

**CITY OF ISSAQUAH  
City Council Special Meeting**

6:30 PM  
February 24, 2016

Blakely Hall  
2550 N.E. Park Drive

**MINUTES**

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

*Councilmembers:*  
Eileen Barber  
Stacy Goodman  
Bill Ramos  
Paul Winterstein

*Administration/Staff:*  
Fred Butler, Mayor  
Bob Harrison, City Administrator  
Megan Curtis-Murphy, Sustainability  
Coordinator

**CALL TO ORDER - 6:30 PM**

**Purpose:**  
This event was published as a special meeting to allow councilmembers the ability to attend the viewing of "Urbanized" — a feature-length documentary about the design of cities. This free screening was presented by Highlands Council and Meaningful Movies of Issaquah. A panel discussion followed.

**ADJOURNMENT - 9:15 PM**

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Christine Eggers, City Clerk

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Fred Butler, Mayor





**ARCH 2016 Administrative Budget and Work Program** | **Proposed Council Action:**  
Approve

<b>DEPARTMENT OF</b>	Development Services, Christen Leeson
<b>COUNCIL COMMITTEE LIAISON</b>	Councilmember Marts
<b>OTHER COUNCIL MEETINGS</b>	February 1, 2016
<b>EXHIBITS</b>	A. ARCH 2016 Budget and Work Program

<b>POLICY &amp; BUDGET INFO</b>		Expenditure Required
Comp Plan Policy Nos.	H Policies B3, B4, C5, E2 and E4	\$ 41,766
Consistent:	Yes	Amount Budgeted
Other Policies	n/a	\$ 41,500

**SUMMARY STATEMENT**

The Councils of member jurisdictions in A Regional Coalition for Housing (ARCH) have authority for review and approval of annual ARCH work programs, budgets, interlocal agreements, and Housing Trust Fund recommendations. Accordingly, review and action on the proposed ARCH 2015 Work Program and Administrative Budget is now requested.

**Administrative Budget**

The Expenditure Required from Issaquah is for \$41,766, 3% (\$266) more than that approved by the Council as part of the 2016 budget process. This increase of 3% is being requested of all ARCH member cities (see Exhibit A).

**Work Program**

Highlights of the 2016 ARCH Work Program (Exhibit A) include:

- | Assisting with the Housing Strategy Plan;
- | Continuing to help implement development standards related to housing in the Central Issaquah Standards;
- | Monitor and assist with implementation of development agreements in regards to affordable housing;
- | Identifying one or more sites for a potential winter shelter for homeless persons and families; and
- | Assisting with evaluating and strategizing potential opportunities near transit facilities.

**Consistency With Comprehensive Plan:**

**H Policy B3** Encourage affordable housing throughout the community, and especially urban centers and other places having good pedestrian access to transit, employment, services and shopping.

**H Policy B4** Cooperate with nonprofit housing organizations and regional efforts to develop strategies for creating and preserving existing subsidized affordable housing.

**H Policy C5** Use local, regional and national resources including funding, to leverage other public and private funding for affordable housing.

**H Policy E2** Work with King County and other jurisdictions to establish GMA targets for jobs and housing and that seek to create a regional or sub-regional balance between housing and jobs.

**H Policy E4** Work to increase public and private dollars available on a local and regional level for affordable and special needs housing, especially housing affordable to very low-income households.

**Administration's Recommendation:**

The Administration recommends approval of the proposed 2016 ARCH Administrative Budget and Work Program, as requested.

**Update:**

On February 9, 2016, the Council Services & Safety Committee met to discuss AB 7101. After a presentation from staff and Arthur Sullivan, ARCH Program Manager, the Committee unanimously recommended approval of the 2016 ARCH Administrative Budget and Work Program and placement of this item on the Consent Calendar of the March 7, 2016 Council meeting.

**Alternative(s):**

- 1) ~~Approve the Administrative Budget and Work Program without referral to committee.~~
- 2) Do not approve the Budget and Work Program.
- 3) Amend the Work Program and/or Budget. (Such an amendment would require approval by each ARCH member jurisdiction.)

**RECOMMENDATION**

*Council Services & Safety Committee / Tola Marts, Chair:*

MOVE TO:

~~Refer AB 7101 to the February 9, 2016 Council Services & Safety Committee meeting for review and recommendation, returning to the full Council March 7, 2016.~~

MOVE TO: Approve the proposed 2016 ARCH Administrative Budget and Work Program.

2016 ARCH Administrative Budget

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%
Utilities	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

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	\$	-	\$		\$ -
<b>TOTAL</b>	<b>\$</b>	<b>467,116</b>	<b>\$</b>	<b>486,741</b>	<b>\$ 19,625.21</b>
B. In-Kind Contributions		2015	2016 Change		
Bellevue	\$	166,688	\$	166,188	\$ (500)
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>166,188</b>	<b>\$ (500)</b>
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%
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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	\$	-	\$		\$ -
<b>TOTAL</b>	<b>\$</b>	<b>633,804</b>	<b>\$</b>	<b>652,929</b>	<b>\$ 19,124.60 3.0%</b>
<b>TOTAL COSTS</b>	<b>\$</b>	<b>633,804</b>	<b>\$</b>	<b>652,930</b>	<b>\$ 19,125.97 3.0%</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