CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2016-670

A RESOLUTION OF THE CITY OF SAMMAMISH CITY COUNCIL APPROVING THE 2016 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 recommendation has been made; and

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

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

The City of Sammamish City Council hereby:

Approves the 2016 ARCH Administrative Budget and 2016 Work Program, as set forth in Attachment A and B.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 1st DAY OF MARCH, 2016.

CIY OF SAMMAMISH

Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

L. E. Hachey

for Melonie Anderson, City Clerk

Approved as to form:

Michael Kenyon

Michael R. Kenyon, City Attorney

Filed with the City Clerk:	February 25, 2016
Passed by the City Council: Resolution No.	March 1, 2016 R2016-670

Exhibit 2

2016 ARCH Administrative Budget

EXHIBIT A

12/10/2015

I. ANNUAL OPERATING EXPENSES

Item	2015 Budget	2016 Budget	Change Budget	Percent Change
Staffing *				
Sub-total	$ 580,799	$ 598,055	$ 17,256	3%
Rent	$ 22,248	$ 23,000	$ 752	3%
Utlities	Incl^	Incl^	Incl^	Incl^
Telephone	$ 3,395	$ 4,375	$ 980	29%
Operating				
Travel/Training	$ 2,000	$ 2,000	$ -	0%
Auto Mileage	$ 3,150	$ 3,000	$ (150)	-5%
Copier Costs	$ 2,000	$ 2,000	$ -	0%
Office Supplies	$ 2,348	$ 2,550	$ 202	9%
Office Equipment Service	$ 1,500	$ 1,850	$ 350	23%
Fax/Postage	$ 1,200	$ 935	$ (265)	-22%
Periodical/Membership	$ 3,700	$ 3,700	$ -	0%
Misc. (e.g. events,etc.)	$ 1,680	$ 1,680	$ -	0%
Insurance	$ 9,135	$ 9,135	$ -	0%
Reorganization Admin	$ 650	$ 650	$ -	0%
Sub-total	$ 27,363	$ 27,500	$ 137	1%
TOTAL	$ 633,805	$ 652,930	$ 19,125	3.02%

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

Exhibit 2

II. ARCH ADMINISTRATIVE BUDGET: RESOURCE DISTRIBUTION

A. Cash Contributions	2015	2016	Change
Bellevue	$ -	$ 5,530	$ 5,530
Bothell	$ 52,732	$ 54,323	$ 1,591
Issaquah	$ 40,543	$ 41,766	$ 1,223
King County	$ 43,466	$ 44,778	$ 1,312
Kirkland	$ 103,129	$ 106,241	$ 3,112
Mercer Island	$ 29,882	$ 30,784	$ 902
Newcastle	$ 13,426	$ 13,831	$ 405
Redmond	$ 70,461	$ 72,587	$ 2,126
Woodinville	$ 13,868	$ 14,286	$ 418
Beaux Arts Village	$ 1,569	$ 1,616	$ 47
Clyde Hill	$ 3,760	$ 3,873	$ 113
Hunts Point	$ 1,569	$ 1,616	$ 47
Medina	$ 3,785	$ 3,899	$ 114
Yarrow Point	$ 1,569	$ 1,616	$ 47
Sammamish	$ 60,644	$ 62,474	$ 1,830
Kenmore	$ 26,713	$ 27,519	$ 806
Other	$ -		$ -
TOTAL	$ 467,116	$ 486,741	$ 19,625.21

B. In-Kind Contributions	2015	2016	Change
Bellevue	$ 166,688	$ 166,188	$ (500)
TOTAL	$ -	$ 166,188	$ (500)

C. Total Contributions *	2015	2016	Change	Percent Change
Bellevue	$ 166,688	$ 171,718	$ 5,030	3.0%
Bothell	$ 52,732	$ 54,323	$ 1,591	3.0%
Issaquah	$ 40,543	$ 41,766	$ 1,223	3.0%
King County	$ 43,466	$ 44,778	$ 1,312	3.0%
Kirkland	$ 103,129	$ 106,241	$ 3,112	3.0%
Mercer Island	$ 29,882	$ 30,784	$ 902	3.0%
Newcastle	$ 13,426	$ 13,831	$ 405	3.0%
Redmond	$ 70,461	$ 72,587	$ 2,126	3.0%
Woodinville	$ 13,868	$ 14,286	$ 418	3.0%
Beaux Arts Village	$ 1,569	$ 1,616	$ 47	3.0%
Clyde Hill	$ 3,760	$ 3,873	$ 113	3.0%
Hunts Point	$ 1,569	$ 1,616	$ 47	3.0%
Medina	$ 3,785	$ 3,899	$ 114	3.0%
Yarrow Point	$ 1,569	$ 1,616	$ 47	3.0%
Sammamish	$ 60,644	$ 62,474	$ 1,830	3.0%
Kenmore	$ 26,713	$ 27,519	$ 806	3.0%
Other	$ -		$ -	
TOTAL	$ 633,804	$ 652,929	$ 19,124.60	3.0%
TOTAL COSTS	$ 633,804	$ 652,930	$ 19,125.97	3.0%

Exhibit 3

EXHIBIT B

Final 12-10-15

ARCH WORK PROGRAM: 2016

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. Evaluate the appropriateness of updating goals under the Parity Program

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 initiatives likely to emerge:

ARCH Trust Fund: Dedicated Funding Source. Continue work that began in 2014 to explore and evaluate the feasibility of a dedicated funding source to supplement general fund contributions for the ARCH Trust Fund. Work in 2016 is expected to focus on working with council to develop a recommendation, work on state legislature to expand tools available to cities, potentially updating Parity goals and as applicable, assisting individual members with developing approaches to achieving the updated goals.

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 include:

- 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. This includes efforts to identify one or two properties that would be appropriate for the REDI Fund.
- Continue to assist Sammamish and Redmond with coordinating construction of affordable housing on their surplus city sites. Facilitate a conversation among members and potential development groups regarding range of potential site opportunities (public and private) and as needed potentially strategizing or prioritizing how to proceed.

Winter Shelter. Support efforts by Eastside Human Services Forum, EHAC and cities to develop an East King county sub-regional strategic approach to winter shelter and related services for homeless adults and families. In 2016 expected work will include for the men's shelter identifying a site; finalizing concept and design, potentially including some permanent housing; securing funding; and community outreach. For the women/family shelter clarifying the operational/ownership structure, identifying a site and possibly begin securing funding. .

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

Eastside Homebuyer Program.
Continue working with Washington State Housing Finance Commission to implement the third phase of the House Key Plus ARCH Down Payment Assistance Program. Include a program assessment and potential refinements of program to respond to current market conditions. As part of this assessment explore with King County and other jurisdictions overall approaches to providing affordable ownership housing.

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. .

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 fall into the following basic areas of activity:

- Work with individual members on local planning efforts.
- Efforts coordinated through ARCH that benefits 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

Housing Background Information. On an annual basis, ARCH will continue to provide updated housing data information as available. This updated housing information is available to members and will be incorporated into ARCH education fliers and Housing 101 report. 2016 includes an ARCH Housing Recognition Awards event.

Objective: On a regular basis, conduct education sessions for new local officials and staffs on local housing conditions and programs, 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 Elements / Housing Strategy Plans. Over the past year, ARCH staff assisted a number of members with completing updates to the Housing Element of their Comprehensive Plans. Housing Elements of a number of members include a policy to prepare a Housing Strategy Plan to identify and prioritize strategies to implement Housing Element policies. In 2016, ARCH staff anticipates assisting a number of members with developing local Strategy Plans.

Objective: Assist with preparation of Housing Strategy plans for members that include such a policy in their Housing Element.

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 other related issues (e.g. permitting costs, community awareness) that could impact creation of ADUs.

Planning Efforts Related to Homelessness. Several ARCH members have expressed interest in evaluating local procedures and potentially exploring more collaborative approaches to addressing issues related to local homeless needs. ARCH staff will assist local staff in researching and as needed convening joint work in this area.

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 staff will continue to assist local staffs in local efforts to update land use, zoning and other codes in order to implement Comprehensive Plan policies. Following are specifically identified areas that ARCH will assist local staff.

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

Bellevue

Assist City with a Housing Strategy Plan.

Assist City staff with implementing administrative procedures for the Bel-Red land use incentive program and citywide Multifamily Tax Exemption 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 Neighborhood Subarea Planning to consider more affordable housing types on a neighborhood-by-neighborhood basis, such as small lot neighborhood infill and detached accessory dwelling units

Assist in downtown housing incentives if recommended by the downtown livability plan

Assist in the Wilburton Plan related housing work

Explore affordable housing opportunities in the Eastgate Corridor Plan

Bothell

Assist city with updating its adopted Housing Strategy Plan.

Assist city with evaluating and potentially implementing affordable housing provisions related to zoning and code amendments such as in the Nike Hill and South Riverside plan areas.

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 with rental of City's affordable rental unit.

Issaquah

Assist City with a Housing Strategy Plan.

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

As needed, assist City staff with administration of the affordable housing provisions of the Lakeside and Rowley development agreements; initiate conversations regarding potential development parcels for affordable housing in the Rowley development area.

Monitor the implementation of any remaining portions of the Issaquah Highlands affordable housing development agreement such as:

- preserving the land use intention of Issaquah Highlands Parcel D.
- assisting City staff in implementation of the sale of and covenant for the zHome affordable unit.

Assist City staff in preparing the annual Affordable Housing Report Card/Analysis.

Hold workshop for Council regarding status of affordable housing in Issaquah and available tools.

Assist City staff in the development of Talus, Parcel 9, sustainability project, including project scope, RFQ and developer selection.

Assist with evaluating and strategizing sequencing potential projects/ opportunities such as those near transit facilities.

Kenmore

Assist City with a Housing Strategy Plan

Assist staff with assessing and potentially updating impact fee waiver regulation.

Continue to assist with completing administrative procedures, monitoring and reporting compliance for the multi-family tax-exemption program in the downtown (currently the Spencer 68 project).

Continue to assist with technical questions and negotiating agreements where affordable housing is proposed including the TOD overlay.

Kirkland

Assist City with an update to their Housing Strategy Plan.

Assist with the implementation of at least one high priority item identified in the updated Housing Strategy Plan.

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

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

Assist City staff with affordable housing preservation efforts and initiatives.

Mercer Island

Assist City with a Housing Strategy Plan.

Assist staff with Town Center code revisions as they pertain to affordable housing.

As needed, assist City staff with administering affordable housing provisions associated with the land use incentive and tax exemption programs for Town Center.

Provide project support for Town Center development projects that include affordable housing.

Newcastle

Assist City with a Housing Strategy Plan.

Assist with agreements for any project that would include an affordable housing requirement, including those related to the Community Business Center.

Assist staff with outreach effort related to ADUs.

Redmond

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

Continue to assist staff with coordinating the development of the Providence John Gabriel House project for senior affordable housing in Downtown. (See Special Initiatives).

Assist with developing an affordable housing strategy for the Marymoor Subarea as a follow-up action to the adoption of the Southeast Redmond Neighborhood Plan.

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 projects such as the Group Health and Limited Edition Development

Agreements in Overlake; 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.

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 with an update to their Housing Strategy Plan.

Assist City staff with development and implementation for site donated to Habitat (see special initiatives).

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

Assist City staff with implementation of Town Center affordable housing provisions

Woodinville

Assist City staff with a Housing Strategy Plan.

Assist with review and any update of affordable housing and accessory dwelling unit programs and regulations.

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

Yarrow Point

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

King County See Regional/Planning Activities below.

Ongoing monitoring of affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

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 – Growing Transit Communities (GTC)). PSRC in a partnership with public and private agencies from the Central Puget Sound region with a HUD Sustainable Communities Planning Grant completed a regional GTC strategy plan. Several ARCH members and ARCH are participating in follow up efforts coordinated by the GTC Advisory Committee. ARCH staff will assist member jurisdictions to evaluate and implement GTC strategies relevant to their respective communities. Some specific activities for individual members are described above in the Local Housing Efforts section. One general activity is the REDI Fund land loan program which ARCH will continue to assist with the ongoing oversite and administration. Another general area of activity could be to assist member cities with familiarizing the development community about local housing incentives available in their communities.

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.

All Home (formally the Committee to End Homelessness)/ Eastside Homeless Advisory Committee (EHAC). Anticipated work of the CEH in the coming year includes continued coordinated allocation of resources, and initiating several specific initiatives (e.g. shelters, addressing homelessness for veterans, coordinated entry and assessment for all populations, families realignment process (e.g. conversion of transitional housing to permanent housing units at Hopelink properties), diversify service interventions available to youth and young adults, legislative advocacy on issues impacting housing and homelessness, and system-wide analytics and projections). Role for ARCH staff is expected to include participating in the All Home Funders group and its efforts to coordinate funding, and inform ARCH members and the general public of All Home/EHAC activities. Also continue to participate in efforts to implement homeless efforts within East King County through EHAC, 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 All Home and Growing Transit Communities.

Have one or more specific local programs initiated as part of the All Home Community Strategic Plan.

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). An objective in 2016 is for the ARCH Executive Board to review long term staffing needs for ARCH in general and in particular for ongoing program administration. .

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.
- 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. This effort will include convening member planning and legal staff to review potential revisions, consulting with King County and other local ownership programs, and seeking approval from Secondary Market lenders (e.g. FHA, Fannie Mae) of any potential revisions. 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 or regulatory 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. As part of Housing 101, in addition to the Housing 101 workbook and related brochures, conduct some type of specific education event. In 2016, Housing 101 will entail a more public event such as the Community Recognition Awards and potentially working with local schools to create photo essays on affordable housing to be exhibited in local public locations. Will also look at some type of tour or other event in late spring to correspond with council discussions related to the ARCH Housing Trust Fund

Objective: Develop education tools to inform councils, staffs and the broader community of current housing conditions, and of successful efforts achieved in recent years.

Be 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. Add a new page to the website that provides a quarterly update on a timely topic, and disperse information to member councils and staffs.

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

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. In 2016, undertake an effort to educate realtors about local Affordable Ownership program.

Objective: Increase awareness of existing funding programs by potential users.

Increase opportunities for 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. Continue to inquire among cities within the ARCH Sphere of Influence that are not members of ARCH (e.g. Snoqualmie Valley cities) potential interest in becoming a member of ARCH.

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 a wide range of housing and community perspectives.

Exhibit 3