \$16,065 for a total contract amount of \$30,760.

Background:

In October 2013, the City entered into a professional services contract with RLF Enterprises (contract number C2013-183) in the amount of \$14,695. Under this contract RLF Enterprises performed system requirements analysis, development of the Request for Proposal (RFP), RFP process design and consultation, vendor selection, and subsequent contract negotiations.

RLF Enterprises proved successful delivering the scope of services under the original contract. The RFP process was completed on time and the contract for design and installation of the project was unanimously approved by the City Council on March 11, 2014.



City Council Agenda Bill

Due to unforeseen circumstances, internal resources are no longer available to provide critical support for this project. Staffing resources currently assigned to the owner's representative and project manager roles are not available at this time. Options to deal with this gap in resources include delaying completion of the project (which would require the City to renegotiate the installation contract), delay other facilities and IT projects currently underway to shift resources to this project, or to hire a consultant to fill the void.

Staff has determined the most effective course of action is to hire outside services to fill the void. Staff further recommends amending the current contract with RLF Enterprises to provide these services since they are already integrated in this project and are able to "hit the ground running". The services provided under Contract Amendment No. 1 include project management throughout final design development, installation, and system acceptance.

Financial Impact:

This action will obligate the City to an additional \$16,065. Sufficient appropriation exists within the 2013-2014 Technology Replacement Fund/Professional Services budget.

Original Contract Amount	\$14,695
<i>Amendment No. 1</i>	<u>16,065</u>
Total Revised Contract Amount	\$30,760

Recommended Motion:

Authorize the City Manager to execute Contract Amendment No. 1 with RLF Enterprises, for the addition of project management services for the 2014 Audio/Video Project, by \$16,065 for a total contract amount of \$30,760.

Exhibit 1

Proposal for Services

Services: The City of Sammamish has requested that RLF Enterprises Ltd provide the City the services intended to aid the City in the development of an RFP package associated with replacement of specific audio, video and AV control systems currently installed and associated with the City of Sammamish City Hall Council Chambers area. RLF Enterprises Ltd is proposing services for this City of Sammamish Council Chambers Area AV Systems Replacement Project. The Services proposed for this Project include:

1. RLF Enterprises Ltd will deliver Technical Support and Project Management Services for the AV Systems design and installation project that are being delivered by the City's selected AV Systems Vendor in the Council Chambers, Executive Briefing Room and the Council Chambers Broadcast Systems. The associated City of Sammamish project is the "2014 AV Systems Replacement Project" as presented in the City's RFP for that project (the Project).
2. On the behalf of the City of Sammamish, and in conjunction with other City of Sammamish resources, RLF Enterprises Ltd will deliver technical Support Services as labor to lead and support the AV Systems design and installation deliverables being delivered to the City by others (the AV Systems Vendor). The general deliverables associated with the Technical Support Services are listed below.
 - a. Help insure that the AV vendor is aware of the requirements for the AV Systems and the installation conditions and locations by delivering technical guidance and advice to both the City of Sammamish and the AV Systems Vendor.
 - b. Participate in the review and deliver comments and guidance associated with the AV Systems Designs being developed by the AV Systems Vendor to help insure the AV Systems Vendor designs meet or exceed the AV Systems requirements.
 - c. Perform periodic field reviews and other review deliverables to help insure that the AV Systems Vendor's installation deliverables are consistent with the project requirements and meet or exceed the AV Systems requirements.
 - d. Will conduct Systems Acceptance reviews of the AV System Vendors work to insure that the hardware, software and installation deliverables are consistent with the project requirements and meet or exceed the AV Systems requirements.
 - e. Review and comment on the Record Set deliverables prepared by the AV Systems Vendor to help insure their accuracy and completeness.
 - f. Supply labor required to assist City of Sammamish resources with their management and direction of other service providers involved with the Project in need of information directly associated with supporting the requirements for the AV Systems included in the Project. Examples of these service providers include, but are not limited to, electricians, carpenters, carpet installers, architects, mechanical contractors, systems engineers and painters. No direct management of these resources is included in this proposal.

3. RLF Enterprises Ltd will deliver the labor to manage the 2014 AV Systems Replacement Project as the City's Project Manager on the project. Specific Project Management are to include, but not be limited to when mutually agreed to between the City of Sammamish and RLF Enterprises Ltd:
 - a. Work with the AV Systems Vendor and the City of Sammamish resources to develop and maintain a project schedule;
 - b. Perform periodic status inquiries from project participants and develop progress assessment and reporting summaries for the project
 - c. Attend periodic AV Systems Vendor and City of Sammamish status review meetings associated with the project;
 - d. Develop, maintain and periodically present a project budget inclusive of the AV Systems and related project deliverables;
 - e. Manage the change process associated with the project as required.
4. RLF Enterprises Ltd will consult with the City on solutions, AV Systems Vendor proposals and pricing, and appropriateness for AV Systems changes developed during the project. It is understood that supporting the results of accepted changes may require Additional Services
5. RLF Enterprises Ltd acknowledges they have no interest in the City's selected AV Systems Vendor or any of the products or services being delivered by the AV Systems Vendor.
6. There are no Design or Project Management services included in this Proposal.

Compensation for Basic Services and Reimbursable Expenses: The base compensation for services and miscellaneous expenses under this Proposal (Basic Services) will be billed on a time and materials basis against an agreed to maximum (Not to Exceed) budget.

Basic Services for this proposal are estimated at \$15,815.00. The Hourly Rates for primary resources, the estimated billable hours per RLF Enterprise Ltd resource, and the Not to Exceed Compensation for Basic Services are presented in the table below.

Reimbursable Expenses for this proposal are estimated at \$250.00.

The Not to Exceed Compensation for Basic Services and Reimbursable Expenses for this proposal is \$16,065.00 plus applicable Washington state sales tax.

Resource	Hourly Rate	Estimated Billable Hours	Totals
Robert Fitzsimmons Technical Support Services	\$170.00	59.5	\$10,115.00
Project Management Services	150.00	38	\$5,700.00
Not to Exceed Compensation for Basic Services			\$15,815.00

Terms for This Engagement

Compensation for Additional Services: Any billable RLF Enterprises Ltd hours in excess of those proposed as Basic Services will be considered Additional Services. Whenever possible, Additional Services should be pre-scheduled with RLF Enterprises Ltd and must always be pre-approved by the City of Sammamish. Compensation for Additional Services will be billed to the City of Sammamish on a monthly basis at rates agreed to with the City of Sammamish.

Compensation for Additional Project Contract Services: When mutually agreed to by the City of Sammamish and RLF Enterprises Ltd, RLF Enterprises Ltd, RLF Enterprises Ltd may supply additional resources to the Project. RLF Enterprises Ltd will bill the City of Sammamish for additional Project Contract Services at a rate of cost plus 10% on a monthly basis. The specific conditions and requirements for these resources and their services are TBD and may affect this rate.

Compensation for Reimbursable Expenses: In addition to the compensation for the Basic Services, Additional Services and Compensation for Additional Project Contract Services, the City of Sammamish will reimburse RLF Enterprises Ltd for expenses incurred that are directly associated with services provided as part of this Proposal. These expenses will include, but not be limited to, costs for out of town travel, hotels, meals, parking, postage, printing and copy services for deliverables, delivery services and project-related auto mileage. Auto mileage reimbursement will be established at the City of Sammamish rate per mile. Any out of town travel requests will be submitted to the City of Sammamish for pre-approval.

Changes to the Project Scope of Work and Budgets: We recognize that your needs may change over time. Once a Project Scope of Work is approved by the City of Sammamish and RLF Enterprises Ltd, changes to the Project Scope of Work and/or the Not to Exceed Compensation for Basic Services, Services, Terms or Project Deliverables will be allowed based on mutual, written agreement between RLF Enterprises Ltd and the City of Sammamish.

Resources and Contacts: Under this Proposal, Robert Fitzsimmons will be assigned as the Project Lead in charge of the Scope of Work deliverables and other technology-related efforts in the Project. Robert Fitzsimmons will be your main contact and will manage all of the Services outlined in this Proposal. If it becomes desirable to engage other RLF Enterprises Ltd or third-party Subject Matter Expert resources, a separate proposal for those services will be delivered to the City of Sammamish for review and pre-approval under the terms noted herein.

Duration: It is currently understood that RLF Enterprises Ltd work under this Proposal will be performed between approximately March 14, 2014 and approximately June 30, 2014.

Access to Information: It is understood that as required throughout the Duration of this engagement, the City of Sammamish and other Project team members will make available documentation, vendor, client or employee contact information and any other information RLF Enterprises Ltd may require to perform the Services outlined in this Proposal and the associated Scope of Work. This information will be made reasonably available to RLF Enterprises Ltd in a timely manner. In addition, RLF Enterprises Ltd agrees to abide by any confidentially agreements that may exist relative to this information.

Billing Increments: It is agreed that Basic Services or Additional Services time will be accumulated in .25 (one-quarter) hour increments.

Travel Request: If required, for international flights, RLF Enterprises Ltd requests approval for business class airfare. International flights are defined as travel that requires more than 6 hours of travel time and are outside the continental United States, Alaska and Hawaii. All other flights will be booked lowest fare possible at the time of booking, coach class travel.

Place of Business: RLF Enterprises Ltd maintains an office in Seattle, Washington USA. In general, RLF Enterprises Ltd will conduct their business associated with this engagement from this location or the City of Sammamish's location. When appropriate, RLF Enterprises Ltd representatives will conduct their business associated with this engagement from other locations. RLF Enterprises Ltd will provide all business tools to facilitate RLF Enterprises Ltd proposed Services.

Mailing Address: All written correspondence, notices and payments should be mailed to RLF Enterprises Ltd; 4742 42nd Ave SW #16; Seattle, WA 98116.

Billing: Billings under this Proposal will be made on a Time and Materials basis. RLF Enterprises Ltd will invoice the City of Sammamish for Services and Reimbursable Expenses on a monthly basis. Invoices will be payable within 30 days from receipt. Invoices will indicate Basic Services, Additional Services and Compensation for Additional Project Contract Services, and a description of the deliverable and hours worked for each task or item. Reimbursable Expenses will be itemized and include hard copies of original receipts.

Licenses and Certifications: RLF Enterprises Ltd is a Technology Project Consulting firm and does not represent itself to hold any special engineering, architectural or design licenses or certifications.

Ownership of Work Product: It is understood that in general deliverables presented under this Proposal will be owned by the City of Sammamish. In some cases, in the course of delivering services to the City of Sammamish information owned by RLF Enterprises Ltd or others will be shared with the City of Sammamish. Under these circumstances, the deliverables will be noted with "Property of RLF Enterprises Ltd", or a notation of ownership by others will be made but in no cases will RLF Enterprises Ltd communicate information that is bound by any existing Confidentiality Agreements.

Confidentiality: RLF Enterprises Ltd understands the confidentiality of portions of this work and agrees to abide by and follow all established City of Sammamish security and confidentiality policies and procedures. If requested, a mutual Confidentiality Agreement or separate RLF Enterprises Ltd and City of Sammamish Confidentiality Agreement will be executed to guide the appropriate practices.

Termination: This engagement can be terminated by the City of Sammamish or RLF Enterprises Ltd prior to the end of the Duration with a minimum of 30 days written pre-notification. The Termination Period will be

defined as the monthly period current at receipt of the Notice of Termination not to exceed the end of the Duration of the Engagement. If this Engagement is terminated for any reason other than non-performance by RLF Enterprises Ltd, the City of Sammamish agrees to pay RLF Enterprises Ltd for outstanding Basic Services, Additional Services, Additional Project Contract Services and Reimbursable Expenses incurred prior to and during the Termination Period. In the case that the City of Sammamish terminates this engagement for non-performance by RLF Enterprises Ltd, the City of Sammamish agrees to pay RLF Enterprises Ltd for outstanding Basic Services, Additional Services, Additional Project Contract Services and Reimbursable Expenses incurred up to the date of receipt of the Notice of Termination and for any mutually agreed to period following the receipt by RLF Enterprises Ltd of the Notice of Termination.

This Proposal is made by RLF Enterprises Ltd and will be effective for 30 days following the Proposal Date indicated herein.

Proposal Delivered By: Robert Fitzsimmons, President, RLF Enterprises Ltd

Proposal Date: March 13, 2014

Signature: _____

Delivered via email. Signed hardcopy to follow via USPS.

Proposal Accepted By: _____ Date: _____

Title: _____ for the City of Sammamish

Signature: _____

Exhibit 1

City of Sammamish
2014 AV Systems Replacement Project
RLFE Project Support And Management Proposal Estimate Details

Revision: 031114a

Item ID	Task Group	Deliverable	Consultant	Estimated Cost				Estimate Notes
				Hours	Rate	Subtotals	Totals	
101	Vendor Familiarization and Implementation Start-Up Support	Detailed Requirements Walk-Through Meeting	RobertF	4.50	\$170.00	\$765.00		Participation in 1, 3 hour review meeting intended to walk through spaces and requirements with contractor and address quesitons in detail. Includes prep and follow-up time too.
103	Vendor Familiarization and Implementation Start-Up Support	Additional project Q&A, emails, calls, reviews and misc. Project support	RobertF	0.50	\$170.00	\$85.00		
104	Vendor Familiarization and Implementation Start-Up Support				\$0.00	\$0.00		
105	Vendor Familiarization and Implementation Start-Up Support	Contingency This Phase		1.00	\$170.00	\$170.00		
106	Vendor Familiarization and Implementation Start-Up Support	SUBTOTAL		6.00			\$1,020.00	
201	Design Development Support	Review Proposed Design Documentation Format and Contents Outline	RobertF	1.00	\$170.00	\$170.00		Allocation of time to work with Contractor to determine format, delivery, distribution, content for their Design Documentation packages.
202	Design Development Support	Contractor Design Development Support	RobertF	1.50	\$170.00	\$255.00		Allocation of time to support Contractor during their design process. Intended to address questions regarding requirements intent, options, etc. There are no design deliverables included in this task.
203	Design Development Support	City Design Development Support	RobertF	1.50	\$170.00	\$255.00		Allocation of time to support City during the design process. Intended to address quesitons regarding requirements, proposed options, budgets, issues, etc. There are no design deliverables included in this task.
204	Design Development Support	PRELIMINARY Design Documentation Review and Support	RobertF	4.50	\$170.00	\$765.00		Allocation of time for review and comment on a (one) PRELIMINARY, possibly partial Design Documentation package. Assumes approximately 5 pages of designs and support materials. Likely a team meeting and vendor revie wmeeting in here too.
205	Design Development Support	FINAL Design Documentation Review and Support	RobertF	2.50	\$170.00	\$425.00		Allocation of time for review and comment on a (one) FINAL Design Documentation package. Assumes approximately 5 pages of designs and support materials.
205	Design Development Support	AV Control System Review and Coordination Assistance	RobertF	5.00	\$170.00	\$850.00		Allocation of time for review and comment on 2 versions or 2 AV Control System User Interfaces and functionality. Also includes allocation fo time to help incorporate house systems into AV Control systems.

Exhibit 1

City of Sammamish
 2014 AV Systems Replacement Project
 RLFE Project Support And Management Proposal Estimate Details

206	Design Development Support	Additional project Q&A, emails, calls, reviews and misc. Project support	RobertF	1.00		\$170.00	\$170.00		
207	Design Development Support					\$0.00	\$0.00		
208	Design Development Support	Contingency This Phase		1.00		\$170.00	\$170.00		
209	Design Development Support	SUBTOTAL			18.00			\$3,060.00	Note that this deliverable does not include any time to support electrical, pipe, box or furniture work. Management of those efforts is by others.
301	Systems Implementation Support	Ongoing Support	RobertF	2.00		\$170.00	\$340.00		Allocation of time associated with miscellaneous support for the City during the implementation process. Involvement to be determined by Project Manager or other City representative. It is understood that if issues grow beyond this allocation, additional fees will be requested.
302	Systems Implementation Support	Periodic Field Reviews	RobertF	6.75		\$170.00	\$1,147.50		Allocation of time associated with scheduled, milestone-type field reviews of the system installation. Involvement to be determined by Project Manager or other City representative. Assumes 2-3 such reviews at approximately 1.5 hours each plus observation reports. It is understood that if issues grow beyond this allocation, additional fees will be requested.
303	Systems Implementation Support	Additional project Q&A, emails, calls, reviews and misc. Project support	RobertF	2.00		\$170.00	\$340.00		
304	Systems Implementation Support					\$0.00	\$0.00		
305	Systems Implementation Support	Contingency This Phase		2.00		\$170.00	\$340.00		
306	Systems Implementation Support	SUBTOTAL			12.75			\$2,167.50	Note that this deliverable does not include any time to support electricval, pipe, box or furniture work. Management of those efforts is by others.
401	Systems Acceptance Support	Systems Acceptance Plan Development	RobertF	2.25		\$170.00	\$382.50		Allocation of time associated with the development of a set if documented, simple systems acceptance guidelines. This deliverable does not include development of a detailed test plan. Guidelines will indicate the types of review activities and which systems those reviews will be allocated towards. Schedule to be determined by Project Manager. Allocates approximately .75 hours per each of 3 systems.

Exhibit 1

City of Sammamish
 2014 AV Systems Replacement Project
 RLFE Project Support And Management Proposal Estimate Details

402	Systems Acceptance Support	Systems Acceptance Initial Review	RobertF	10.50		\$170.00	\$1,785.00	Allocation of time associated with the in-field review of the installed systems relative to the developed plan. Schedule to be determined by Project Manager. Assumed that there are 3 site visits of approximately 2 hours each for these activities. Includes follow-up comments. It is understood that if issues grow beyond this allocation, additional fees will be requested.
403	Systems Acceptance Support	Systems Acceptance Follow-Up Review	RobertF	2.50		\$170.00	\$425.00	Allocation of time associated with the in-field re-review of the installed systems that were found to be problematic during the initial review process or need more in-field support for training, documentation, etc. Schedule to be determined by Project Manager. Assumed that there are 1-2 site visits for these activities. Includes follow-up comments.
404	Systems Acceptance Support	Additional project Q&A, emails, calls, reviews and misc. Project support	RobertF	1.00		\$170.00	\$170.00	
405	Systems Acceptance Support					\$0.00	\$0.00	
406	Systems Acceptance Support	Contingency This Phase		2.00		\$170.00	\$340.00	
407	Systems Acceptance Support	SUBTOTAL			18.25	\$170.00		\$3,102.50
501	Record Set Review	Initial Record Set Review and Support	RobertF	7.50		\$170.00	\$1,275.00	Allocation of time to review and comment on 2 revisions (PRELIMINARY and FINAL) of record set drawings and related documentation for 3 systems with a total of approximately 5 pages of design plus support materials. Includes written comments and any follow-up clarifications.
502	Record Set Review	Additional project Q&A, emails, calls, reviews and misc. Project support	RobertF	1.00		\$170.00	\$170.00	
503	Record Set Review					\$0.00	\$0.00	
504	Record Set Review	Contingency This Phase		0.50		\$170.00	\$85.00	
505	Record Set Review	SUBTOTAL			9.00			\$1,530.00
601	SUBTOTAL TECHNICAL SUPPORT SERVICES				64.00			\$10,880.00
701	Project Management	Initial Schedule Development	RobertF	1.00		\$150.00	\$150.00	Allocation of time to work with Stakeholders, Other City resources and Contractor to develop a initial version of a project schedule. Based on existing projectschedule and integrates start-up conditions.

Exhibit 1

City of Sammamish
 2014 AV Systems Replacement Project
 RLFE Project Support And Management Proposal Estimate Details

702	Project Management	Periodic Status Inquiry, Assesment and Reporting	RobertF	12.00		\$150.00	\$1,800.00	Assumes that during the approximately 90-100 day project there will be approximately 6 periodic status reports investigated, documented and distributed. Assumes an average of 2 hours per report.
703	Project Management	Periodic Contractor Status Review Meetings	RobertF	8.00		\$150.00	\$1,200.00	Assumes that during the project there will be approximately 4 periodic status review meetings with Contractor and TBD City resourcess. Assumes 2 hours per meeting coordination, meeting notes development and distribution.
704	Project Management	Change Management	RobertF	3.00		\$150.00	\$450.00	Allocation of time to cover potential change order coordination. Occurrences of changes are assumed to be minimal.
705	Project Management	Project Management Documentation Updates	RobertF	6.00		\$150.00	\$900.00	Allocation of time to cover updates to project documentation (schedule, budget, etc). Assumes to coincide with periodic Status Reporting.
706	Project Management	Additional project Q&A, coordination, emails, calls, reviews and misc. associated with Project Management	RobertF	4.00		\$150.00	\$600.00	
707	Project Management					\$0.00	\$0.00	
708	Project Management	Contingency This Phase		4.00		\$150.00	\$600.00	Allocates 10% of Project Management hours as contingency.
709	Project Management	SUBTOTAL			38.00		\$5,700.00	Note that this deliverable does not include any time to support electrical, pipe, box or furniture work. Management of those efforts is by others. Coordination of AV efforts into those efforts is included here.
801	SUBTOTAL PROJECT MANAGEMENT SERVICES				38.00		\$5,700.00	
901	Labor Totals This Proposal				102.00		\$16,580.00	
902	Hours Remaining On Original Proposal				4.50	\$170.00	\$765.00	Hours remaining from original contract after February 2014 billing.
903	Labor Balance This Proposal				97.50		\$15,815.00	
904	Reimbursable Expenses						\$250.00	Drawing and other documentation print for RLFE responce reviews.
905	Labor and Reimbursable Expense Totals This Proposal						\$16,065.00	

Exhibit 1



City Council Agenda Bill

Meeting Date: March 17, 2014

Date Submitted: March 14, 2014

Originating Department: City Manager

Clearances:

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

Subject: Authorization for City Manager to enter into a contact with Butkus Consulting, Inc.

Action Required: Motion Approving Contract

- Exhibits:**
1. Professional Services Agreement with Butkus Consulting
 2. Exhibit A outlining the scope of services

Budget: Department of Community Development – Professional Services (001-058-558-60-41-00)

Summary Statement

The contractor is being engaged to supplement, on a temporary and limited basis, the management, project coordination and subject matter expertise lost with the departure of the city’s Department of Community Development (DCD) Director.

Background

With the departure of the DCD Director to become the City Manager of Burien, city staff finds that we lack the full capacity to deliver the department’s workplan in a timely manner.

Utilizing the services of Butkus Consulting will enable the city to pursue the aggressive workplan and timelines associated with the following projects while the city undertakes the recruitment and hiring of a new director.

- Comprehensive Plan Rewrite
- Economic Development Strategic Plan
- Homeless Encampment Code Development
- Marijuana Code Development Options
- Klahanie Area Annexation Area Transfer
- Cable Franchise Agreement Research

Financial Impact: The Consultant will be paid at a rate of \$100.00 per hour up to 36 hours per week for a duration of up to four months. The maximum compensation will not exceed \$58,000.00. This expenditure will be offset by previously budgeted salary and benefits for the director position.



City Council Agenda Bill

Recommended Motion: Authorize the City Manager to enter into a professional services contract with Butkus Consulting, Inc.

CITY OF SAMMAMISH

PERSONAL/PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into by and between the City of Sammamish, Washington, hereafter referred to as the "City," and Butkus Consulting, Inc., hereafter referred to as the "Contractor."

WHEREAS, the City has a need to have certain services performed; and

WHEREAS, the City desires to have the Contractor perform such services for a limited duration pursuant to certain terms and conditions;

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

1. **Scope of Services to be Performed by Contractor.** The Contractor shall perform those services described on Exhibit "A" attached hereto and incorporated herein. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services.
2. **Compensation and Method of Payment.** The City shall pay the Contractor for services rendered at the rate of \$100.00 per hour up to 36 hours per week; however, the total compensation for services performed under this Agreement shall not exceed \$58,000.00. The Contractor shall be paid monthly, on the basis of invoices submitted, for work completed during the previous month. Invoices shall be processed for payment through the City's payment process immediately upon receipt and approval of a properly completed invoice. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, determined to have been improperly invoiced.
3. **Duration of Agreement.** This Agreement shall be in full force and effect from the date of execution through July 31, 2014, subject to the right of termination by either party as set forth herein. This Agreement may be extended by mutual, written amendment of the parties; however, in no event shall this temporary contract exceed a total, maximum duration of four months from the date of execution.
4. **Independent Contractor.** The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, or otherwise assuming the duties of an employer with respect to the Contractor or any employee or agent of the Contractor.

5. **Indemnification.** The Contractor shall indemnify, defend, and hold harmless the City, its officers, agents, employees and volunteers, from and against any and all claims, injuries, damages, losses, suits or liability, including attorneys' fees, arising out of or resulting from the negligent acts, errors or omissions of the Contractor, its agents or employees, in performance of this Agreement, except for injuries and damage caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

6. **Insurance.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives employees or subcontractors. Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
 - A. **Minimum Scope of Insurance.** Contractor shall obtain insurance of the types described below:
 - (i) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. IF necessary, the policy shall be endorsed to provide contractual liability coverage.
 - (ii) Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract.
 - (iii) Workers' Compensation coverage as required by the Industrial Insurance law of the State of Washington.
 - B. **Minimum Amounts of Insurance.** Contractor shall maintain the following insurance limits:
 - (i) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - (ii) Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

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

(i) The Contractor's insurance coverage shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

(ii) The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Cancellation of the required insurance shall automatically result in termination of this Agreement.

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

E. Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the service or within fifteen (15) days of execution of this Agreement, whichever occurs sooner.

7. **Termination.**

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

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

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

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

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

8. **Record Keeping and Reporting.**

A. The Contractor shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect

all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

9. **Ownership and Use of Documents.** Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Contractor in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.
10. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by law during the performance of this Agreement.
11. **Discrimination Prohibited.** The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor to be provided under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status or presence of any sensory, mental or physical handicap.
12. **Conflict of Interest.** The City insists on the highest level of professional ethics from its contractors. Contractor warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Contractor warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Contractor will not disclose any information obtained through the course of its work for the City to any third party, without written consent of the City. It is the Contractor's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.
13. **Confidentiality.** All information regarding the City obtained by the Contractor in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Contractor shall be grounds for immediate termination.
14. **Assignment and Subcontract.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
15. **Entire Agreement.** This Agreement contains the entire agreement between the parties and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes that are mutually agreed upon shall be

incorporated by written amendments to this Agreement.

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

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

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

Company Name: Butkus Consulting, Inc.
Contact Name: Carole Butkus_
Street Address: 290 E. Fern Creek Road
City, State Zip: Shelton, WA 98584
Phone Number: (425) 281-8183
Email: caroleb@butkusconsulting./com

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

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

CONTRACTOR

By: _____

Address: 290 E Fern Creek Road

DATE: _____

City: Shelton, WA

State: WA Zip 98584

Phone: (425) 281-8183

Email: caroleb@butkusconsulting./com

Social Security No. or Tax Identification No. _ EIN: 20-2091520 _____

CITY OF SAMMAMISH, WASHINGTON

By: _____
City Manager

DATE: _____

Attest/Authenticated:

City Clerk

Approved as to form:

City Attorney

EXHIBIT A

Scope of Services to be Provided by Contractor

PURPOSE/BACKGROUND

The Contractor is being engaged to supplement on a temporary and limited basis the management, project coordination and subject matter expertise lost with the departure of the Community Development Director. This engagement will allow the city to continue the work programs started by other Contractors and staff. It is envisioned that this engagement will last up to 4 months in duration.

SERVICE SCOPE

1. Contractor will provide input, advice, recommended strategies and guidance to City of Sammamish Management, City Council and Planning Commission;
2. Contractor will coordinate their efforts and activities with other Contractors and staff engaged in the identified projects identified herein;
3. Contractor will provide the City Manager and Deputy City Manager with periodic project updates;
4. Contractor will receive input from and interact with the public and assist the city in addressing concerns expressed; and
5. Contractor will assist the City in recruiting and assessing candidates for the vacant Community Development Director position.

IDENTIFIED PROJECTS (with Projected Timelines and Associated Deliverables)

Comprehensive Plan Rewrite

- Timeline: Deliverables Consistent with Attached Project Schedule and Planning Commission Schedule

Town Center Planning Revisions

- Timeline: Scoping to be determined by April 30, 2014, consistent with forthcoming Council Direction

Economic Development Strategic Planning

- Timeline: Draft Economic Strategic Plan to be published for comment by June 30, 2014

Exhibit 1

Homeless Encampment Code Development

- Timeline: Planning Commission Recommendations delivered to City Council for consideration by July 15, 2014

Marijuana Code Development Options

- Timeline: Planning Commission Recommendations delivered to City Council for consideration by July 15, 2014

Klahanie Potential Annexation Area Transfer from Issaquah to Sammamish

- Timeline: Deliverables Consistent with Attached Project Schedule

Cable Franchise Agreement Research

- Timeline: Publish RFP to Survey Current Infrastructure Inventory and RFP to conduct a statistically valid survey by May 31, 2014; provide an analysis of emerging technologies available in the marketplace by June 30, 2014

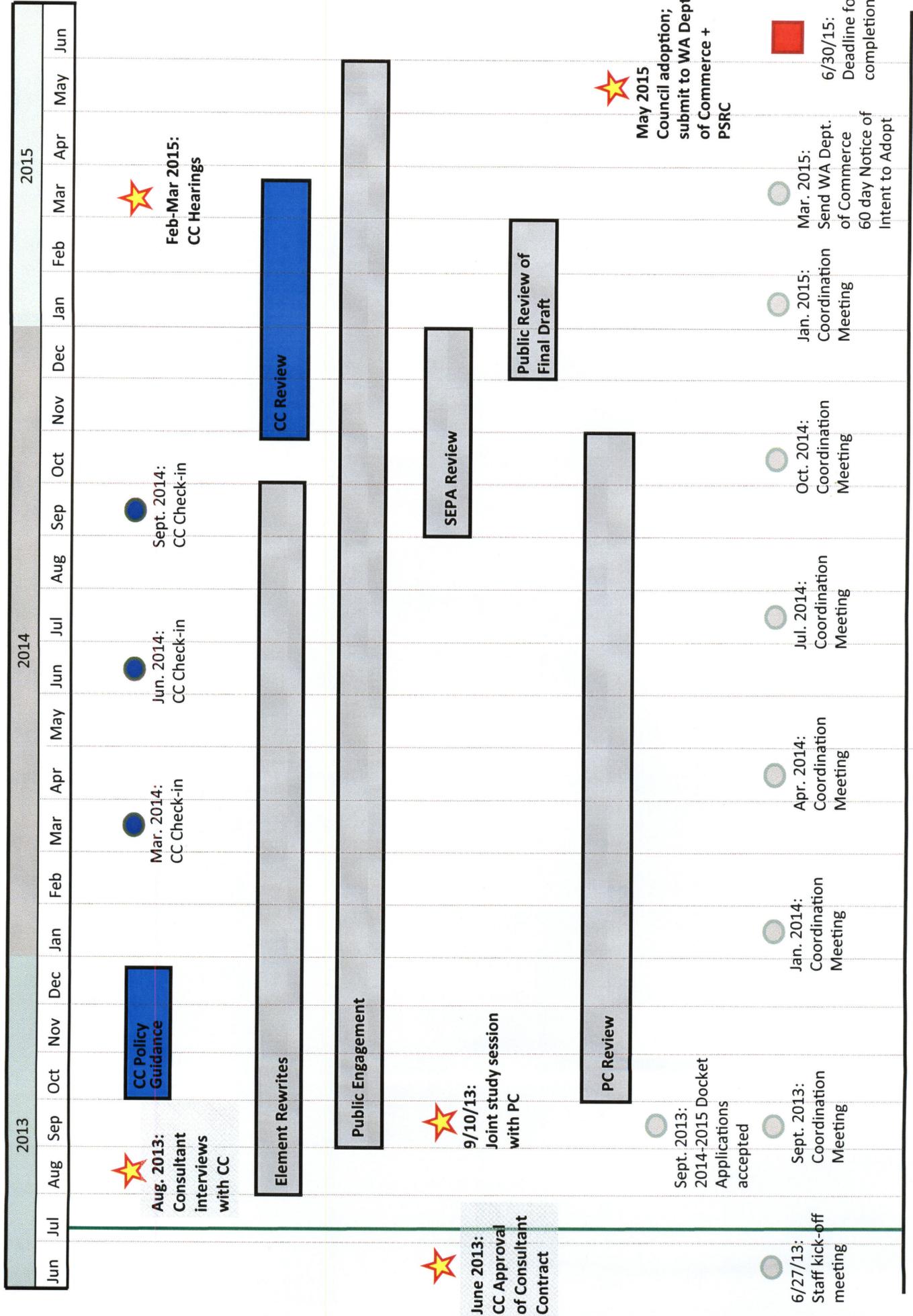
Other Miscellaneous Projects to be determined (as needed)

- Timelines will be dependent upon the project and the tasks associated

Comprehensive Plan Periodic Update Project

Project Schedule

Exhibit 2





Memorandum

Date: March 13, 2014
To: Ben Yazici
From: Kamuron Gurol
Re: Additional Scope of Work Items for Comprehensive Plan Rewrite

As you recall, on December 10, 2013 the City Council adopted Resolution 2013-561 which provided direction on potential additions to the scope of work for the Comprehensive Plan Rewrite (Sammamish 2035). The Resolution directed staff to return with a cost estimate for each potential new item in the first quarter of 2014. On Monday, March 17, 2014 staff will present this material to the City Council and seek further direction and authorization for the City Manager to develop contract amendments as needed.

Attached is a summary matrix of the budget and staff resources needed to include the items in the Resolution, including those that require additional resources and time. Those items would also add to the overall timeline, and may put pressure on the state deadline of June 30, 2015. Staff proposes that the necessary additional work would be undertaken by the current Comp Plan consultant team of Studio3MW, Henderson and Young, Community Attributes, and Victor Salemann/TSI. The following are staff comments on each of the major new items requiring additional resources:

Klahanie Area

- The City Council has directed that the Klahanie area be included in the 2015 Comprehensive Plan Rewrite. Given the results of the February election, there is also a desire to undertake a 2014 Comp Plan change as well, to add the Klahanie area to our Potential Annexation Areas (PAAs) map.
- The consultant work would support the 2014 Comp Plan amendment, and would help in the GMPC and BRB processes that are steps along the way to an actual annexation election.
- The work includes review of statutory criteria, revenues and expenditures, contingent zoning and comprehensive plan designations, SEPA, and public outreach.
- This requires consultant services estimated at \$50,000 plus an amount to conduct transportation analysis. The study for the 2014 amendment would take an estimated time of 4 months to complete. Additional consultant work for the 2015 Comp Plan Rewrite process may require more resources.

***Staff Comment:** The consultant work will take advantage of recent studies conducted by Issaquah to support their proposed annexation, and city staff likely will conduct some work in-house. The materials will support Sammamish's 2014 Comp Plan amendment, and review by King County, the Growth Management Planning Council (GMPC) and the Boundary Review Board (BRB). The studies would provide needed information to support the public outreach efforts with Klahanie and existing Sammamish residents. The consultant cost estimates may be modified depending on the level of city staff work available. After the Council meeting on March 17th, staff will work with the City Manager to refine the scope and bring a contract amendment for Council review and approval.*

R-1 Area

- The R-1 study would assess the essential elements of the R-1 zone both inside the City and within the City's PAAs to ensure the zone designation accomplishes the adopted policy goals (e.g., protecting the environment, recognizing historic lot patterns)
- The City Council requested that docketed Comprehensive Amendments for land use changes from R-1 to R-4/R-6 and a review of the density calculation methodology also be included in the study.
- The R-1 Study would require consultant services estimated at \$50,000. An additional \$7,000 to conduct transportation related analysis would be needed. The study would take an estimated time of 6 months to complete.

Staff Comment: Staff are concerned that this study will be large in scale, costly, controversial and will lead to significant public concern. Given the Council direction from December, the study would encompass all of the R-1 zoned property in the city and in the PAA's east of 244th Avenue NE and Aldarra. A city initiated area-wide rezoning would require significant public outreach and is likely to generate concerns related to neighborhood character. If the City Council confirms that staff pursue this effort, staff would like the Council's review and refinement of the study's goals.

Town Center/Economic Development

- As directed in December, this study would holistically consider plan elements identified during the Economic Development Strategic Plan process such as incentives, land use map, distribution of the commercial square-footage, flexibility in commercial zones, and policies supporting services and jobs.
- The work would be done mainly by Community Attributes and TSI. The study would require consultant services estimated between \$87,500 and \$102,500. An additional \$9,000 to conduct transportation related analysis would be needed. The time involved to complete the study is estimated to add 6 months to the comprehensive plan schedule.

Staff Comment: Staff are concerned that this study will be costly and result in a significant time delay. Staff recommends that instead of re-opening the TC plan, we focus on review/refinement of the selected development regulations, as recommended in the Economic Development Strategic Plan. Town Center landowners have identified several areas where the city could consider regulatory changes to help encourage Town Center development.

Duthie Hill Notch Area

- The Notch includes research of appropriate zoning/comp plan designations, updates population projections, an evaluation of impacts of development and public outreach.
- The study would require consultant services estimated at \$20,000. An additional \$2,000 to conduct transportation related analysis would be needed. The time involved to complete the study is estimated to add 4 months to the comprehensive plan schedule.

Staff Comment: Staff are concerned that this study is costly and has an uncertain outcome. This property is currently outside the Urban Growth Boundary (UGB). A UGB amendment would require strong consensus from the existing property owners, and eventually from the King County Council. Although staff has been in contact with property owners it is not yet clear whether consensus exist.

Attachment A: Preliminary List of City Council Approved Scope of Issues for Comprehensive Plan Rewrite

Policy Topic	Policy Direction	Staff Resources Available	Consultant Resources Needed	Consultant Work Description
1. Housing	<ul style="list-style-type: none"> A. Expand policies that promote housing type diversity, especially for seniors B. Review affordable housing requirements, emphasize incentives C. Comprehensive Tent City Ordinance D. Look at incentives to include affordable housing in residential projects over a certain size, e.g. over 9 homes. 	<ul style="list-style-type: none"> • Can be considered in Housing Element • Can be considered in Housing Element • Review Land Use and Housing Element Goals and Policies to include supportive policies • Include in review of Housing Element • Review available relevant economic and demographic to determine level of need for affordable housing 	<p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p>	<ul style="list-style-type: none"> • No change to existing scope and budget • Assumes City continues to work with ARCH for additional review.
2. Environment & Sustainability	<ul style="list-style-type: none"> A. Maintain strong environmental protections B. Consider policies promoting new technologies (smart metering, electric fleets, grey water systems) 	<ul style="list-style-type: none"> • Review goals and policies in current Plan • Identify new policies in Sustainability Element • Research supportive policies from other jurisdictions 	<p>None.</p> <p>None.</p>	<ul style="list-style-type: none"> • No change to existing scope and budget

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3. Land Use	<p>A. R-1 Zoning Study. Consider policies to maximize site use while protecting environmental quality, includes Timmerman and Conley/Reid Rezone Requests</p>	<ul style="list-style-type: none"> Public Works on-call Transportation Consultant Community Development-on-call Biologist Consultant Community Development Public Outreach content development, assemble address and mailings. 	<p>\$50,000 est. consultant</p>	<p>Combine with study of R-1 zone directed by motion passed by CC 12/3/13: As part of the Comprehensive Plan Rewrite, assess the pros and cons of essential elements of the R-1 zone to ensure it accomplishes the goals and objectives to protect the environment, and include density calculation as part of the review.</p>
	<p>B. Explore potential locations for hotels/other lodging.</p>	<ul style="list-style-type: none"> Review locations of commercial zones, allowed uses in current zones Develop policies to promote new lodging uses 	<p>None.</p>	<p>No change to existing scope and budget</p>
	<p>C. Review tree retention policies and replanting policies. Also consider additional incentives.</p>	<ul style="list-style-type: none"> Land Use Planner to manage. Can be considered in Land Use Element 	<p>None.</p>	<p>No change to existing scope and budget</p>
	<p>D. Comprehensive Tent City Ordinance</p>	<ul style="list-style-type: none"> Code Compliance Officer to Manage. Review Land Use and Housing Element Goals and Policies to include supportive policies 	<p>None.</p>	<p>No change to existing scope and budget</p>

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4. Klahanie PAA	<p>Include Klahanie PAA pursuant to adopted Council resolution</p>	<ul style="list-style-type: none"> Land Use Planner to compile some existing data from Issaquah, public outreach content development, assemble address and mailings. 	<p>\$50,000 est.</p>	<p>Review of fiscal analysis for Sammamish, SEPA. Mostly in-house public outreach. Does not include greater comp plan work, annexation petition effort or BRB processing.</p>
6. Pilot programs	<p>Identify when a pilot program is appropriate, objectives of specific pilot program, criteria for selection of project best suited to test program, etc.</p>	<ul style="list-style-type: none"> Land use planner to develop guidance or selection criteria in Land Use Element of Comp Plan and develop applications for pilot programs 	<p>None</p>	<p>No change to existing scope and budget</p>
7. Duthie Hill Notch UGA change	<p>Pursue amendment to Urban Growth Area boundary with King County in 2016</p>	<ul style="list-style-type: none"> Land Use Planner to manage project, review relevant changes to ownership since 2012, assist public outreach Consider policies related to UGA change proposals 	<p>None for UGB change only (in house) \$20,000 est. comp plan</p>	<p>Updated population projections, facilitate public outreach, research appropriate zoning/comp plan designations, impacts of development. Assist in Planning Commission/City Council Review.</p>
8. Wildlife habitat	<p>Review policies that support wildlife protection</p>	<ul style="list-style-type: none"> Land Use Planner manage project, review peer jurisdictions, and develop new code. Consider relationship to recent ECA work 	<p>None.</p>	<ul style="list-style-type: none"> No change to existing scope and budget
9. Transportation and Infrastructure	<p>A. Do not neglect utilities and infrastructure B. Promote complete streets, enhance internal connectivity of non-motorized facilities</p>	<ul style="list-style-type: none"> Include in Utilities and Public Services Element Include in Transportation Element 	<p>None. None.</p>	<ul style="list-style-type: none"> Work scoped through Public Works contract.

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	C. Coordinate with water and sewer districts to ensure plans are consistent	<ul style="list-style-type: none"> Required by state law 	None.	
10. Citizen Survey	Incorporate data from recent citywide survey	<ul style="list-style-type: none"> Land Use planner can include in the community profile as part of the PIP process 	None.	<ul style="list-style-type: none"> No change to existing scope and budget Assumes no new survey work
11. Town Center/Economic Development	<p>A. Reducing the 10% affordable housing mandate and 10% optional element in Town Center</p> <p>B. Look at imposing 5 % affordable housing mandate and 5% discretionary affordable housing element in other subarea plans (PL Center and Sammamish Highlands SC).</p>	<ul style="list-style-type: none"> Land Use Planner to manage project. Planner to manage project. Subarea plans for the two existing shopping centers are not part of the comprehensive plan. 	<p>\$87,500 to \$102,500 for tasks A-H</p>	<p>Look at using incentives in lieu of mandates for affordable housing. Would require review of Town Center Plan; existing Housing Element goals</p> <p>Look at using incentives in lieu of mandates for affordable housing.</p>
	C. Review Town Center Plan. Revisit vision, identify elements to be reviewed. Consider implications of changes on land use, environmental regulations.	<ul style="list-style-type: none"> Land Use Planner to manage work as part of the comp plan work on Land Use and Environment & Conservation Elements. 		<p>Work shall be completed as a part of the comprehensive plan rewrite. Involves grouping together tasks C-G related to assess the layout of the town center and its effect on development interest and feasibility.</p>
	D. Consider redistributing the commercial square footage allowances across the five A-zoned mixed-use areas	<ul style="list-style-type: none"> Land Use Planner to assist in public outreach. Requires property owner and public input. City engineer to manage transportation consultant. 		<p>Work needs to be scoped through Public Works contract for traffic study</p>
	E. Consider rezoning selected A and B zones to better concentrate mixed uses in fewer areas	<ul style="list-style-type: none"> Land Use Planner to assist in public outreach. Requires property owner and public input. 		

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	<p>F. Review and potentially revise affordable housing requirements</p>	<ul style="list-style-type: none"> • Similar to Items 10 A-B above 	<p>See item 11 A-B</p>	
	<p>G. Review list provided by Scott Hamilton regarding flexibility in commercial zones; Allow hardware stores in commercial zones</p>	<ul style="list-style-type: none"> • Land use planner to assist in determining what could be discussed in Land Use Element • Some suggestions may be regulatory 		
	<p>H. Consider policies to expand services and jobs</p>	<ul style="list-style-type: none"> • City Engineer and Land Use planner to manage project. 		<p>Work needs to be scoped through Public Works contract for traffic study</p>

