

January 14, 1994
mbm218

INTRODUCED BY Sullivan

PROPOSED NO. 93-903

MOTION NO. 9217

A MOTION approving the 1994 ARCH Work Program and Budget.

WHEREAS, the King County council approved motion 8853 authorizing the executive to sign an interlocal cooperation agreement with the cities of Bellevue, Kirkland, and Redmond to form a new housing entity serving the eastside, and

WHEREAS, that housing entity came into being as A Regional Coalition for Housing (ARCH), and

WHEREAS, the agreement calls for each member jurisdiction to approve the work program and budget annually, and

WHEREAS, the ARCH Executive Board has reviewed the 1994 Work Program and Budget and requests approval by the King County council, and

WHEREAS, the ARCH Executive Board shall be granted the discretion to modify this budget to reflect contributions from other cities that may join during 1994;

NOW, THEREFORE, BE IT MOVED by the Council of King County:

The ARCH 1994 Work Program and Budget as found in Attachment A is hereby approved.

PASSED this 24th day of January, 1994.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Kent Puller
Chair

ATTEST:

Janet Masno
Deputy Clerk of the Council

Attachment:

A. 1994 ARCH Work Program and Budget

Passed by a vote of 13/0/0.

ARCH WORK PROGRAM THROUGH 1994

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I. PROJECT ASSISTANCE

A. Oversight of Local Monetary Assistance

Review applications and make recommendations for requests of local monetary funds (See Appendix B, Item 2 Review Applications for Local Financial Assistance). Includes helping to coordinate the application process and use of funds for various programs. Also assist with preparing contracts for awarded projects. Oversight to be provided for:

Bellevue. Housing Trust Fund (including CDBG Capital funds set aside for housing). Includes 1994 CDBG setaside and 1994 C.I.P. and General Fund amounts to be determined. Would also include any 1993 Trust Funds not allocated during 1993.

Redmond. Combination of 1994 General Funds and 1995 CDBG funds in an amount to be determined. Assist with establishing guidelines for ongoing program.

Kirkland. 1995 CDBG funds in an amount to be determined.

Mercer Island. 1995 CDBG funds in an amount to be determined.

King County HOF. Review and make recommendations for Eastside projects that apply for HOF funds.

In addition to these programs, the Coalition will provide input to the King County Home Consortium on behalf of participating Eastside jurisdictions.

B. Projects on Surplus Property

Assist jurisdictions with affordable housing projects on surplus public property (See Appendix B, Item 1, Assist with Developing Surplus Sites). Activities include:

All Jurisdictions. An initial step for several jurisdictions is to identify potential surplus sites and their appropriateness for housing. Such an exercise is also mandated by State law. ARCH will assist all the member jurisdictions with an inventory of city- or County-owned property. This will include an initial assessment of the suitability of sites for housing. Such an analysis has been done previously by Bellevue, and would require only an update of their existing information. Time permitting, this survey could be expanded to include other 'public' lands (e.g. school districts, public utilities). One objective of this analysis would be for each community to identify at least one site to be made available for affordable housing in 1995.

Bellevue. ARCH staff will assist in the analysis of the feasibility of the Glad site for affordable housing, including evaluation of financing programs available to assist with affordability. Additional feasibility analysis may be undertaken for a second site during 1994, with similar assistance from ARCH staff.

C. Review of Other Projects

Local Review of Other Affordable Housing Projects. Assist local jurisdictions to evaluate other projects with affordable housing. Includes projects that require affordability as part of local approvals, or projects applying for non-local funds and need letters of support from the jurisdiction. For the former, includes helping to draft concomitant and other legal documents with the objective being to preserve affordability, maximize consistency between jurisdictions, and create agreements that are acceptable to financial institutions.

Bellevue Downtown Housing Funds. Bellevue's CIP budget includes a set aside to assist affordable housing in the Downtown area. City Staff, with input from ARCH staff, will make recommendations to City Council regarding options for an allocation process. ARCH may be used to assist in whatever allocation process the Council elects to use.

Single Family Bond Financing Program. Work with a local lender, the Washington Housing Finance Commission, and local jurisdictions, to develop a loan program targeted to first time buyers. This will be targeted to families buying units created through local programs. Currently Bellevue and Redmond have such units, and Kirkland may in the future.

Securing financing for Affordable Housing. In 1993 Bellevue evaluated the feasibility of using it's 'credit capacity' to help finance a project intended to preserve current affordability in an existing complex. Though the City did not participate in the initial project, it has expressed a willingness to evaluate other proposals in the future. In 1994, ARCH staff may help Bellevue staff with evaluating a specific project. In addition, ARCH staff will work with other jurisdictions to understand the potential applicability of using this resource in their community.

D. Technical Assistance

Development assistance including feasibility analysis, fund raising, advice on approval process. At any given time, provide assistance one or two projects located in the ARCH sphere of influence. Typically, assistance on any given project can occur over a one to two year period. Assistance provided by King County's 1/3rd time-shared staff person. One project expected to be worked on during 1994 is the 'large family' project proposed by Interim Housing.

II. HOUSING POLICY PLANNING

A. GMA/Housing Elements

ARCH will provide technical assistance to all member jurisdictions adopting Comprehensive Plan elements and affordable housing programs pursuant to the Growth Management Act housing goals. Will include reviewing Housing Elements through various draft stages, attending public meetings/hearings as requested, and checking for compliance with Countywide goals and state regulations. Could also include reviewing other elements of Comprehensive Plans for compatibility/consistency with the Housing Element.

B. Implementing Housing Strategies.

The Housing Elements or Work Programs adopted by the various jurisdictions will include a number of specific strategies and programs for jurisdictions to consider and implement over the next few years. Examples could include making surplus public land available for affordable housing, rezoning land to allow more housing, allowing accessory housing, and streamlining the regulatory process.

All Jurisdictions. Assist with "Year 1" Housing Strategies as identified in the jurisdictions' Comprehensive Plan/Work Programs. Includes background research, and evaluating proposed program guidelines. For Mercer Island this will include evaluation of permitting accessory housing, and establishing a 'home share' program.

All Jurisdictions. Assist with review and evaluation of update of development regulations and zoning codes.

C. Affordable Housing Tracking System.

The Growth Management Act/Countywide Affordable Housing Policies call for jurisdictions to track the development/preservation of housing affordable to low and moderate income families. ARCH will assist all jurisdictions in creating/implementing a tracking system. ARCH can assist in two areas:

King County. Work with the Affordable Housing Technical Forum to design a system for development and preservation of low- and moderate-income housing.

All Jurisdictions. Work with individual member jurisdictions to collect and report data on affordable housing.

D. CHAS Update

King County. Assist County staff with updating data for the housing needs profile in the Annual CHAS Update.

III. HOUSING PROGRAM ADMINISTRATION

A. Monitoring Affordable Units

Develop and administer procedures to ensure ongoing compliance of affordability requirements. Includes helping to develop administrative procedures in cooperation with local jurisdictions for new programs. These procedures will be modeled after those procedures developed in cooperation with Bellevue and King County during 1993. (See Appendix B, Item 4. Monitoring of Affordable Units.)

Kirkland. Projects include Parkside, Campbell, Delgatty and possibly others. Some are to be monitored for senior occupancy. Need to develop monitoring procedures.

Redmond. Projects include Riverpoint, Cinnamon and possibly others.

Bellevue. Projects include Lakemont, Brandenwood, Park Highlands, Sunset, Eastview Manor, Habitat home, and affordable units created through Affordable Housing Ordinance.

King County. Finalize procedures and assume responsibilities for assisting the County to monitor affordability agreements for projects in the County.

B. Mailing List of Low/Moderate Income Households

Maintain a list of families potentially interested in affordable housing units created through the efforts of the participating jurisdictions. Involves maintaining a list of families and forwarding names of potentially eligible families to developers on an as needed basis. For several communities (Bellevue, Redmond and King County), this should include buyers for low and moderate income ownership units.

IV. SUPPORT/EDUCATION ACTIVITIES

A. Education/Outreach

Provide outreach on housing issues to a wide variety of groups such as community associations and professional organizations. Begin implementing elements of the Citizen Advisory Board's Community Outreach Program. Potentially includes:

- o Develop a 'Speaker's Circuit' for CAB members and ARCH staff to discuss affordable housing needs/issues.
- o Develop ARCH brochure, and slide show for the Speaker's Circuit, and general distribution.
- o Present 'Community Recognition' awards for outstanding efforts in community to provide affordable housing.

B. Advice to Interested Groups.

Provide short term technical assistance to community groups, churches and development

community interested in housing efforts. Meet with groups and provide suggestions on ways they could become more involved.

C. County-Wide Housing Committees

(edit) Support local staff by continuing to participate as needed in 'regional' working groups/committees, and disseminating key information back to local staffs. Groups include:

- Affordable Housing Task Force
- Affordable Housing Technical Forum (also assist with organizing one or two workshops for this group)
- Housing Congress (group that tracks State housing legislation)
- Groups considering/organizing regional funding (e.g. CDBG, HOME, HOF, CDLF, State Trust Fund, etc)

D. Recruit New ARCH Members

Continue to work with non-member Eastside jurisdictions in order to encourage their participation in ARCH.

E. Administrative Procedures

Prepare quarterly budget performance and work program progress reports. Prepare 1994 budget and work program. Staff Executive and Citizen Advisory Boards.

APPENDIX B
EXAMPLES OF ARCH/JURISDICTION ROLES

Following are some examples illustrating the potential roles for a local jurisdiction and ARCH for several different activities. These are not meant as absolute guidelines, but to help clarify the basic roles of each. For each example, a sequence of basic steps is described.

1. Assist with Developing Surplus Site

- a. Jurisdiction identifies a surplus site.
- b. Jurisdiction, potentially with technical input, establishes targeted population they want served by a project and establishes any minimal requirements expected from the project or developer.
- c. ARCH, with the approval of the jurisdiction, develops a work program. Items addressed include:
 - Clearly define targeted population/affordability goals,
 - Potential financing mechanisms,
 - Process for selecting development team.
- d. ARCH takes lead in RFP/Selection process;
- e. ARCH makes recommendation on development team. Jurisdiction has final approval of team.
- f. Jurisdiction responsible for overseeing local land use permitting process. ARCH may help development team understand approval process.
- g. Development team prepares finance applications. ARCH may provide technical assistance to the development team. Jurisdiction prepares letters of support as needed.
- h. ARCH helps draft legal documents regarding transfer of the land(e.g. land lease, sales contract, regulatory agreement) for the jurisdiction. Jurisdiction to review and approve final forms.
- i. If needed, ARCH could review loan documents from other lenders for consistency with jurisdiction requirements.
- j. ARCH provides ongoing monitoring to bring attention to the local jurisdiction of project non-conformance with affordability requirements.

2. Review/Approve Applications for Local Financial Assistance

- a. Jurisdiction as lead, works with ARCH to establish criteria/process for utilization of funds. ARCH may provide advice on a process that it feels it can best administer, or that complements other local and non-local funding programs.
- b. ARCH advertises availability of funds.
- c. Proposals submitted by proponents to ARCH.
- d. ARCH takes lead to review and prioritize applications. ARCH makes funding recommendation to Jurisdictions.
- e. Jurisdictions make final approvals based on entity's recommendation.
- f. Continue similar process as from step f. in Illustration 1.

3. Planning Technical Assistance (Comprehensive Plan)

- a. Jurisdiction makes decision to review Housing Policies in its Comprehensive Plan
- b. Jurisdiction consults with ARCH to develop a work program and identify areas where ARCH can provide technical support.
- c. ARCH provides technical support background material to jurisdiction staff.
- d. Jurisdiction staff uses material to prepare staff reports. ARCH provides input to jurisdiction staff on policy options, and staff recommendations.
- e. ARCH possibly provides technical support to task force groups, commissions or councils as they review policies.
- f. Jurisdiction conducts public hearings and adopts policies.

4. Monitoring of Affordable Units

- a. Prior to construction, ARCH assists jurisdiction to prepare covenants which specify any procedures to ensure ongoing availability of affordable housing. Covenants are entered into between developer and jurisdiction.
- b. ARCH develops work program for monitoring procedures which the jurisdiction reviews and approves. (The work program may be the same as for other projects.) A goal would to have consistent or similar monitoring procedures on the Eastside.
- c. ARCH implements monitoring program.
- d. ARCH reports any problems with specific projects to jurisdictions. If ARCH cannot correct problem administratively, jurisdiction is responsible for taking legal actions to correct.
- e. Annually or semi-annually ARCH prepares community wide summary reports for jurisdiction review. If necessary, ARCH works with communities to refine monitoring process.

ARCH ADMINISTRATIVE BUDGET: 1994

Updated 10/93

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I. ANNUAL OPERATING EXPENSES

Item	1993 Budget	1994 Budget	Change Budget
Staffing *			
Housing Manager	\$54,600	\$57,964	\$3,364
Benefits	\$15,288	\$17,044	\$1,756
Housing Planner **	\$29,000	\$35,349	\$6,349
Benefits	\$8,600	\$9,641	\$1,041
T.A. Planner	\$16,000	\$17,408	\$1,408
Benefits	\$4,000	\$4,352	\$352
Clerk	\$35,700	\$28,615	(\$7,085)
Benefits	\$9,996	\$9,327	(\$669)
Sub-Total	\$173,184	\$179,700	\$6,516
Rent at Multiservice Center	\$11,250	\$11,250	\$0
Utilities	Included	\$0	\$0
Telephone	\$2,520	\$3,500	\$980
Miscellaneous			
Travel/Training	\$2,100	\$2,100	\$0
Auto Mileage	\$600	\$1,008	\$408
Copier Costs	\$1,050	\$700	(\$350)
Office Supplies	\$1,050	\$800	(\$250)
Office Equipment	\$525	\$525	\$0
Fax/Postage	\$315	\$1,500	\$1,185
Periodical/Membership	\$1,500	\$1,100	(\$400)
Misc.	\$1,050	\$1,050	\$0
Insurance		\$1,500	\$1,500
Legal	\$4,500	\$4,680	\$180
Sub-Total	\$12,690	\$14,963	\$2,273
TOTAL	\$199,644	\$209,413	\$9,769

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

** Housing Planner increases from .67 FTE to .8 FTE.

*** In the event additional cities join ARCH in 1994, their contributions would be used to:

- Increase the Housing Planner position to a full time position; and/or
- reduce Bellevue's cash contribution to ARCH.

A final determination will be made by the ARCH Executive Board.

II. ARCH ADMINISTRATIVE BUDGET: 1994 IN-KIND CONTRIBUTIONS

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Item	Annual Cost	VALUE OF IN-KIND CONTRIBUTIONS				REQUIRED CASH
		Redmon	Kirkland	Bellevue	County	
Staffing						
Manager	\$57,964			\$57,964		\$0
Benefits	\$17,044			\$17,044		\$0
Housing Specialist	\$35,349					\$35,349
Benefits	\$9,641					\$9,641
T.A. Planner	\$17,408				\$17,408	\$0
Benefits	\$4,352				\$4,352	\$0
Clerk	\$28,615					\$28,615
Benefits	\$9,327					\$9,327
Sub-Total	\$179,700	\$0	\$0	\$75,008	\$21,760	\$82,932
Rent at Multiservice Center	\$11,250					\$11,250
Utilities	Included					\$0
Telephone	\$3,500					\$3,500
Miscellaneous						
Travel/Training	\$2,100					\$2,100
Auto Mileage	\$1,008					\$1,008
Copier Costs	\$700					\$700
Office Supplies	\$800					\$800
Office Equipment	\$525					\$525
Equipment Repair	\$1,500					\$1,500
Periodical/Membership	\$1,100					\$1,100
Misc.	\$1,050					\$1,050
Insurance	\$1,500					\$1,500
Legal	\$4,680					\$4,680
Sub-Total	\$14,963	\$0	\$0	\$0	\$0	\$14,963
TOTAL	\$209,413	\$0	\$0	\$75,008	\$21,760	\$112,645

III. ARCH ADMINISTRATIVE BUDGET: RESOURCE DISTRIBUTION

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A. Cash Contributions	1993	1994	CHANGE
Bellevue	\$30,000	\$25,000	(\$5,000)
Kirkland	\$30,000	\$30,000	\$0
Redmond	\$20,000	\$20,000	\$0
King County	\$30,000	\$30,000	\$0
Mercer Island	\$0	\$15,000	\$15,000
Others	\$0	TBD	\$0
TOTAL	\$110,000	\$120,000	\$10,000

B. In-Kind Contributions	1993	1994	CHANGE
Bellevue	\$69,888	\$75,008	\$5,120
Kirkland	\$0	\$0	\$0
Redmond	\$0	\$0	\$0
King County	\$20,000	\$21,760	\$1,760
Mercer Island	\$0	\$0	\$0
Others	\$0	\$0	\$0
TOTAL	\$89,888	\$96,768	\$6,880

C. Total Contributions	1993	1994	CHANGE
Bellevue	\$99,888	\$100,008	\$120
Kirkland	\$30,000	\$30,000	\$0
Redmond	\$20,000	\$20,000	\$0
King County	\$50,000	\$51,760	\$1,760
Mercer Island	\$0	\$15,000	\$15,000
Others	\$0	TBD	\$0
TOTAL	\$199,888	\$216,768	\$16,880

TOTAL COSTS	\$199,644	\$209,413	\$9,769
VS. BALANCE	\$244	\$7,355	\$7,111