



MEDINA CITY COUNCIL

Tuesday, May 26, 2026

5:00 PM – REGULAR AND SPECIAL MEETING

AGENDA

VISION STATEMENT

Medina is a family-friendly, diverse and inclusive community on the shores of Lake Washington. With parks and open spaces, Medina is a quiet and safe small city, with active and highly-engaged residents. Medina honors its heritage while preserving its natural environment and resources for current and future generations.

MISSION STATEMENT

Ensure efficient delivery of quality public services, act as responsible stewards of Medina's financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.



MEDINA, WASHINGTON
MEDINA CITY COUNCIL
REGULAR AND SPECIAL MEETING

Hybrid - Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Tuesday, May 26, 2026 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Laura Bustamante, Harini Gokul, Michael Luis,
Heija Nunn, Jeff Price

CITY MANAGER | Jeff Swanson

CITY ATTORNEY | Jennifer S. Robertson

ACTING CITY CLERK | Dawn Nations

Hybrid Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. Medina City Council welcomes and encourages in-person public comments. To participate in person, please fill out a comment card upon arrival at City Hall and turn it in to the City Clerk. To participate online, please register your request with the City Clerk at 425.233.6410 or email dnations@medina-wa.gov and leave a message before 2PM on the day of the Council meeting; please reference Public Comments for the Council meeting on your correspondence. The City Clerk will call you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments to Council@medina-wa.gov at any time.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/86516008077?pwd=5NhAWaiYUvRovbjcFuCaGU2R0WD9oz.1&jst=1>

Meeting ID: 865 1600 8077

Passcode: 670174

One tap mobile

1-253-215-8782

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Bustamante, Gokul, Luis, Nunn, Price, Reeves, Rossman

2. APPROVAL OF MEETING AGENDA

3. **PRESENTATIONS**

None.

4. **PUBLIC COMMENT PERIOD**

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. Medina City Council welcomes and encourages in-person public comments. To participate in person, please fill out a comment card upon arrival at City Hall and turn it in to the City Clerk. To participate online, please register your request with the City Clerk at 425.233.6410 or email dnations@medina-wa.gov and leave a message before 2PM on the day of the Council meeting; please reference Public Comments for the Council meeting on your correspondence. The City Clerk will call you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments to Council@medina-wa.gov at any time.

5. **CITY MANAGER'S REPORT**

Time Estimate: 20 minutes

[5.1a](#) ARCH Update: 2027-2028 Work Plan and Budget

5.1b WSDOT Update

6. **CONSENT AGENDA**

Time Estimate: 5 minutes

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember or City staff requests the Council to remove an item from the consent agenda.

[6.1](#) Park Board Approved Meeting Minutes of:

a) November 17, 2025; and

b) January 19, 2026.

Recommendation: Receive and file.

Staff Contact: Dawn Nations, Acting City Clerk

[6.2](#) Planning Commission Approved Meeting Minutes of

a) April 28, 2026; and

b) May 6, 2026.

Recommendation: Receive and file.

Staff Contact: Rebecca Bennett, Development Services Coordinator

[6.3](#) Draft City Council Minutes of April 13, 2026.

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

None.

10. **COUNCILMEMBER REPORTS AND ROUNDTABLE**

- a) Council Reports
- b) Requests for future agenda items.

11. **PUBLIC COMMENT**

Comment period is limited to 10 minutes. Speaker comments are limited to one minute per person.

12. **STUDY SESSION - RETREAT**

The Study Session is an informal discussion for the City Council. This session is held in person only and is not recorded. The public is welcome to attend; however, Zoom access will not be available during the study session.

[12.1](#) City Council Retreat - Council Guidelines and 2027 Budget

[Time Estimate: 120 minutes](#)

13. **ADJOURNMENT**

Next regular City Council Meeting: June 8, 2026, at 5 PM.

ADDITIONAL INFORMATION

Public documents related to items on the open session portion of this agenda, which are distributed to the City Council less than 72 hours prior to the meeting, shall be available for public inspection at the time the documents are distributed to the Council. Documents are available for inspection at the City Clerk's office located in Medina City Hall.

The agenda items are accessible on the City's website at www.medina-wa.gov on Thursdays or Fridays prior to the Regular City Council Meeting.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (425) 233-6410 at least 48 hours prior to the meeting.

UPCOMING MEETINGS AND EVENTS

Monday, June 8, 2026 - City Council Meeting (5:00 PM)
Friday, June 19, 2026 - Juneteenth - City Hall Closed
Monday, June 22, 2026 - City Council Meeting (5:00 PM)
Friday, July 3, 2026 - Independence Day - City Hall Closed
Monday, July 13, 2026 - City Council Meeting (5:00 PM)
Monday, July 27, 2026 - City Council Meeting (5:00 PM)
Monday, August 24, 2026 - City Council Meeting (5:00 PM)
Monday, September 14, 2026 - City Council Meeting (5:00 PM)
Monday, September 28, 2026 - City Council Meeting (5:00 PM)
Monday, October 12, 2026 - City Council Meeting (5:00 PM)
Monday, October 26, 2026 - City Council Meeting (5:00 PM)
Monday, November 9, 2026 - City Council Meeting (5:00 PM)
Monday, November 16, 2026 - City Council Meeting (5:00 PM)
Monday, December 14, 2026 - City Council Meeting (5:00 PM)
Monday, December 28, 2026 - City Council Meeting Canceled

CERTIFICATION OF POSTING AGENDA

The agenda for Tuesday, May 26, 2026, Special and Regular Meeting of the Medina City Council was posted and available for review on Thursday, May 21, 2026, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



MEDINA, WASHINGTON

AGENDA BILL

Tuesday, May 26th, 2026

<p>Subject/Topic: ARCH Update: 2027-2028 Work Plan and Budget</p> <p>Dept. Origin: City Manager</p> <p>Category: City Manager's Report</p> <p>Prepared by: Jeff Swanson, City Manager</p> <p>Attachments: (1) February 2026 ARCH Executive Board Meeting Packet (2) March 2026 ARCH Executive Board Meeting Packet (3) May 2026 ARCH Executive Board Meeting Packet</p>	<p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input checked="" type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p>
---	--

Proposed Council Action

Receive and discuss information regarding ARCH's 2027-2028 Work Plan and Budget and provide direction as needed.

Summary

At the February 2026 ARCH Executive Board meeting, ARCH staff began the process of development and presentation of their 2027-2028 Work Plan and Budget. Subsequent discussions transpired at the March and May.

For background, attached are ARCH Executive Board agenda packets from February, March, and May. Each of these meetings considered ARCH's 2027-2028 work program and related budget.

Relevant page references:

- February packet - Item 5c (pages 14-18)
- March packet - February meeting minutes pertaining to Item 5c (pages 5-9); Item 5b (pages 17-27)
- May packet - March meeting minutes pertaining to Item 5b (pages 7-10); Item 5b (pages 22-63)

(Page references refer to the PDF file pages rather than page numbers if printed at the bottom of pages within the file)

Main issues under consideration:

- (1) ARCH's role in assisting participating communities with policy work pertaining to the cities' obligation to make adequate provisions for affordable housing.
- (2) Growth in baseline budgetary expenses because of COLA's, market adjustments to compensation, and increases in insurance and IT costs.
- (3) Steady volumetric growth in rental assistance program administration over time necessitating an additional position ensuring adequate staff capacity to be responsive to service level demands and controls and verification requirements attached to the funding.

ARCH staff prepared three budgetary options for consideration by the Executive Board:

- (1) Baseline budget increases of 6.9% in 2027 and 5% in 2028. (referred to in the May Executive Board meeting materials as "Baseline 2027-28 Budget")
- (2) Additional FTE added in rental assistance program to budget baseline beginning in 2027. (referred to in the May Executive Board meeting materials as "Option 1").
- (3) Additional FTE added in rental assistance program to budget baseline beginning in 2028. (referred to in the May Executive Board meeting materials as "Option 2").

Following robust discussion the ARCH Executive Board voted to advance the Baseline 2027-28 Budget option.

Council Priorities

This proposal furthers Council Priorities 3 and 5.

1. Financial Stability and Accountability
2. Quality Infrastructure
- 3. Efficient and Effective Government**
4. Public Safety and Health
- 5. Neighborhood Character and Community Building**

Budget/Fiscal Impact:

Medina's member contribution towards administration for 2025 was \$10,538 and for 2026 it is \$10,865. Under the budgetary scenarios described above, Medina's member contribution towards administration would be:

- Baseline 2027-28 Budget - \$11,560 in 2027 and \$12,140 in 2028
- Option 1 - \$12,299 in 2027 and \$12,920 in 2028
- Option 2 - \$11,560 in 2027 and \$12,901 in 2028

Recommendation: Provide direction as needed.

City Manager Approval:



Proposed Council Motion: None.



ARCH EXECUTIVE BOARD AGENDA

February 12th, 2026
Together Center, Shuksan Room
<https://kirklandwa-gov.zoom.us/j/96905200722>

9:00 a.m. – 10:30 a.m.

- 1) Call to Order
- 2) Approval of the Agenda
- 3) [Approval of the January 2025 Meeting Minutes](#)
- 4) Public Comment
- 5) Reports / Action Items
 - a. [ARCH Interlocal Agreement Extension](#)
 - b. [Strategic Plan Dashboard Update and ARCH Q4 2025 Report](#)
 - c. [ARCH 2027-28 Budget and Work Plan](#)
 - d. [ARCH Council of Electeds Pilot Update](#)
- 6) Other Business
 - a. Verbal Updates
 - Legislative updates
 - Status of Funding Approvals: HTF Approvals, Bellevue and Issaquah Funding Approvals
 - Project Updates:
 1. Larus Senior Apartments (Kenmore)
 2. Prisma Closing and Groundbreaking (Redmond)
 - [ARCH Rental Program Explainer Video](#)
- 7) Adjournment

ITEM 3: Approval of the December 11, 2025, Meeting Minutes

Approval of the January 2026 Executive Board Meeting minutes

Attachments

- A. Summary Minutes to the Executive Board Meeting January 8, 2026

A REGIONAL COALITION FOR HOUSING (ARCH)

Summary Minutes to Executive Board Meeting

Date January 8, 2026
9:00 am

Hybrid Meeting

Board Members Present:

Nathan McCommon - Chair, City of Bellevue, Deputy City Manager
 Jeff Swanson, Interim City Manager, City of Medina
 Alison Van Gorp, City of Mercer Island, Director of Development Services
 Scott Pingel, City of Newcastle, City Manager
 Jared Hill, City of Woodinville, Intergovernmental Affairs Coordinator
 Kurt Triplett, City of Kirkland, City Manager
 Carol Helland, City of Redmond, Director of Planning and Community Development
 David Pyle, City of Sammamish, Director of Community Development
 Maia Knox, City of Clyde Hill, Assistant City Manager
 Wally Bobkiewicz, City of Issaquah, City Administrator
 Sunaree Marshall, King County, Housing, Homelessness, and Community Development – Dep Div Director

Board Members Absent:

Debbie Bent – Vice-Chair, City of Kenmore, Community Development Director
 Kyle Stannert, City of Bothell, City Manager

Others Present:

Lindsay Masters, ARCH, Executive Director
 Susie Levy, ARCH, Local Housing Programs Manager
 Diana Heilman, ARCH, Senior Administrative Assistant
 Patrick Tippy, ARCH, Investments Manager
 Mike Stanger, ARCH, Senior Planner
 Chris Keenan, ARCH, Program Manager
 Hannah Bahnmler, City of Bellevue, Senior Affordable Housing Planner
 Jason Gauthier, South Sound Housing Affordability Partners, Manager
 Remy Golla, KCRHA, Legislative Affairs Analyst
 Michelle Lambert, King County, Homeownership Funding Team
 McCaella Daffern, King County, Affordable Housing Committee Manager

1. CALL TO ORDER

Chair McCommon called the meeting to order at 9:02 am.

2. APPROVAL OF THE AGENDA

Chair McCommon asked if there were any changes to be made to the January 8, 2026, agenda. No changes were requested. Chair McCommon requested a motion to approve the agenda.

Maia Knox moved to approve the agenda. David Pyle seconded the motion. All voted in favor of approving the agenda for January 8, 2026.

3. APPROVAL OF THE MINUTES

Chair McCommon asked if there were any corrections to the meeting minutes for December 11, 2025. No corrections were requested.

Carol Helland moved that the meeting minutes for December 11, 2025, be approved. Scott Pingel seconded the motion. All voted in favor of approving the meeting minutes for December 11, 2025.

4. **PUBLIC COMMENT** – none

5. **REPORTS / ACTION ITEMS**

Director Masters announced that Sunaree Marshall was transitioning from King County to a position with the Seattle Mayor's office. Sunaree expressed appreciation for the time working with the ARCH Board and staff. Chair McCommon congratulated Sunaree.

5a) ARCH Community Engagement Update

Director Masters reminded the Board of the big picture perspective of the 2026 work schedule. A slide was displayed outlining the upcoming work priorities. In the new year the Board would be dealing with the Governance Study recommendations with a specific focus on the Community Advisory Board. This tied in to the issue of community engagement. They would also be developing the Budget and Work Program.

Director Masters introduced an update on the Community Engagement plan presented by Sophie Glass. A more comprehensive approach was being taken with regards to community engagement throughout the ARCH Work Program. The goals of the briefing were to:

- Understand the larger context of community engagement throughout ARCH's work
- Seek Board feedback on potential future areas of community engagement based on input from CBOs
- Inform the Board's deliberation on the Community Advisory Board

Director Masters turned the presentation over to Sophie. Sophie discussed the meaning of the word community. The focus was on community members and community-based organizations (CBOs). The reason ARCH sought to engage community members was to create projects that would best serve its residents and remain sustainable community assets over the long term. CBOs were important because they provided the support of context for the policies to work. They paved the way for policy success. Historically, community engagement was narrowly focused on the Community Advisory Board. The question would be how to broaden this in the future. They were shifting to a more expansive approach because there were limitations in the past. The CAB was only focused on project funding. Other work was being done but there would be more capacity now with the increase in staffing. There wasn't previously a cohesive strategy for communication engagement. It happened ad hoc. They were looking at the public as a whole. There is no such thing as "the public". It was not informed by data. There had been confusion in the community as to what ARCH did. There needed to be attention to the CBOs and community members that were not represented in formation of policies.

The 2025-2026 Communications and Engagement Plan was presented. This had been developed with input from the Board and CBOs. There was a commitment to it being a living document.

The five goals were displayed with focus on Goal 5: Community members have trusting, accountable, and mutually beneficial partnerships with ARCH so that underrepresented populations can better access ARCH's programs.

Different tactics were shared. These included: presentations at CBO staff meetings, tabling at fairs and festivals, hosting COB-focused events, 1 on 1 meetings, affirmative marketing, office hours support, public sessions and housing development partnerships.

The accomplishments of the last quarter of 2025 were shared. A Together in Housing event for CBO's was held in October 2025. There was good back and forth dialogue at that event. Raquel Rodriguez had spoken to group of expectant parents at Ayan Maternity Health in October 2025. There were meetings with Habitat for Humanity, CISC and Affordable Housing for Military Families. Bellevue had an Affordable Housing Strategy Event that Raquel attended and good discussions occurred. If other member cities wanted an ARCH presence at their events those opportunities would be welcomed.

The Communication Plan needed to be a living document so that it would be responsive to the community. In the listening that had been done with the community, feedback that was obtained included:

- We want to be involved in shaping affordable housing policy
- We want to know more about the housing development process
- Our community gets discouraged by the lack of affordable housing options

Sophie presented thoughts as to how to be responsive to this feedback. A Draft Policy Engagement approach was presented answering the "Why" of engaging the community in policy formation. Many of the members had just gone through their comprehensive plan engagement process. Some CBOs served multiple ARCH members and got redundant questions. The example of middle-housing was an instance of where ARCH was a vehicle for coordinating engagement, policy development, decision-making and implementation.

Potential next steps were:

- ARCH staff would meet with city staff to discuss how to streamline policy education and engagement
- ARCH staff would meet with CBOs to get feedback on what types of housing-related civic education and policy topics would be most beneficial

CBOs were also interested in being involved in development engagement, which could have different benefits, including:

- More responsive housing developments.
- Increased community capacity for understanding the development process.
- Streamlining development-related engagement and decreased burden of CBOs being approached by many developers.

At the most robust, community engagement around development structure has to do with ownership structure. CBOs could be involved in design decisions. It was important to determine who would be the best service providers. Which residents would be referred to which buildings? ARCH could play a role in any of these phases.

Potential next steps for development engagement were:

- Meet with individual CBOs that expressed interest in affordable housing development
- Hold information sessions for CBOs that were interested in learning more about the affordable housing development process
- TBD based on Community Advisory Board evolution

The Board was invited to provide feedback.

Chair McCommon expressed appreciation of the launch of this work. There was high value in the eight tools. There was a variety of types and availability, meeting people where they were. Chair McCommon asked for clarification on whether the ARCH team would act as facilitator and advisor. It was good to consult the staff and to capture the momentum of the CBOs.

Kurt Triplett expressed appreciation for the work and the background. A concern was expressed regarding the Department of Defense designation as the Department of War. That name has not been approved by Congress.

Kurt loved all the engagement in policy but there was so much that could be done and not all was possible. It would be important to keep going back to the lens of building more affordable housing faster. The concept of helping CBOs be part of requirements that the State was imposing made sense to decrease their burden and be more efficient. It would be good to start with what was already in the system that we had to respond to rather than expanding. There was so much State intervention that it would be better to influence the policies that were coming from the State rather than develop policy from the ground up. Processing both ground up and top down at the same time would pull the ARCH staff in too many different directions.

Sunaree Marshall guessed that many CBOs were not jurisdiction specific so there was a good role for ARCH to streamline the communication and collective action. Non-housing focused CBOs had a hard time understanding where affordable housing came from and what the drivers were. Having simple explanatory materials was very helpful especially as they had staff turnover. Was there some ability to reach people who wanted to move to the Eastside but thought it was unattainable? A good summary report was done of engagement at the end of the Community Partner's Table for the Affordable Housing Committee. There were some parallels to ARCH. McCaela Daffern would send it to Sophie.

Director Masters summarized that they knew they could not do community engagement in everything aspect of ARCH's work. The Community Advisory Board had been the most meaningful effort for community members to have a direct role in what housing was getting funded, but there was a lot more prior and after that which influences what affordable housing was being built, beginning with policy and proceeding to funding, design and partnership development. There was always some tension between building faster and community involvement. They were open to where the strategic place for ARCH was in having the community involved to make housing better and help more to be built faster. The Board's feedback was valuable.

Chair McCommon asked about advising on policy. Whose policy?

Director Masters said you could interpret that as being what are ARCH's policies around funding or what are the member's policies around what type of housing was being incentivized. Both are open to discussion. Sophie meant that many were engaging in the same planning efforts due to State requirements and those presented opportunities to streamline some of that outreach.

5b) Governance Study: Community Advisory Board Evaluation

Director Masters referred to the Governance Study and the original objectives to engage elected officials and streamline processes. There were some big policy challenges that they had struggled with. Director Masters recapped where the Board landed on the consultant's recommendations. The Board approved the Task force recommendations in November. Some things required further study. The Task Force recommendation on the Community Advisory Board was to completely replace the CAB with a different group. That involved not only replacing CAB but changing the whole structure and everything around CAB. The Alford group's provided one concept for streamlining CAB and increasing elected official involvement in the process to increase buy-in. They also wanted to help ARCH increase the type of expertise they could utilize.

Director Masters described the analysis needed to support the Board in weighing these ideas. To assess CAB the following issues had to be considered.

- ARCH Community Engagement Plan
- CAB Survey feedback and staff observations
- Funder Interviews – learning best practices
- Continued work on bigger structure around CAB

This would all come back to the Task force and they would bring to the Board formal recommendations.

The briefing goals for this meeting were:

- Understand ARCH Interlocal Agreement requirements, current challenges and benefits of the CAB
- Understand ARCH funding process in a broader context and the range of possibilities for community involvement
- Provide feedback on key policy and practical questions for Task Force consideration

The ARCH Interlocal Agreement had the CAB in it from the beginning of the organization. It had not changed much. Director Masters reviewed the terms in the ILA. Recruitment took up a lot of staff time. The requirement for members was broad. There was not a legal requirement that the Board consult the CAB before making funding recommendations.

The CAB roster was shared. They had always tried to get a variety in terms of geography. They looked for a variety of occupations that would relate to housing. That was a challenge, along with turnover of members.

A survey of CAB members was conducted at the end of the funding round last year. The results included the following:

- Benefits
 - Brings diverse perspectives
 - Transparency on how funding is decided
- Challenges
 - Lack of engagement / consistent participation
 - Inadequate funding compared to number of worthy proposals
 - Inadequate subject matter knowledge, some bias among members
- Overall Experiences matched expectations
- What additional areas of expertise are most needed to enhance the CAB's ability to recommend projects?
 - Real estate finance/lending
 - Neighborhood engagement
 - Property or asset management
 - Legal or real estate background
 - Social services/behavioral health
 - Architectural /design/engineering

The survey also asked about the benefits and challenges of CAB. The challenges were many. This included funding limitations, deciding what projects to cut and frustration with the “up and down” nature of the funding amount. They expressed concern about having subject matter knowledge. Engagement was a struggle for the members and staff. People were not prepared for the meetings. There was a lot of information to absorb in a short period of time. Staff tried to divide CAB into subsets.

Staff observed that there were more projects to look at. Applications increased significantly. There were only two months to develop recommendations. The complexity of the finance issues and project types did not match CAB member expertise. Most of the funding was being directed outside of CAB. There were three sets of decision-makers to coordinate. More effort had to go in to effectively coordinating with other public and private funding sources.

A slide displayed the Housing Investment Programs Workflow. Also shared were a list of funding sources and amounts requested. Negotiations with the State and County were carried out every year to determine what they would be able to get to and how that informed ARCH decisions. Besides general funds that were flexible there were also funds that were restricted.

The Task force felt it did not make sense to continue CAB in its current form. It was a difficult decision. Potential changes were discussed if the CAB was retained. Some would require ILA change. Ideas included:

- Membership changes to recruit members with great commitment and/or expertise

- Process change
- Explore better integration of City and ARCH recommendation processes (particularly with Bellevue and Issaquah)
- Provide input into funding priorities rather than project funding
- Provide input at early stage of project development (These options also required re-consideration of CAB membership)

Board feedback was requested on what attributes of the funding process were important for ARCH member cities to maintain confidence in ARCH's recommendations. These attributes were:

- High rate of leverage of local funds
- Timely /efficient
- Transparency into decision making
- Meet specific policy priorities
- Vetting by community members

Chairman McCommon encouraged Board feedback and thanked Director Masters for the good summary of the complexity and the evidence. The key question was what was the value?

Carol Helland commented that all the attributes of the funding process were important. The "high rate of local funds" attribute was really important. Would having people more informed on investment and real estate increase the level of local funds? If so, that would be a good rationale for changing the composition of the CAB. It did need to be timely and efficient and staff recommendations were a good place to start because staff had unique knowledge. Transparency in decision making was going to be important. If there were investment professionals on the new Investment Board it might result in leveraging support from their colleagues. Representation from that community that has been vocal about ARCH policies might be a good opportunity. Community input on policy priorities might be the best way to engage a composition of community members to influence ARCH objectives and outcomes. There were many different levers that could enhance their ability to meet those objectives.

Director Masters asked where community voice would be most important? Would it be in planning, program implementation, or in the funding process? The Board, City Councils and staff were primary voices in the decision-making process. Community voices didn't come in until the end. The Board could consider change to other parts of the governance structure and decision-making process within which a community voice could play a part.

Director Masters asked if there was any early preference on what role, if any, the CAB should play?

Sunaree Marshall suggested contacting other agencies dealing with the same thing such as SKHHP. Their community advisory board gave helpful input on the priorities. King County staff had gone through the process and had thoughts on what could shift. They were considering some of the same questions.

Kurt Triplett asked the Board members how many of their councilmembers or staff ever asked a question about the CAB? How much did it matter to the councils?

Carol Helland said their council knew the process, but it was not that important to them once the Executive Board had made the recommendation. They might be more compelled by an investment laden group giving their professional expertise. Across the continuum of six different steps in the process, parity for funding goals is uniquely Executive Board with respect to funding contributions. The CAB could be persuasive during city budget processes. It could be an educational opportunity for the CAB to share what they were seeing in the funding gap. They could make input on funding priorities and early design and feasibility. They could help determine if the projects were aligned with the jurisdiction's goals.

Maia Knox was trying to get a better sense of the value CAB added. Was there a time when the CAB review and ranking changed the thought of ARCH staff on projects? Patrick Tippy answered that CAB might see

elements of projects and how they aligned with various priorities in a different way than staff might, given the range of their personal and professional backgrounds. These perspectives were more likely to deviate from the Board's priorities.

Maia Knox said if the CAB was going to be retained (which did not seem to be the best option) it should be diminished in size with reduced touch points with them, and their input should be earlier in the process.

5c) Legislative Updates

Director Masters introduced Sophie Glass to present a briefing on the 2026 legislative session.

Sophie Glass presented a big picture of ARCH's legislative priorities for 2026 that were developed last summer, and legislation anticipated to be relevant to those priorities

1A. Provide local revenue options to support affordable housing (such as a graduated local Real Estate Excise Tax).

- HB 1867 REET (Rep. Ramel)
- SB 5576 – Short Term Rental Tax (Rep. Lovelett)

1B. Encourage state investments and provide funding incentives for local jurisdictions to promote affordable housing (such as expanding the HB 1406 sales tax credit)

- Capital budget resources for the State Housing Trust Fund, CHIP program etc.
- Potential capital budget appropriation for Workforce Housing Revolving Loan Fund
- HB 1808 – Affordable Homeownership Revolving Loan Fund: Establishing a dedicated account and construction loan produce to finance affordable homeownership development (Rep. Zahn)

2A. Establish development and tax incentives to support affordable rental and ownership housing on properties owned by religious organizations.

- HB 1859 – Affordable Housing on Faith Owned Land: Expanding opportunities for affordable housing developments on properties owned by religious organizations. (Rep. Salahuddin) – briefing memo in Board packet.

2B. Support other policies that expand access to land for a range of affordable housing types (such as surplus property policies).

- HB 1974 – Land Banking: Establishing land banking authorities for the purpose of affordable housing. (Rep. Hill)

New this year in developing ARCH legislative priorities were general policy principles that will allow ARCH to be responsive if things occur to affect ARCH policies.

General Policy Principle 1 – ARCH supports policies and continued state assistance that ensure strong local affordable housing projects, plans and programs (such as the Multifamily Tax Exemption and inclusionary policies).

- Grand Boulevards/Commercial Rezoning Bill (Sen. Alvarado; waiting exact bill#)

General Policy Principle 2 – ARCH recognizes the importance of maintaining the existing stock of affordable housing in East King County and protecting prior investments.

- 1590/1406 flexibility – in the use of funds (Sen. Alvarado – awaiting exact bill #)
- Support for operation and maintenance funding (awaiting exact bill #)

General Policy Principle 3 – ARCH encourages its members to consider these legislative priorities as they create their own legislative agendas.

Sophie pointed out that the member jurisdictions did reference the ARCH legislative priorities when crafting their own legislative agendas and expressed appreciation for that. A slide was displayed detailing the level of alignment between the ARCH legislative priorities and the member's legislative agendas.

Sophie emphasized that the ARCH staff were

there to support the members through meetings, briefing papers, talking points, and email updates on a regular basis. Board members were encouraged to let Sophie know if they want to be added to the email distribution list.

Questions were invited.

Chair McCommon appreciated the slide on the member alignment on their legislative agendas. It was good context.

Carol Helland commented on Senator Alvarado's bill on residential uses. Redmond was not in favor of that. Carol asked if it would be useful in the materials that Sophie created to keep track of where the member cities were in their perspective on individual bills so they didn't step on each other's toes. That bill had the ability to harm jurisdictions that have leaned in to mixed use and rely on ground level retail and commercial to provide their job's growth targets.

6) OTHER BUSINESS

6a] Verbal Updates

- Patrick Tippy shared that at the end of last year they were successful in completing a Memorandum of Understanding with WSHFC related to compliance monitoring and sharing information related to that. Almost $\frac{3}{4}$ of the HTF units had WSHFC funding. That would create benefit from WSHFC's extensive staffing in the compliance area. They could have joint conversations with building owners when there were concerns about properties.
- Patrick shared that they had a high alignment with the state on funding awards. 53% of the State's allocations of funding to King County this round were going to projects in ARCH member cities. This was \$35.5 million dollars to 9 projects on the Eastside. They were scheduling advancing recommendation packets. Six members had not scheduled those yet. If there were questions on the materials for member councils, Patrick invited them to address those questions to him.
- Susie Levy told the Board that a Memorandum Of Understanding had been established with KCHA specifically with the Housing Choice Voucher Homeownership Program (Dreams to Keys). This was in line with the policy update the Board made in the summer to the Homeownership Program.
- Director Masters thanked the Board for feedback on her performance evaluation at the end of the year. It was expressed that there was interest from the Board members to have one on one engagement. Almost all the members had been scheduled for these meetings.

7) ADJOURNMENT

The meeting was adjourned at 10:32 am.

ITEM 5A: Resolution to Renew ARCH Interlocal Agreement

Discussion and vote on Resolution 2026-1 approving a 5-year extension of the ARCH Interlocal Agreement

Background

The ARCH Interlocal Agreement (ILA) was first adopted in 1992 by the cities of Bellevue, Kirkland, Redmond and King County. The ILA has been amended over the years, with twelve additional cities becoming parties to the agreement. The [current version of the ILA](#) includes the following provision with respect to extension of the agreement:

9. DURATION AND TERMINATION. This Agreement shall be of five years' duration and shall continue in effect for subsequent five-year periods upon affirmative vote of a majority of the membership of the Executive Board. Any vote to continue the Agreement shall be taken between three to six months before the end of the five-year term. This Agreement may be terminated at any time by affirmative vote of a majority of the legislative bodies of the Parties to this Agreement.

The ILA was extended by Board resolution in 2020 and expired on July 1, 2025. Staff have prepared a draft Resolution 2026-1 to extend the term of the ILA through July 1, 2030. As stated above, the interlocal technically requires the renewal to be approved 3 to 6 month prior to expiration. The attached resolution therefore includes language “to ratify and affirm all actions taken by ARCH since the expiration of the previous renewal term.” In the future, ARCH will work to ensure renewals are flagged for action at the appropriate time.

Staff Recommendation

Staff recommend that the ARCH Board approve Resolution 2026-1 extending the ARCH Interlocal Agreement through July 1, 2030.

Attachments

1. Resolution 2026-1

RESOLUTION 2026-1**A RESOLUTION OF THE EXECUTIVE BOARD OF A REGIONAL COALITION FOR HOUSING AUTHORIZING A 5 YEAR RENEWAL OF THE INTERLOCAL AGREEMENT ESTABLISHING A REGIONAL COALITION FOR HOUSING (“ARCH”)**

WHEREAS, the Cities of Bellevue, Kirkland, Redmond, Bothell, Woodinville, Issaquah, Mercer Island, Newcastle, Beaux Arts, Clyde Hill, Hunts Point, Medina, Yarrow Point, Kenmore and Sammamish, municipal corporations organized under the laws of the State of Washington, and King County, a subdivision of state government (individually, the “Party”, collectively, the “Parties”) entered into the Amended and Restated Interlocal Agreement for ARCH in 2010, as amended by Amendment No. 1, effective April 5, 2022 (“Interlocal”); and

WHEREAS, Section 9 of the Interlocal provides that the Interlocal shall be of five years' duration and shall continue in effect for subsequent five (5) year periods upon affirmative vote of a majority of the membership of the Executive Board; and

WHEREAS, the Interlocal was effective as of July 1, 2010 and renewed by vote of the Executive Board in 2015 (Resolution 2015-1) and again in 2020 (Resolution 2020-01);

WHEREAS, the Executive Board met on February 12, 2026 to consider and approve the continuation of the Interlocal, as amended, for an additional five (5) year term; and

WHEREAS, the Executive Board desires to reaffirm and renew the Interlocal, as amended, for an additional five (5) year term to July 1, 2030, and to ratify and affirm all actions taken by ARCH since the expiration of the previous renewal term; and

WHEREAS, the each ARCH member city, town, and county remain committed to the cooperative undertaking memorialized in the Interlocal, as amended.

NOW, THEREFORE, BE IT RESOLVED by the Executive Board as follows:

The Executive Board hereby approves and affirms an extension of the Interlocal until July 1, 2030, and hereby ratifies and affirms all actions taken by ARCH in furtherance of the Interlocal since the expiration of the prior renewal.

Passed by a majority vote of the Executive Board of ARCH on this ____ day of _____, 2026.

Nathan McCommon
Chair, ARCH Executive Board

ITEM 5B: ARCH 4th Quarter 2025 Report and Strategic Plan Dashboard

Submission of Draft 4th Quarter 2025 Report and updated Strategic Plan Dashboard

Background

The ARCH Interlocal Agreement (ILA) requires the submission of “quarterly budget performance and progress reports on the status of the work program elements to the Executive Board and the governing body of each Party.”

The most recent report may be found online:

- [ARCH Fourth Quarter 2025 Report \(Draft\)](#)

Note that this is a *draft* that includes a complete report on work program activities, but not updated financials, which will be finalized after March when the City of Bellevue closes its books for 2025. ARCH’s Q3 financials are included for the time being.

Additionally, the Executive Board set forth a commitment to regularly monitoring progress on ARCH’s Strategic Plan. An updated dashboard incorporating additional progress to date may also be found online:

- [ARCH Strategic Plan Dashboard \(Feb. 2026\)](#)

One of the strategies outlined in the dashboard is the creation of a new database to integrate the multiple datasets maintained by ARCH. As this body of work moves forward, ARCH staff are seeking the Board’s input on specific metrics and reporting the Board would like to see included in future reports.

Staff Recommendation

N/A

Attachments

N/A

ITEM 5C: 2027-28 ARCH Budget and Work Program

Preliminary discussion of ARCH 2027-28 Administrative Budget and Work Program

Background

The ARCH Interlocal Agreement (ILA) provides the Executive Board with the authority and responsibility to “develop and recommend a budget and work program” for member councils’ approval by June of each year for the following calendar year. Starting in 2024, the Executive Board has elected to develop biennial budgets to streamline its work and better align with member jurisdictions who also adopt biennial budgets.

At the February meeting, the Board will receive a preliminary briefing to set a foundation for development of the 2027-28 ARCH Budget and Work Program. The objectives for the Board’s initial briefing and discussion on this topic include:

- Share initial assumptions for a **baseline budget** that maintains current levels of staffing and services and recap the methodology for member dues.
- Review the current ARCH Work Program and how members access ARCH services, and **identify areas of change and growth in ARCH’s work** through 2028
- **Discuss the approach for development of the next Work Program**, including:
 - Ways to clarify and formalize how members seek certain ARCH services
 - Desired involvement by the Board in the process
 - Audiences for the Work Program
- Share **the budget and work program timeline** to help Board members ensure coordination with their respective internal budget processes

Development of Baseline ARCH Administrative Budget for 2027-28

Currently, ARCH staff are working with City of Bellevue to vet and refine assumptions for a baseline budget for 2027-28. The bulk of ARCH’s administrative budget (89%) is made up of salaries and benefits, with other operating expenses and in-kind administrative support from Bellevue making up a much smaller share of the budget.

Draft budget assumptions at this time include:

- Projected cost of living allowances of 2.66% and 2.70% in 2027 and 2028 respectively (based on prior year CPI-W)
- Projected medical/dental contributions of 12.4% combined
- Salary adjustments from a City of Bellevue compensation study conducted in 2024, which re-set salary ranges based on a market study of all employment classifications, and resulted in market adjustments of up to 4% for eligible classifications
- Rent increase of 13.6% in 2026, driven by faster growth in common area maintenance charges than previously estimated
- Increase in the cost of “in-kind” administrative services provided by city of Bellevue (insurance, IT)
 - Insurance expense is nearly double from the last budget cycle
 - IT costs are TBD
- 3-5% increase in other income, made up of homeownership program fees, admin

fees from contract cities, and interest income

- Reduced income from lower volume in home sales is offset by higher estimated interest income
- Outside legal fees are TBD – ARCH will coordinate with the Bellevue City Attorney’s Office to project the level of need for these services.

It should be noted that compensation changes from Bellevue’s 2024 study were not finalized until after ARCH adopted its 2025-26 budget, and therefore this is the first budget cycle that will account for those costs. Bellevue provided an initial reimbursement to cover the delta to new pay rates in 2024. In 2025, ARCH was able to offset costs through salary savings from the initial time period to hire new staff. However, starting in 2026 ARCH has been fully staffed and will have to absorb the full cost of new compensation rates going forward.

Income Sources and ARCH Member Dues Methodology

ARCH member dues are allocated primarily on a per capita basis, with some exceptions. Following is a summary of income sources from member and non-member jurisdictions:

- **“Base Member Dues”** are generally allocated among ARCH member cities on a per capita basis (\$3.11 per capita in 2026).
 - King County’s dues are determined separately, but have generally increased proportionately with other members in recent years (currently \$235,897)
 - Very small jurisdictions pay a minimum dues amount above the per capita formula – this floor is adjusted in proportion to the overall increase in base dues (paid by Hunts Point and Beaux Arts Village, currently set at \$3,294)
- **“Additional Member Dues”** cover 1.0 FTE that is funded by member jurisdictions with local affordable housing incentive programs.
 - Cities with active incentive programs, either having more than 10 completed projects or 3+ projects in the pipeline, pay on a per capita basis.
 - Includes Bellevue, Issaquah, Kirkland, Redmond
 - Cities with less active programs (fewer than 10 completed projects, and less than 3 projects in the pipeline) contribute a minimum (currently \$3,754).
 - Includes Kenmore, Newcastle, Sammamish, Mercer Island
 - Cities with adopted programs that did not yet have participating projects at the time of budget adoption do not yet contribute additional dues.
 - Includes Bothell, Woodinville.
- **Bellevue HB 1590 funds** pay for 1.0 FTE that is dedicated to supporting the Bellevue Housing Stability Program
- **Non-Member Fees** from North Bend and Duvall are reimbursed on an hourly basis

Current 2025-26 ARCH Work Program and Areas of Growth and Change

ARCH’s Work Program has been organized around five areas that encompass core programs and services, with specific support and planning projects for individual jurisdictions described in a separate attachment. The five core areas of the work program are described in the following table, along with a summary of areas of growth and change.

ARCH Work Program and Areas of Growth and Change

Affordable Housing Investment	
<p style="text-align: center;">2025-26 Work Program</p> <ul style="list-style-type: none"> Administer ARCH Trust Fund and other local investments in affordable housing, including the Bellevue Housing Stability Program and Issaquah (Inclusive Housing Investment Pool) Coordinate with other public and private funding Manage the ARCH Community Advisory Board Monitor program loans and analyze portfolio health Provide special project assistance and advice including surplus property planning. 	<p style="text-align: center;">Recent/Expected Changes</p> <ul style="list-style-type: none"> Expanded services to support the greater investments from Bellevue and Issaquah. Note: Bellevue 1590 funds cover 1.0 FTE to support this line of work. The project pipeline and scale of funding requests have been growing, with ARCH hitting a record funding year in 2025. Expanded services to provide a greater level of support on special projects and surplus property planning. This is likely to expand and accelerate the pipeline of potential affordable housing projects. Increasing focus and level of coordination with other public funders on preservation and asset management efforts TBD if new funding sources for affordable housing will be authorized at the local level Potential change to the structure/makeup of the ARCH Community Advisory Board
Housing Policy and Planning	
<p style="text-align: center;">2025-26 Work Program</p> <ul style="list-style-type: none"> Support city long range planning, code and policy development, including incentive program design and analysis Collect and report data for all members and programs Convene members and facilitate targeted state and regional policy efforts Support city-specific requests 	<p style="text-align: center;">Recent/Expected Changes</p> <p><i>Local</i></p> <ul style="list-style-type: none"> More jurisdictions are adopting or expanding incentives for affordable housing. Higher standards are now being established to adequately plan for and accommodate affordable housing needs. Members completed adoption of Comprehensive Plans and are transitioning to implementation and development of local strategies and action plans. Local implementation of state mandates related to TOD and MFTE expected through 2027-28; other mandates are TBD. <p><i>State/Regional</i></p> <ul style="list-style-type: none"> Expanded services to provide additional analysis, coordination and advocacy support on policy priorities at the state level Convening the pilot ARCH Council of Elected Officials that will discuss policy and legislative issues and provide a vehicle for regional engagement on affordable housing

Housing Program Implementation	
<p style="text-align: center;">2025-26 Work Program</p> <ul style="list-style-type: none"> • Administer city housing incentive and inclusionary programs and development agreements • Market affordable units in new developments and qualify homebuyers; • Monitor affordable units in ARCH Rental and • Administer units in the Homeownership Program • Report and communicate program outcomes. 	<p style="text-align: center;">Recent/Expected Changes</p> <ul style="list-style-type: none"> • New project starts slowed in the last 2 years, but developer inquiries for new projects are ticking back up. As jurisdictions expand incentives, production may increase. • Recent local code updates have increased the complexity of regulations and covenants that ARCH is responsible for monitoring. • Significant increase in Rental Program units entering the program since 2024; additional growth projected through 2028 expected to exhaust current staff capacity • New homes entering the Homeownership Program, but overall sales activity is steady. Staff have spent more time on foreclosure prevention, coordination with lenders/DPA programs, and supporting HOAs. • ARCH is developing a new database to facilitate the larger number of workstreams across programs
Education and Outreach	
<p style="text-align: center;">2025-26 Work Program</p> <ul style="list-style-type: none"> • Provide public information and open office hours to assist people seeking affordable housing in East King County • Conduct and participate in events to educate members and the broader community about affordable housing. • Build partnerships with community organizations and public agencies to leverage throughout ARCH’s work 	<p style="text-align: center;">Recent/Expected Changes</p> <ul style="list-style-type: none"> • Developed a holistic Communications and Engagement Plan that expands communication with members, the public and other key stakeholders • Stable levels of requests from the public – in 2025, this included 250 individuals served in the office and 1,810 calls answered on the main line (43% Rental related; 52% Homeownership related; 2% developers and other) • New partnerships to support marketing affordable housing to diverse populations in East King County
Administration	
<p style="text-align: center;">2025-26 Work Program</p> <ul style="list-style-type: none"> • Support ARCH Executive Board • Ensure fiscal oversight of ARCH’s budget and reserves; report quarterly on the budget, work program and Strategic Plan • Coordinate internal procedures with admin. agency. • Study and implement improvements to ARCH’s organizational and governance structure 	<p style="text-align: center;">Recent/Expected Changes</p> <ul style="list-style-type: none"> • New ARCH Council of Elected Officials launching this year – continuation after 2026 TBD • New legal templates completed for rental projects (implementation still underway); new Homeownership templates anticipated in 2026. • Potential changes from future governance recommendations TBD

Work Program Development

In addition to the five core work program areas above, ARCH has traditionally incorporated member requests in its work program as identified by jurisdiction planning staff. These appear in Attachment A of the Work Program based on what staff know at the time regarding upcoming opportunities. The work plan does not include specific information on timing, support needed from ARCH, or priority level of the work. ARCH has often seen members ultimately not advance these items, while at the same time requesting ARCH support for other items that were not identified.

In its next work program, ARCH is seeking to create a more structured process with members for identifying work items that require support from ARCH, as well as a process for handling other requests that may emerge at a later date. Staff are seeking the Board's input on this process, including Board members' desired involvement.

Next Steps and Timeline

Staff anticipate the following next steps for finalizing the budget and work program:

- *March*: Draft Baseline Budget and options to meet the increase in rental monitoring work at the March meeting. Discuss Board priorities to elevate in the Work Program.
- *April*: Draft Work Program and Updated Budget
- *May*: Potential Vote on Final Budget and Work Program
- *June*: Deadline for Final Budget and Work Program

Staff Recommendation

Staff recommend the Board:

- (1) Identify questions or concerns from the initial briefing
- (2) Share additional information on factors that could affect ARCH's work in the next two years.
- (3) Provide feedback on development of the ARCH Work Program, including:
 - a. Approach for working with member jurisdiction staff on requests for ARCH services, and Board members' desired involvement

Attachments

N/A

ITEM 5D: ARCH Council of Elected Officials

Update on ARCH’s pilot Council of Elected Officials.

Background

In 2024, the ARCH Executive Board completed a Strategic Plan that emphasized increased engagement of elected officials, and a focus on policy and legislative efforts needed to build more affordable housing faster. In 2025, the Board commissioned a governance study that collected input from three focus groups of elected officials that affirmed a desire for greater connection, communication and active participation by elected officials within ARCH’s structure. As a result of this study, the ARCH Executive Board approved a formal ARCH Council of Elected Officials (ACE) as a pilot in 2026.

ARCH Council of Elected Officials’ Members

As of 2/4/26, below is the roster of ACE members:

Jurisdiction	Member	Alternate
Bothell	Councilmember Brittany Miles	Deputy Mayor Jenne Alderks
Newcastle	Councilmember Paul Charbonneau	Councilmember Chris Villasenor
Kirkland	Mayor Kelli Curtis	Councilmember Falcone
Mercer Island	Deputy Mayor Daniel Becker	N/A
Issaquah	Councilmember Lindsey Walsh	N/A
Woodinville	Deputy Mayor Randolph	Councilmember Amber Wise
Bellevue	Councilmember Vishal Bhargava	N/A
Kenmore	Councilmember Jon Culver	Mayor Nigel Herbig
King County	TBD	TBD
Points Communities	TBD	TBD
Sammamish	TBD	TBD

Pre-Convening Efforts

ARCH Government Affairs, Policy, and Communications Manager Sophie Glass will be the primary staff person to support and facilitate the work of ACE. Prior to the first convening of this new body, Sophie is aiming to meet with all ACE members. These conversations will help ARCH to better understand members’ goals and concerns to best shape agendas and processes. The first ACE meeting is tentatively scheduled for March 26, 2026.

ARCH Council of Elected Officials’ Agendas (Tentative)

ARCH staff have tentatively outlined the following topics for this year’s meetings. Content is organized into the areas of focus for the pilot, including:

- Education
- Public policy
- Elevating successes

Educational content and success stories will be refined based on feedback from the pre-convening engagement. Potential success stories to highlight include: local examples of public land donation; multifamily tax exemption and inclusionary zoning policies; permanent supportive housing; expedited permitting for affordable housing; or other recent successes among ARCH member jurisdictions.

In addition to attendance at ACE meetings, elected officials will also receive support to share ARCH-related communication with their respective jurisdiction councils.

Meeting 1 – Tentative for 3/26/26

General

- Introductions
- Pilot purpose
- Pre-convening interviews summary

Education

- Overview of ARCH
- Affordable Housing context in East King County
- Affordable housing tools

Public Policy

- 2026 Legislative Session recap of ARCH Legislative Priorities
 - Funding/revenue
 - Faith-owned land

Success Story

- TBD

Meeting 2 in Q2

Education

- ARCH Investment Programs and East King County development pipeline
- Affordable housing finance and role of public/local investment
- Revenue tools for affordable housing

Public Policy

- Input/discussion: 2027 legislative priorities for ARCH

Success Stories

- TBD

Meeting 3 in Q3

Education

- Inclusionary zoning and Multifamily Tax Exemption
- Related statutes/recent legislation
- Land value capture

Public Policy

- Input/discussion: 2027 legislative priorities
- Regional revenue?

Success Stories

- TBD

Meeting 4 in Q4

General

- Evaluation of pilot ACE

Education

- Affordable homeownership tools
- Shared equity homeownership models, ARCH Homeownership Program
- Black Home Initiative

Public Policy

- Prepare for 2027 Legislative Session
- State and/or regional revenue

Success Stories

- TBD

Staff Recommendation

This content is informational only. No action is required at this time.

Attachments

N/A



ARCH EXECUTIVE BOARD AGENDA

March 12th, 2026
Together Center, Shuksan Room
<https://kirklandwa-gov.zoom.us/j/96905200722>

9:00 a.m. – 10:30 a.m.

- 1) Call to Order
- 2) Approval of the Agenda
- 3) [Approval of the February 2025 Meeting Minutes](#)
- 4) Public Comment
- 5) Reports / Action Items
 - a. [Eastside Investment Committee Recommendation \(Governance Task Force\)](#)
 - b. [ARCH 2027-28 Budget and Work Plan](#)
 - c. [King County CDBG 2027-2029 Interlocal Cooperation Agreement \(ICA\) Review](#)
 - d. [Legislative Updates](#)
- 6) Other Business
 - a. Verbal Updates
 - Comment Opportunity: [HUD Proposed Rule to end assistance for Mixed-Status families](#)
 - Reminder: April 9 Investment Celebration
 - ARCH Senior Planner Update
- 7) Adjournment

ITEM 3: Approval of the February 12, 2025, Meeting Minutes

Approval of the February 2026 Executive Board Meeting minutes

Attachments

- A. Summary Minutes to the Executive Board Meeting February 12, 2026

A REGIONAL COALITION FOR HOUSING (ARCH)
Summary Minutes to Executive Board Meeting

Date February 12, 2026
9:00 am

Hybrid Meeting

Board Members Present:

Nathan McCommon - Chair, City of Bellevue, Deputy City Manager
 Jeff Swanson, Interim City Manager, City of Medina
 Alison Van Gorp, City of Mercer Island, Director of Development Services
 Scott Pingel, City of Newcastle, City Manager
 Jared Hill, City of Woodinville, Intergovernmental Affairs Coordinator
 Kurt Triplett, City of Kirkland, City Manager
 David Pyle, City of Sammamish, Director of Community Development
 Wally Bobkiewicz, City of Issaquah, City Administrator
 Debbie Bent – Vice-Chair, City of Kenmore, Community Development Director
 Kyle Stannert, City of Bothell, City Manager

Board Members Absent:

Carol Helland, City of Redmond, Director of Planning and Community Development
 Maia Knox, City of Clyde Hill, Assistant City Manager
 Vacant, King County

Others Present:

Lindsay Masters, ARCH, Executive Director
 Diana Heilman, ARCH, Senior Administrative Assistant
 Patrick Tippy, ARCH, Investments Manager
 Mike Stanger, ARCH, Senior Planner
 Sophie Glass, ARCH, Government Affairs, Policy and Communication Manager
 Adam Matza, ARCH, Rental Program Officer
 Chris Keenan, ARCH, Program Manager
 Hannah Bahnmler, City of Bellevue, Senior Affordable Housing Planner
 Jason Gauthier, South Sound Housing Affordability Partners, Manager
 McCaela Daffern, King County, Affordable Housing Committee Manager
 Ian Lefcourte, City of Redmond, Senior Planner

1. CALL TO ORDER

Chair McCommon called the meeting to order at 9:03 am.

2. APPROVAL OF THE AGENDA

Chair McCommon asked if there were any changes to be made to the February 12, 2026, agenda. No changes were requested. Chair McCommon requested a motion to approve the agenda.

Kurt Triplett moved to approve the agenda. Debbie Bent seconded the motion. All voted in favor of approving the agenda for February 12, 2026.

3. APPROVAL OF THE MINUTES

Chair McCommon asked if there were any corrections to the meeting minutes for January 8, 2026. No corrections were requested.

Jared Hill moved that the meeting minutes for January 8, 2026, be approved. Kurt Triplett seconded the motion. All voted in favor of approving the meeting minutes for January 8, 2026.

4. PUBLIC COMMENT – none

5. REPORTS / ACTION ITEMS

5a) ARCH Interlocal Agreement Extension

Director Masters reviewed the Board Work Plan for 2026 as had been presented in the previous meeting. At this meeting they would begin to discuss the 2027-28 Budget and Work Program. In the next meeting they would receive more information from the Governance Taskforce.

The Board was asked to approve a request to extend the ARCH Interlocal Agreement. It was to be renewed every five years. This did not need to go to the legislative bodies for approval because no changes were being made. This had been missed last summer when it was due to be done. However, the resolution was drafted so that it covered all the actions the Board had taken since that deadline on July 1, 2025. The resolution was 2026-01.

Kurt Triplett asked if the section of the Resolution that ratified past actions was sufficient to cover the Board's actions since July 2025. Director Masters said, yes, it did.

Chair McCommon called for a motion to approve Resolution 2026-01 to extend the ARCH Interlocal Agreement until July 1, 2030.

Kurt Triplett moved to approve Resolution 2026-01 to extend the ARCH Interlocal Agreement until July 1, 2030. Kyle Stannert seconded the motion. All voted in favor of renewing the ARCH Interlocal Agreement.

5b) Strategic Plan Dashboard Update and ARCH Q4 2025 Report

Director Masters pointed out there were links to the full reports in the Board packet. They were also posted online. Director Masters highlighted key points for the Board's attention. A lot of the Strategic Plan had been put into the last budget. This was an opportunity to remind the Board of that work as they begin to discuss the 2027-28 Budget and Work Program. The focus of the Strategic Plan was to build more affordable housing faster. There were four buckets of strategies: Governance and Administration, State and Regional Policy and Funding, Local Policy and Planning and Program Implementation.

Highlights from the last quarter were:

Strategic Plan: Governance

- Elected Official Education and Engagement
 - Communications and Engagement Plan – defined roles for staff and Board members
 - Regular HTF approvals
 - Newly Elected Officials Orientation
 - Pilot ARCH Council of Elected Officials (ACE)
 - Upcoming: Annual Investment Event

- Governance Change Analysis
 - Board recommendations to advance, study, pause
 - Task Force continued study

- Streamline Decision-making and Approvals
 - Shorten timeline for Trust Fund approvals
 - Flexible funding conditions
 - Biennial budget and work program
- Organizational Values – (graphic display of these was shared)
 - Trusted Partnerships
 - Inclusive & Equitable Access
 - Effective Collaboration
 - Sustainable Results

Strategic Plan: State and Regional Policy and Funding

- Targeted State and Regional Legislation and Funding; Advocacy Coordination
 - All ARCH members with legislative agendas incorporated ARCH priorities
 - Consistent, timely info on relevant bills
 - Support requests for data, talking points and analysis

Strategic Plan: Local Policy and Planning

- Member Requests
 - See Q4 report
- Surplus Land and Other Local Strategies
 - Increasing support/outreach to faith communities
 - Special projects underway on City & Sound Transit surplus property: Redmond, Bellevue, Bothell
 - Site identification & assessments in other cities

Strategic Plan: Program Implementation

- Capital Investments, Developer Incentives
 - See Q4 Report
 - Implementing new legal templates
- Data Systems
 - New Salesforce development underway
- Preservation and Stewardship
 - MOU with Washington State Housing Finance Commission
- Equitable Engagement / Affirmative Marketing
 - Partnership building: Eastside CBOs, Black Home Initiative, KCHA Dreams to Keys, Parkview
 - New homebuyer selection process implementation

ARCH Q4 2025 Report

- 2025 Funding Round:
 - Record \$65.7 million in total requests
 - Record \$41 million in recommended funds

Director Masters asked the Board to think about what things they wanted measured, tracked and reported. The new database would provide more flexibility and options to fine tune that data.

Charts were displayed showing details on the recommended funding projects. Previously funded projects were shared with their current status of development. Around 800 were coming online this year.

A high-level chart of policy and planning projects for each member city was displayed.

A chart of Housing Incentive & Inclusionary Programs for member cities was displayed. An additional 361 rental units were added in 2025 as well as 6 ownership units.

The ARCH Rental Program accomplished 6 compliance trainings in Q4 of 2025 as well as 20 audits initiated. Monthly Q&As were held for property managers.

The ARCH Homeownership program reported on homes actually closed in the quarter. For Q4 2025 there were 8 new homes sold. Month by month the number of transactions was displayed. Total homes sales in 2025 were 24 new construction and 20 resales.

Outreach and education reporting included 427 new mailing list applications in Q4 as well as over 250 people who were served in the office. 1,810 calls came in on the ARCH main line phone.

Director Masters invited questions on the Q4 report.

Chair McCommon said they liked the report. It was good to see the variety of unit sizes. The Chair noted the 60% AMI units and asked how similar that was to market demand. Director Masters said that in some parts of King County, 60% AMI units could be close to market. On the east side, market was usually above 60% except in some submarkets such as Bothell or Kenmore. For projects in those cities, they would look closely at the market study to make sure they had a healthy inclusion of larger unit sizes. It depended on the size of unit and the submarket.

David Pyle shared a question that had been brought up in their council meetings. They had conversation with their council related to their housing allocation under HB 1220. The Department of Commerce had updated its housing guidance in January. There was new information about pooled resources and contributing funds to regional affordable housing. It was stated that jurisdictions could decide collectively how the contribution to affordable housing could be documented consistently by all jurisdictions that had pooled resources. This added some complexity around their pooled resources. Could they collectively decide how this should be documented consistently by all cities as they started to think about their reporting to Commerce, particularly at five years, but every year? David wanted to begin this conversation. It did not need to be responded to at this meeting.

Director Masters thanked David for bringing up this issue. It was part of ARCH's goal in integrating its data in a new database. All of the accounting data relating to city contributions and how they flowed into the various projects would be in one system. Then they could better share how they used this data when reporting to Commerce.

5c) ARCH 2027-28 Budget and Work Program

Director Masters shared the goals of the Budget and Work Plan briefing.

The baseline budget was in process of being drafted. There were some assumptions that were being refined with Bellevue. They were on slightly different timelines. Some of the employee benefits were draft assumptions.

They would be finalized later. There had been a compensation study done by Bellevue in 2024, but the numbers and adjustments weren't finalized till after the ARCH 2025-2026 budget was finalized. There was some retroactive truing up to those increases. There were also some maintenance charges for the Together Center rental space were higher than anticipated. The insurance cost for Bellevue was going to be quite a bit higher. There was still information on IT services costs to be determined.

Other income came from fees for the homeownership program and some program fees from non-members. There was a general decline in program fees due to fewer resale transactions. A chart was shown

explaining member dues and how they were calculated. The base dues funded 11 FTEs + operating expenses. This was calculated per capita except Beaux Arts, Hunts Point and King County. Additional dues funded 1 FTE that came from member cities with incentive programs. A 0.1% Bellevue Affordable Housing Sales Tax funded 1 FTE for Bellevue's Housing Stability Program. Other income that funded 1 FTE for the homeownership program came from resale fees, interest income, non-member jurisdiction hourly fees.

David Pyle asked what the source was for the population data for each city. Director Masters said they used the ACS data.

Director Masters reviewed the major areas of the ARCH Work Program, with a focus on serving as a cost-effective vehicle for implementation of the member's programs.

Capital Investment / Special Projects

- The growth had been in new funding from Bellevue and Issaquah.
- Scale of requests was growing
- Increased support for special projects and surplus property planning – staff position had been added so were well scaled to meet these needs
- Greater focus on preservation and asset management
- TBD – new funding sources
- TBD – ARCH Community Advisory Board

Policy and Planning - Local Policy and Planning

- All cities completed their comp plans (hopefully appeals would be resolved this year)
- Local implementation of State mandates related to TOD and MFTE in 2027-2028
- More jurisdictions were adopting / expanding incentives for affordable housing
- Higher standards were still evolving for adequate planning for affordable housing needs

Policy and Planning – State and Regional Policy and Planning

- Expanded ARCH support for state legislative engagement
- Pilot ARCH Council of Elected Officials (ACE) – a new opportunity for regional engagement on affordable housing
- TBD on ACE pilot continuation
- TBD on County-led regional efforts that ARCH could participate in

Program Implementation – Developer Incentive Programs

- New project starts slowed in the last 2 years (market slowed down)
- Developer inquiries were ticking back up
- As jurisdictions expanded incentives production might increase
- Complexity of codes was increasing
- Macro-economic factors had impact on development

Program Implementation – ARCH Homeownership Program

- Steady addition of new construction homes
- Overall sales activity is sustainable
- Less staff time on resales, more time on preservation efforts
- Preservation of existing covenants
 - Aging developments – HOA special assessments
 - Impact of interest rate changes

(chart of Homes sales activity was shared – 2025)

Kyle Stannert asked for a graphic that would display the number of units that each city was responsible for in order to show what their annual growth would have to be to meet their housing targets.

Program Implementation – ARCH Rental Program

- Significant increase in Rental Program units entering the program
- Growth expected in 2026 already outpacing staff capacity
- Additional growth through 2028 will exacerbate issues.

- Scale and timing of projects further out in the pipeline dependent on market factors
(chart showing growth of rental program units was shared – 2745 total units in 122 total properties)
(chart of 2026 Rental Program project pipeline was shared – will take program to 2,936 units)
(chart of 2027 and beyond pipeline was shared – additional 1200 units in 31 projects)

Outreach and Education + Administration

- Education and Engagement
 - New Communications Plan with roles for staff, Board members
 - Expanded engagement efforts with elected officials
 - Expanded partnerships to market affordable housing to diverse populations
 - Stable demand for assistance from the public (calls, emails, walk-ins)
 - Potential governance changes TBD

Kurt Triplett asked what the Rental Program Officer did. Director Masters explained that there was an annual compliance process that involved analyzing reports from each property. Each report was reviewed for compliance. Compliance issues had to be addressed with the properties. That task took 6 to 7 months to finish in 2025. There was a lot of turnover in property management staff so compliance issues were increased. Training was provided for property management staff. Audits were done of property files. Metrics had been established for how often they wanted to perform audits. There was quite a lot of dealing with issues between tenants and property managers.

Nathan McCommon commented that it was good to be reminded of the services that ARCH provided to properties. Several years ago, ARCH had been publicly criticized for not ensuring compliance. The compliance and audit work had been ramped up to address that. Nathan asked what the source of funding was for that position. Director Masters answered that it was paid by the base dues.

Director Masters summarized that across all the Work Program areas that the current staff was able to manage the work well. Local planning area was highlighted as an area of discussion regarding staffing. It was not expected to propose hiring at that time. However, the planner position that existed could not meet all the potential needs and support that ARCH could provide. So, there had to be prioritization of the capacity of the planner position to enhance the member city planning staff.

Director Masters explained that as the Work Program was developed each member city was asked to provide a list of local planning efforts that they would like for ARCH to be involved with. It was an aspirational exercise. It helped to generate ideas of things that could happen, but it didn't help ARCH plan staff capacity. It did not provide a good way to communicate as to what the member cities were actually receiving and how the member city saw themselves in ARCH's Work Program. So, it was being considered how this could be done differently. A proposal was that each member would have a summary of the work done for them that happened through ARCH as it pertained to the Work Program. It could provide a big picture across jurisdictions of what each jurisdiction was working on. It would help the coalition members to see where they have opportunity for shared work. It would help ARCH to see the opportunities to collaborate.

Director Masters presented next steps. In March, the draft baseline budget and options would be presented. It was hoped to work on development of the Work Program. They would be asked for priorities. In April, the feedback would be incorporated, and they would begin fine tuning the structure for accessing ARCH planning services. It is possible the process would be completed in May, but, if necessary, it would extend into June.

Director Masters asked for questions and concerns.

Kurt Triplett liked the idea of the city profile of what they were receiving from ARCH. It might be needed to couple it with ARCH staff providing how much time they spend with each city. Also, it would be helpful to know more about the sort of people that were in the units such as where they worked.

Nathan McCommon commented that a lot of the Board focus was on the development side. Now more was being shared about the property services that ARCH provided. It seemed daunting to remain effective. The

importance was recognized. It would help if there was a draft of a rubric on how to request services from ARCH.

Debbie Bent appreciated the presentation. It was evident that there was a lot more money and less for maintenance. And maintenance became hard because of the success of the projects that were built. It was good to be thinking about the maintenance of aging buildings. As a small city, Kenmore did not have a big staff dedicated to housing, so they relied more on ARCH, especially with the new State laws. Maybe there was a way to combine efforts sooner in group efforts. It could help make more consistent end results.

Director Masters said that they would take the Work Program template and share it at the city liaison meeting that afternoon for input. What involvement did the Board want to have in that conversation? Director Masters would report back at the next Board meeting regarding those conversations. They could designate staff to contribute to that effort.

5d) ARCH Council of Electeds Pilot Update

Director Masters handed the presentation over to Sophie Glass. The acronym for this pilot was ACE. The Governance study provided a recommendation for a Council of Elected Officials. The Board approved it as a one-year pilot. The member cities had provided delegates from their Councils for this pilot. Pre-convening efforts had included 1-on-1s with confirmed ACE members and development of an agenda.

The tentative agenda for the first ACE meeting was shared. The date had been set for March 26, 2026, in the evening. The agenda would provide introductions, an overview of ARCH and a recap of ARCH Legislative Priorities. Elected officials said it was important to share what was working. There was a commitment to making it a two-way dialogue. Questions were invited.

Kyle Stannert commented that it would be interesting to hear how the conversation went and asked that Board members be CC'd or in the loop.

Director Masters asked Sophie to give an update on the investment event. Sophie reminded the Board of the event last spring. A similar event would be held this coming spring. Elected officials had been an important part of that event. They hoped to work with and through the Board members to have this event include the Board members, elected officials and key staff.

6a) Verbal Updates

- Status of Funding Approvals: HTF Approvals, Bellevue and Issaquah Funding Approvals – Director Masters asked Patrick to share an update. Patrick shared appreciation for the members quick scheduling of the approval of the resolutions in the past few months. A status update was shared as to the approvals. These efforts would help expedite creation of affordable housing.
 - The Bellevue Office of Housing and ARCH staff would be presenting the funding recommendations for the Housing Stability Program, the Bellevue Affordable Housing fund and the ARCH Housing Trust Fund recommendations on February 24 in a study session. They represented over \$30 million in funding.
 - Issaquah's IHIP program had funding recommendations presented to the Council's Economic Vitality Committee. They were recommended for the Council's approval on February 23.
- Project Updates
 - Larus Senior Apartments (Kenmore) – This development was funded through both the 2023 and 2024 rounds to produce 175 senior apartments in Kenmore. The developer was struggling to secure resources to advance the project as initially proposed. Various options were being evaluated. Some changes they were considering might require ARCH Board actions.
 - Prisma Closing and Groundbreaking – it was initially awarded as the Sound Transit Overlake project in the 2023 award cycle. It was notable due to the use of surplus governmental site, but it also created 328 new homes. It was the largest development by

unit count in any ARCH development to date. There were 58 units to serve 30% AMI households. Redmond staff worked hard with the developer to make this happen. The groundbreaking ceremony would be February 19.

- ARCH Rental Program Explainer Video – Sophie Glass shared an informational video for the Rental Program that was part of the Communications plan.

7) ADJOURNMENT

The meeting was adjourned at 10:30 am.

ITEM 5A: Eastside Investment Committee Recommendation

Discussion and direction on recommendations from the Governance Task Force to transition the ARCH Community Advisory Board to an Eastside Investment Committee

Background

In January, the ARCH Executive Board received a briefing on the history and current challenges of ARCH's Community Advisory Board (CAB), which was established by the ARCH Interlocal Agreement (ILA) to assist the Executive Board in developing recommendations on "land and/or money resource allocation for affordable housing projects". At that meeting, the Board learned about recent challenges with the funding process and heard a preliminary recommendation from ARCH's Governance Task Force to discontinue the CAB in its current form and explore alternatives that could streamline ARCH's funding process.

Board members expressed support for moving away from the CAB model, with emphasis placed on ensuring ARCH's process continues to achieve high rates of leverage of ARCH funds and provide transparency into the decision-making process. The Board also shared different perspectives about where community voice could continue to add value to ARCH's work. At the March meeting, the Board will hear a more detailed recommendation from the Task Force and be asked for direction to proceed with forming a new "Eastside Investment Committee" for the 2026 funding round.

Analysis of Best Practices from Other Public and Private Funders

In January and February, ARCH conducted a series of interviews with other public and private funding partners to learn about alternative models for determining affordable housing investments. These funders represent a broad range of programs with different policy goals and sources of funding.

Important insights that emerged from these interviews include:

- **Role of Professional Staff.** Professional staff play a significant role to assess and develop funding recommendations, especially for larger funding programs that handle higher application volumes.
 - The largest programs do not utilize external committees at all, and decisions are made solely through an internal staff process, with final approvals by department leadership. The sheer volume of applications makes a committee process impractical, and staff are constantly seeking ways to streamline their work.
 - Outside stakeholders are involved in other aspects of these programs, typically in helping to shape funding priorities and policies.
 - Some programs with higher volumes of applications compared to ARCH do use committees to enhance the work of staff, but in these cases, staff are responsible for developing in-depth recommendations for the committee's review, which typically take place during 1 or 2 meetings at most.

- **Role of Committees.** Programs that lack sufficient professional staff are more reliant on committees to lend critical expertise to their review.
 - Conflicts of interest are a significant challenge, since volunteers to these committees tend to come from the affordable housing development or social services organizations.
 - These funders particularly value the unique community perspectives represented in these committees, which also tend to weigh in on policy priorities.

For larger programs where professional staff bring recommendations to a committee, the committee makeup is primarily professionals from the finance industry, as well as a small number of other professionals from the housing development or government sectors.

- **Other Technical Expertise.** Some funders also utilize third party contractors to assist with specific technical reviews, such as construction cost reviews. Public funders are increasingly developing ways to share knowledge and expertise across our application processes, with particular focus on organizational financial health.
- **Community Input.** Public funders have used different methods for gathering community input into their funding programs:
 - A small number use their funding recommendation committees to help shape priorities—these committees require greater staffing to ensure committee members have an in-depth understanding of housing as well as community needs.
 - Others have broader stakeholder processes focused on gathering input into the overall funding program policies and priorities.
- **Accountability to Decision-Makers.** Both public and private funders aim to create confidence in their decisions through a variety of approaches:
 - Private funders put their investors directly on their loan committees and provide regular reporting/auditing to demonstrate how investments are performing over time.
 - Public funders create transparency into the process by in a few different ways, including: (1) allowing non-voting representatives from elected leadership’s staff on the committee; (2) providing elected officials with notification of the awards prior to public announcement; and (3) allowing committee meetings to be open to the public.

These interview findings were shared with members of the Governance Task Force, who met to discuss how to adapt best practices to ARCH’s organizational structure. Task Force members provided input into the proposal and are now seeking the Board’s feedback and direction to move forward with implementation.

Task Force Recommendation for 2026: Eastside Investment Committee Formation

Attachment 1 describes the Task Force’s proposal to pursue forming a new Eastside Investment Committee to assist ARCH in bringing funding recommendations to the Executive Board and other local decision-makers. This proposal is designed based on ARCH’s specific needs and strengths to achieve the following aims:

- The review process is streamlined and allows nimble coordination with other public and private funding partners.
- Technical expertise and industry knowledge are incorporated into the review process.
- Elected officials have greater transparency into the funding process.

The image below includes a diagram of the funding process where the new Committee would fit in 2026.



Staff have been advised that the preliminary creation of a new Investment Committee for 2026 would not require any immediate amendments to ARCH’s ILA. However, if ARCH desired to make the committee a permanent part of ARCH’s organizational structure, while sunseting the Community Advisory Board model, then member jurisdictions would need to consider approving related ILA amendments.

ARCH anticipates the new Investment Committee could also benefit cities wishing to direct funds through other local decision-making processes. Currently, ARCH facilitates two city-specific committees in addition to the CAB and provides separate assessments for individual city decision-makers who are responsible for determining whether to contribute

additional funds beyond initial Trust Fund contributions. Shared use of an Eastside Investment Committee would simplify this process and create more predictable outcomes for developers.

2026 Implementation and Future Discussion on the Role of City Councils and ARCH Council of Elected Officials (ACE)

ARCH is seeking the Board's direction to implement the Task Force's recommendation in 2026. This would be a trial year as the Task Force and Executive Board consider longer-term questions about whether to make the Committee a permanent part of ARCH's structure, and/or recommend any changes to the involvement by elected officials in the funding process.

If directed to proceed, staff would begin the process to recruit committee members for approval by the Board at a subsequent meeting. Staff anticipate recruitment would occur primarily through sharing the opportunity through existing professional networks. Staff would report back to the Board in the coming months as this effort proceeds.

Staff Recommendation

Staff Recommend that the Executive Board:

1. Discuss the Task Force recommendations outlined in Attachment 1, including considering the following questions:
 - a. Does the Board have any specific priorities for the skillset of Committee members?
 - b. Are there any concerns with including 1 elected official as a non-voting member to provide greater transparency into the funding process?
 - c. Should city staff be considered as potential members of the Committee? (Note that ARCH already consults with city staff to vet the feasibility of projects proposed in their jurisdiction.)
2. Provide direction to ARCH staff to begin recruitment of members to the new Eastside Investment Committee for the Board's approval at a subsequent meeting.

Attachments

1. ARCH Governance Task Force Recommendation: Eastside Investment Committee

Attachment 1

ARCH Governance Task Force Recommendations

Eastside Investment Committee

The ARCH Governance Task Force recommends formation of a new committee made up of professionals with relevant expertise to assist staff with developing recommendations to the Executive Board for the 2026 funding round. The primary goals of the recommendation are to leverage the value of staff and technical experts and streamline ARCH's process to ensure that local resources can be coordinated and invested successfully with other public and private funding sources.

1. Committee Role

The Committee will assist to:

- Review and approve staff drafted recommendations
- Identify risks and advise on funding conditions

2. Committee Makeup

Over the next 2 to 4 months, ARCH staff would recruit and recommend members for approval by the Executive Board, as follows:

- 6-8 voting members with professional and technical expertise
- 1 non-voting member who is an elected official from an ARCH jurisdiction, with recruitment focused on members from the new ARCH Council of Elected Officials (ACE)
- Voting members should have valuable technical expertise, with a focus on lender/investor representatives, and other professionals with expertise in development/asset management, planning, and supportive services.

3. Committee Process

ARCH staff will facilitate the Committee process as follows:

- Meetings will be conducted virtually to optimize participation.
- Committee members will receive an orientation to ARCH's available funding, priorities and review criteria
- Staff will prepare reports and meet internally to develop draft recommendations
- Staff will circulate reports with draft recommendations to the Committee in October.

- The Committee will meet over 1-2 meetings to review and approve recommendations. Meetings will include:
 - Brief staff presentation of projects covering recommended awards and potential conditions
 - Discussion of project risks/conditions
 - Committee approval of recommendations; if the Committee is unable to come to a consensus, staff will capture areas of disagreement. A second meeting may be scheduled if more analysis or information is necessary to resolve areas of concern.
- Final recommendations are advanced by staff to the ARCH Executive Board for approval before transmittal to member councils for final approval.

ITEM 5B: 2027-28 ARCH Budget and Work Program

Continued discussion of ARCH 2027-28 Administrative Budget and Work Program

Background

At the February meeting, the ARCH Executive Board received a preliminary briefing to inform its development of the 2027-28 ARCH Budget and Work Program. The briefing covered:

- Factors underlying ARCH's baseline budget to continue current levels of staffing
- Methodology for calculating member dues
- Areas of growth and change across ARCH's Work Program, particularly:
 - Continued growth in the ARCH Rental Program that is on track to outpace current staff capacity
- Initial discussion on the approach for development of the next Work Program, including a goal to clarify how members add items to the Work Program and access ARCH services on an ongoing basis
- Timeline for development and adoption of a final Budget and Work Program

At the March meeting, the Board will continue its discussion of ARCH's Budget and Work Program. Objectives for the briefing include:

- Review a draft baseline budget that maintains current staffing
- Solicit Board feedback on budget options that address growth in the ARCH Rental Program
- Review the Work Program template, next steps for collecting member inputs, and draft criteria for reviewing member services requests

Staff will incorporate the Board's feedback and bring a subsequent draft to the May meeting (note the regular April Board meeting will be replaced with an event to celebrate recent funding awards).

Draft Baseline ARCH Administrative Budget for 2027-28

A first draft of ARCH's baseline Administrative Budget is shown in Attachment 1, incorporating assumptions shared at the February meeting, as well as updated figures for insurance, IT services, and legal services that are included under Bellevue's in-kind contributions. It should be noted that conversations are ongoing to confirm the estimates for these services, which act as a credit against Bellevue's member dues to ARCH. The budget also reflects Bellevue's current estimates for benefit contribution rates and general wage increases, although these will not be finalized in the City's budget until August.

The draft estimate of \$70,000 for IT services is a relatively significant increase from ARCH's current budget, but at the same time is lower than the typical charges to City departments. This proposal is based on the fact that ARCH uses fewer IT services compared to other City departments, having historically provided for its own website, phones, internet and other select IT needs, such as contracting with external vendors for development and maintenance of program databases. However, the basic services provided by Bellevue IT continue to meet important needs such as equipment servicing and cybersecurity.

When adding in-kind expenses to the personnel increases that incorporate Bellevue’s most recent compensation study, **ARCH’s overall baseline budget is estimated to increase by 8.3%**. This reflects reductions in the budget where possible without impacting basic ARCH services, including a reduction in the budget for outside legal services. With implementation of the new legal templates approved by the ARCH Board, staff have seen valuable time savings with recent financing transactions. Based on these initial experiences, staff anticipate spending less per transaction than previously budgeted.

The draft budget also includes estimated member dues. As noted in the February meeting, member dues are primarily calculated on a per capita basis. Base member dues cover the majority of ARCH’s budget (11 FTEs plus operating expenses). Member dues from King County, Beaux Arts and Hunts Points are calculated based on a proportionate increase to overall base dues. One additional FTE is covered by cities with incentive programs, one is covered by Bellevue’s Housing Stability Program, and one is covered by other non-member administrative income.

Per capita member dues in the draft budget are based on the most recent population estimates from the 5-year American Community Survey (2020-2024). Some cities’ populations are growing faster than others, with an overall population increase of 1.15% across member jurisdictions over the last two years.

Jurisdiction	2022 Population	2024 Population	Change from 2022 to 2024		Percent of ARCH-wide population (2024)
Beaux Arts Village	258	233	-25	-9.69%	0.0%
Bellevue	150,606	151,847	1,241	0.82%	24.0%
Bothell	47,917	49,610	1,693	3.53%	7.8%
Clyde Hill	3,108	3,119	11	0.35%	0.5%
Hunts Point	323	289	-34	-10.53%	0.1%
Issaquah	39,400	39,591	191	0.48%	6.3%
Kenmore	23,611	23,741	130	0.55%	3.8%
Kirkland	92,015	92,621	606	0.66%	14.6%
Medina	2,923	2,928	5	0.17%	0.5%
Mercer Island	25,464	25,307	-157	-0.62%	4.0%
Newcastle	12,931	12,989	58	0.45%	2.1%
Redmond	73,728	77,353	3,625	4.92%	12.2%
Sammamish	66,586	66,463	-123	-0.18%	10.5%
Woodinville	13,301	13,438	137	1.03%	2.1%
Yarrow Point	1,280	1,198	-82	-6.41%	0.2%
King County (unincorporated)	72,700	72,609	-91	-0.13%	11.4%
TOTAL	626,151	633,336	7,185	1.15%	100%

ARCH Rental Program Staffing

ARCH’s Rental Program focuses on administering city affordability programs and monitoring rental units that do not have any other monitoring entity or public funds included. Staffing is focused on private development with land use requirements, development agreements, land use incentives and MFTE. Occasionally, ARCH will also monitor other projects when cities request support for specific monitoring of investments that would otherwise have no oversight.

The Board approved the first dedicated staff position for rental monitoring as part of ARCH’s 2020 budget. Initially, the position was also responsible for the upstream work with developers to implement code requirements, select units and develop agreements for all incentive and MFTE programs among ARCH members. However, this workload was not sustainable for one position, and a separate planner position was later created to divide the two bodies of work.

In February, staff briefed the Board on all the areas within ARCH’s Work Program. Each area of work has seen growth and change in recent years, but the workload related to the Rental Program in particular will clearly outpace current staff capacity. As the portfolio has increased, staff are already making difficult choices about how to respond in a timely fashion to property managers and tenants, keep up with ongoing compliance work, and conduct a minimum number of property audits.

ARCH Rental Program Properties and Units by Jurisdiction (March 2026)

Jurisdiction	Properties Monitored in 2025	Properties Coming online in 2026	Total Properties by 2027	Affordable Units Monitored in 2025	Units coming online in 2026 units	Total Affordable Units by 2027
Bellevue	26	1	27	612	35	647
Issaquah	6	1	7	103	3	106
Kenmore	5	2	7	56	4	60
King County	5		5	478		478
Kirkland	22	5	27	395	76	471
Mercer Island	1	1	2	13	15	28
Newcastle	4		4	46		46
North Bend	1		1	28		28
Redmond	49	2	51	923	59	982
Sammamish	2		2	48		48
Woodinville	1		1	26		26
Grand Total	122	12	134	2728	192	2920

Options to Meet Growth in ARCH Rental Program Workload

To meet the growing needs of the Rental Program, staff have developed the following options for the Board’s consideration:

1. Do not add any new capacity and reduce scope of Rental Program services
2. Add 1 FTE
3. Add 0.6 FTE
4. Contract for temporary staff for 4 months/year during the annual compliance reporting season

To help the Board assess these options, staff have summarized the core services within the Rental Work Program and analyzed the implications of each option across these services.

Rental Work Program Area	ARCH Services	Current Percent of Staff Time
Annual Compliance Report (ACR) Reviews	Identify compliance contacts annually. Collect and analyze annual compliance reports from all properties. Resolve any non-compliance issues found. In 2025, 97 ACRs were reviewed, plus an additional 8 projects in their quarterly reporting period.	30%
Annual Property Audits	Previous goal was to conduct cyclical audits for 20% of portfolio, plus new properties, MFTE properties and properties with significant ACR issues.	5%
New Property Onboarding	Provide training, review leasing materials for compliance, and collect lease-up reports every 90 days until properties are fully occupied. Assist with marketing new properties. Roughly 10-15 new properties a year.	13%
Ongoing Property Support	Respond to ongoing technical assistance requests. Offer monthly virtual drop-in trainings. Support marketing vacant units that properties have difficulty filling. In 2025, approximately 40% of property contacts turned over, leading to extensive re-training.	25%
General Administration and Program Development	Update and communicate annual income/rent limits and utility allowances. Provide quarterly program reporting to the Executive Board and the public. Maintain and update process and policy guides and forms. Maintain ARCH website with upcoming properties, FAQs, apartment list etc. Respond to member data requests, advise on local program development.	12%
Tenant Support and Engagement	Mediate issues between properties, tenants and prospective renters. Staff events and outreach efforts for ARCH and member jurisdictions. Maintain renter resources and provide appropriate referrals. Answer questions from prospective renters.	15%

Analysis of Options to Address ARCH Rental Program Growth

	Option 1: No new staff (maintain 1 FTE)	Option 2: Add 1 new staff (total 2.0 FTE)	Option 3: Add part-time FTE (total of 1.6 FTE)	Option 4: Contracted seasonal employee
Description	Reduce services where possible – fewer audits, less support for properties, tenants, etc.	New full time staff to share all workload; allows for program growth into the future	New part-time staff working 3 days/week will supplement capacity in priority areas (ACRs, audits, ongoing property support)	Contract with a temp agency for hourly support 4 months/year. Re-train new temp employee annually.
Budget Impact	No Impact	\$158,000 in 2027 \$169,000 in 2028	\$103,000 in 2027 \$110,000 in 2028	Estimated \$41,000 in 2027, \$43,000 in 2028 (~\$60/hour)
Advantages and Disadvantages	Less ability to meet needs of the program’s primary customers (property managers and tenants) – over time may impact the reputation of the program and ARCH.	Improves ARCH’s administration in all areas of the program, and leaves room for future growth in the program. Fewer challenges anticipated to recruit a full time position.	May be harder to recruit. Improves ARCH’s ability to administer the program, but leaves less room for future growth. If the program later requires full time staff, will make retention a challenge.	Greater effort to re-train staff on an annual basis – some risk that temporary employees will lack the necessary skillsets to perform the work. Maintains ARCH’s ability to keep up with ACR reviews but doesn’t help in other areas.
Annual Compliance Report (ACR) Reviews	Estimate 7-8 months to complete ACRs (Took 6-7 months in 2025, previously took 3-4 months). Will take longer as number of properties increases.	Estimate ACR reviews completed in 3 months	Estimate ACR reviews completed in 4-5 months	Counting time to re-train annually, estimate ACR reviews in 3-5 months
Annual Property Audits	Eliminate cyclical audits, Prioritize new properties and MFTE properties. May eventually have to eliminate audits of properties with more extensive non-compliance found in the ACR process.	Restore cyclical audits for 20% of all properties. Restore in-person site visits.	Restore cyclical audits for 20% of all properties. Restore in-person site visits.	Eliminate cyclical audits, Prioritize new properties and MFTE properties. May eventually have to eliminate audits of properties with more extensive non-compliance found in the ACR process.

	Option 1: No new staff (maintain 1 FTE)	Option 2: Add 1 new staff (total 2.0 FTE)	Option 3: Add part-time FTE (total of 1.6 FTE)	Option 4: Contracted seasonal employee
New Property Onboarding	Continue to provide basic trainings for all new properties coming online. Reduce support for coordination between properties and prospective tenants.	Maintain support for coordination between properties and prospective tenants. Provide more in-depth support for new property managers.	Maintain support for coordination between properties and prospective tenants.	Continue to provide trainings for all properties coming online. Reduce support for coordination between properties and prospective tenants.
Ongoing Property Support	General response times will be delayed (up to 5 days depending on the issue). Eliminate support for marketing vacancies. Contacts will not be updated as regularly.	Faster response times throughout the year (1-2 days). Continue support for marketing vacant units. Add more proactive trainings - maintain stronger relationships with properties.	Somewhat delayed response times (2-3 days). Support marketing vacant units only as time allows.	May help with responsiveness during the time the seasonal employee is under contract, response times will be longer the rest of the year. Eliminate support for marketing vacancies.
General Administration and Program Development	Minimize time for program development, advice to member cities, responses to data requests, update to program guides and reference materials.	More time to support member requests, advise on local program expansion and updates, improve and keep reference materials up to date.	More time to support member requests, advice on local program expansion and update, and keep reference materials up to date.	Minimize time for program development, advice to member cities, responses to data requests, update to program guides and reference materials.
Tenant Support and Engagement	Delayed response times (up to 5 days depending on issue). Reduce attendance at city/other outreach events. Renter resources not kept as current. May eventually discontinue support answering questions from prospective renters.	Maintain faster response times (1-2 days). Maintain regular support for outreach events. More time available to stay current on renter resources.	Maintain faster response times (2-3 days). Maintain occasional support for outreach events.	Potentially faster responses during the months the extra employee is under contract. Reduce attendance at city/other outreach events. Renter resources not kept as current. May eventually discontinue support answering questions from prospective renters.

The following table shows the rough impact of these options on member dues, assuming all Rental Program costs continue to be included in base dues.

	Population, 2024 ACS	Percent of Population	1 FTE (Option 2)	0.6 FTE (Option 3)	Seasonal Employee (Option 4)
<i>Beaux Arts Village*</i>	286	0.05%	\$221	\$147	\$64
<i>Bellevue</i>	151,934	23.95%	\$40,239	\$26,793	\$11,667
<i>Bothell</i>	49,663	7.83%	\$13,153	\$8,758	\$3,814
<i>Clyde Hill</i>	3,142	0.50%	\$832	\$554	\$241
<i>Hunts Point*</i>	340	0.05%	\$147	\$147	\$26
<i>Issaquah</i>	39,643	6.25%	\$10,499	\$6,991	\$3,044
<i>Kenmore</i>	23,811	3.75%	\$6,306	\$4,199	\$1,828
<i>Kirkland</i>	92,719	14.62%	\$24,556	\$16,350	\$7,120
<i>Medina</i>	2,952	0.47%	\$782	\$521	\$227
<i>Mercer Island</i>	25,339	4.00%	\$6,711	\$4,468	\$1,946
<i>Newcastle</i>	13,015	2.05%	\$3,447	\$2,295	\$999
<i>Redmond</i>	77,408	12.20%	\$20,501	\$13,650	\$5,944
<i>Sammamish</i>	66,507	10.49%	\$17,614	\$11,728	\$5,107
<i>Woodinville</i>	13,481	2.13%	\$3,570	\$2,377	\$1,035
<i>Yarrow Point</i>	1,410	0.22%	\$373	\$249	\$108
<i>King County* (unincorporated)</i>	72,609	11.45%	\$15,797	\$10,523	\$4,578
	634,259	100.00%	\$164,750	\$109,750	\$47,750

**As noted earlier, the base dues for King County, Beaux Arts and Hunts Points are calculated as a share of the overall impact to base dues, rather than a per capita basis.*

In addition to the options included above, ARCH has explored the option of contracting for professional auditing services. The Department of Commerce recently sought to solicit similar services to support its new state-wide MFTE monitoring program, with a contract scope of \$200,000. After getting no responses to their RFQ, Commerce hired an existing accounting firm already under contract for other work. The cost of these services totaled \$120/hour. Another vendor who ARCH contacted with experience with LIHTC audits provided ARCH with a quote of \$150/hour. ARCH is still exploring this option, but does not anticipate being able to rely heavily on this service due to the cost.

In 2026, ARCH plans to utilize its newly established database to assist with analysis of ACR reports this year. Staff are optimistic this system will create some efficiencies in staff time to review the reports, however it would not reduce the time spent communicating back and forth with properties to obtain complete data and resolve non-compliance.

ARCH Work Program Development

As discussed at the February Board meeting, ARCH is testing a new Work Program format to better reflect specific work within individual member jurisdictions. Staff welcome input from the Board on the structure of the new template (see Attachment 2). ARCH staff will plan to include Board members in the communication with member liaison staff to collect and finalize individual member content for the Work Program.

ARCH staff are also seeking the Board’s input on criteria for ARCH to apply to additional requests for services that aren’t identified proactively by members as part of the adopted Work Program. The challenge of meeting all the needs of ARCH members is likely to increase in the next two years, given the increase in required level of effort to plan for and accommodate housing, and the continued adoption of state mandates with local implementation requirements.

ARCH’s Strategic Plan anticipated the need for this type of “strategy screen” in relation to planning services for members, with suggested focus on policy priorities that are applicable to a majority of ARCH membership, and high impact special projects that create more affordable housing faster. ARCH’s Strategic Plan also outlined the following decision criteria for the evaluation of strategies more broadly.

Decision Criteria:

We use the following questions to evaluate our strategies:

- Is our role clear?
- Does it align with our mission and interlocal agreement?
- Are we best positioned to lead, support, or amplify?
- Have we identified, and are we prepared to, address the potential political roadblocks?
- Do we have the capacity at this time to be effective?
- Is it supported by data and are the proposed outcomes measurable and sustainable?
- Will this reduce our ability to be effective with current strategies?
- Is it financially viable now and/ or in the future?
- Have we evaluated the return on investment?

Staff have drafted the following criteria for the Board's consideration to assist ARCH in responding to future requests for services from members:

- Clarity. The scope, timeline and ARCH's desired role in the plan or project is clearly defined.
- Impact. The plan or project is expected to result in greater production or preservation of affordable housing.
- Leadership Support. The plan or project is a high priority for the jurisdiction and is supported by city leadership
- Timeliness. The jurisdiction has a unique opportunity to advance supportive policies or projects, and the opportunity may be missed if not advanced in a timely fashion.
- ARCH's Value. ARCH's participation would add significant value toward achieving affordable housing outcomes due to our unique expertise. In addition, the level of effort needed from ARCH is feasible and appropriate based on the potential impact of the plan, policy or project.
- Value for Coalition. The results of the work will be useful to other ARCH member jurisdictions who anticipate undertaking similar efforts.

Based on the Board's feedback, ARCH would apply a version of these criteria to prioritize future member requests.

Feedback and Next Steps

Staff are seeking feedback from the Board on the budget options above, as well as the approach to the ARCH Work Program. Staff will incorporate this feedback into updated drafts for the Board's consideration at the May meeting, at which time the Board will also discuss which priorities to elevate within ARCH's Work Program. Final adoption of the Budget and Work Program must be completed by June.

Staff Recommendation

Staff recommend the Board:

- (1) Provide feedback and identify questions or concerns regarding the baseline budget and options to address Rental Program growth, including what options to bring back for the May meeting.
- (2) Provide feedback on the draft Work Program template for ARCH Members, and criteria for member requests

Attachments

1. Draft Baseline ARCH Administrative Budget or 2027-28
2. Draft Work Program Template for ARCH Members





DRAFT 2027-28 Baseline ARCH Administrative Budget

For ARCH Executive Board Review
March 2026

	2025-2026 Adopted Budget		Baseline 2027-28 Budget		% change '26-'27	% change '27-'28
	2025	2026	2027	2028		
I. TOTAL EXPENSES	\$ 2,720,754	\$ 2,827,690	\$ 3,063,025	\$ 3,172,429	8.3%	3.6%
A. Personnel	\$ 2,427,721	\$ 2,532,678	\$ 2,703,828	\$ 2,802,356	6.8%	3.6%
Salaries	\$ 1,848,491	\$ 1,911,173	\$ 2,029,426	\$ 2,149,262		
Benefits	\$ 579,230	\$ 621,505	\$ 674,402	\$ 653,094		
<i>14 FTEs (incl. 1 dedicated to Bellevue Housing Stability Program)</i>						
B. Operating	\$ 125,787	\$ 125,267	\$ 133,348	\$ 135,492	6.5%	1.6%
Rent & Utilities	\$ 42,000	\$ 44,133	\$ 52,497	\$ 54,072	19.0%	3.0%
Telephone	\$ 7,840	\$ 8,075	\$ 8,275	\$ 8,523	2.5%	3.0%
Internet	\$ 3,042	\$ 3,164	\$ 3,134	\$ 3,228	-0.9%	3.0%
Software licensing (website, database, etc.)	\$ 25,000	\$ 25,750	\$ 33,964	\$ 34,983	31.9%	3.0%
Travel/Training	\$ 7,150	\$ 7,365	\$ 9,800	\$ 10,094	33.1%	3.0%
IT Equipment Replacement / Bellevue software	\$ 8,600	\$ 5,000	\$ 8,286	\$ 6,678	65.7%	-19.4%
Office Supplies	\$ 2,700	\$ 2,678	\$ 2,758	\$ 2,841	3.0%	3.0%
Postage/Printing	\$ 2,500	\$ 2,678	\$ 2,678	\$ 2,758	0.0%	3.0%
Periodical/Membership	\$ 15,450	\$ 15,914	\$ 4,456	\$ 4,590	-72.0%	3.0%
Translation and Interpretation	\$ 5,000	\$ 5,150	\$ 1,500	\$ 1,545	-70.9%	3.0%
Misc. (furniture, events, job posting fees, etc.)	\$ 6,505	\$ 5,361	\$ 6,000	\$ 6,180	11.9%	3.0%
C. In-Kind Admin/Services	\$ 46,495	\$ 48,223	\$ 138,000	\$ 143,540	186.2%	4.0%
Insurance	\$ 33,280	\$ 34,611	\$ 68,000	\$ 70,040		
IT Services	\$ 13,215	\$ 13,611	\$ 70,000	\$ 73,500		
D. Professional Services / Consulting	\$ 120,750	\$ 121,523	\$ 87,849	\$ 91,041	-27.7%	3.6%
Consultant Contracts	\$ 25,750	\$ 26,523	\$ 27,849	\$ 29,241		
Outside Legal Counsel Contract	\$ 95,000	\$ 95,000	\$ 60,000	\$ 61,800		
II. TOTAL INCOME	\$ 2,720,754	\$ 2,827,690	\$ 3,063,025	\$ 3,172,429	8.3%	3.6%
A. Member Contributions (General Fund \$)	\$ 2,377,357	\$ 2,460,218	\$ 2,687,044	\$ 2,775,031	9.2%	3.3%
Beaux Arts Village	\$ 3,187	\$ 3,294	\$ 3,598	\$ 3,715	9.2%	3.3%
Bellevue	\$ 600,541	\$ 622,327	\$ 674,050	\$ 696,035	8.3%	3.3%
Bothell	\$ 172,748	\$ 178,110	\$ 199,103	\$ 205,699	11.8%	3.3%
Clyde Hill	\$ 11,205	\$ 11,553	\$ 12,518	\$ 12,932	8.4%	3.3%
Hunts Point	\$ 3,187	\$ 3,294	\$ 3,598	\$ 3,715	9.2%	3.3%
Issaquah	\$ 157,108	\$ 162,807	\$ 175,745	\$ 181,477	7.9%	3.3%
Kenmore	\$ 88,579	\$ 91,517	\$ 99,294	\$ 102,562	8.5%	3.3%
Kirkland	\$ 366,910	\$ 380,220	\$ 411,145	\$ 424,555	8.1%	3.3%
Medina	\$ 10,538	\$ 10,865	\$ 11,751	\$ 12,140	8.2%	3.3%
Mercer Island	\$ 95,259	\$ 98,405	\$ 105,579	\$ 109,055	7.3%	3.3%
Newcastle	\$ 50,076	\$ 51,819	\$ 56,142	\$ 57,981	8.3%	3.3%
Redmond	\$ 293,990	\$ 304,655	\$ 343,370	\$ 354,570	12.7%	3.3%
Sammamish	\$ 243,510	\$ 251,257	\$ 270,753	\$ 279,701	7.8%	3.3%
Woodinville	\$ 47,952	\$ 49,440	\$ 57,944	\$ 59,843	17.2%	3.3%
Yarrow Point	\$ 4,615	\$ 4,758	\$ 4,808	\$ 4,967	1.1%	3.3%
King County	\$ 227,952	\$ 235,897	\$ 257,646	\$ 266,082	9.2%	3.3%
B. Bellevue Detail (General Fund + 1590)	\$ 776,623	\$ 814,799	\$ 870,030	\$ 903,433	7%	4%
Cash Contributions	\$ 315,522	\$ 338,836	\$ 280,235	\$ 282,037	-17%	1%
In-Kind Contributions	\$ 461,101	\$ 475,963	\$ 589,795	\$ 621,397	24%	5%
Personnel	\$ 414,606	\$ 427,740	\$ 451,795	\$ 477,857		
Insurance	\$ 33,280	\$ 34,611	\$ 68,000	\$ 70,040		
IT Services	\$ 13,215	\$ 13,611	\$ 70,000	\$ 73,500		
C. Other Income	\$ 167,315	\$ 175,000	\$ 180,000	\$ 190,000	2.9%	5.6%
Administrative Fees	\$ 165,000	\$ 135,000	\$ 100,000	\$ 100,000		
Interest Earnings	\$ 2,315	\$ 40,000	\$ 80,000	\$ 90,000		
III. RESERVES, CONTINGENT INCOME AND EXPENSES						
<i>Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs, as authorized by the ARCH Board, and/or any agreement by an ARCH member to fund work under section 13 of the ARCH Interlocal Agreement</i>						
A. Contingent Expenses	\$ 450,000	\$ 450,000	\$ 500,000.00	\$ 500,000.00	11%	0%
Staffing/Administrative Expenses	\$ 150,000	\$ 150,000	\$ 200,000.00	\$ 200,000.00		
Other Services/Consulting	\$ 300,000	\$ 300,000	\$ 300,000.00	\$ 300,000.00		
B. Contingent Revenue	\$ 450,000	\$ 450,000	\$ 500,000.00	\$ 500,000.00	11%	0%
Excess Administrative, Service Fees	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000		
Grant Funding	\$ 145,000	\$ 145,000	\$ 150,000	\$ 150,000		
Board-Approved Reserves	\$ 155,000	\$ 155,000	\$ 200,000	\$ 200,000		

Work Program – ARCH Members

Jurisdiction

 Affordable Housing Investment, Special Projects	
<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Include [general funds, REET, HB 1406 funds] in City budget. Approve annual HTF awards.
Other local investments (e.g., HB 1590, fee-in-lieu, etc.)	
Public surplus property	
Nonprofit/faith owned property	
 Local Policy and Planning	
<i>Item</i>	<i>Description / ARCH Support</i>
Housing Plans (e.g., Housing Action Plans, Housing Strategies)	e.g., ARCH prepares housing-related data
Land use incentives for affordable housing (e.g., religious property density bonus, sub-area re-zoning, etc.)	
Local tax and financial incentives (e.g., MFTE, impact fee waivers, permit fee reduction)	
Housing diversity (e.g., code standards for middle housing, ADUs, etc.)	
Regulatory flexibility / reducing barriers (e.g., reduced parking minimums,	
Streamline processes (e.g., pre-approved plans, expedited permitting, administrative design review)	
 Program Implementation	
<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	
Rental Program	Monitor X affordable units in X projects
Homeownership Program	Steward X affordable homes
 Outreach and Engagement	
<i>Item</i>	<i>Description / ARCH Support</i>
Civic education on housing	e.g., Support one event to educate community members
Provide connections to community-based organizations	

ITEM 5C: King County CDBG Interlocal Cooperation Agreement (ICA) Review

King County request for input on the ARCH set-aside of N/E Consortium CDBG funds for the Interlocal Cooperation Agreement (ICA) 2027-2029 review period

Background

King County is awarded federal Community Development Block Grant (CDBG) resources from HUD for a range of investments intended to benefit low- and moderate-income households. These funds are governed by an Interlocal Cooperation Agreement (ICA) between the County and participating cities, which include all ARCH members except for Bellevue. Some CDBG funds are directed by individual “joint agreement” cities (e.g., Kirkland and Redmond), and some funds are directed through the Joint Recommendations Committee (JRC), with funding allocations established through South and North/East sub-regions. The ICA has historically established a “waterfall” of set-asides, including planning and administration, human services, and home repair, with remaining funds available for capital investment in affordable housing and local infrastructure projects.

Importance of CDBG Funds to ARCH Members

Community Development Block Grant (CDBG) funds have been a significant share of resources invested by ARCH member cities in affordable housing projects, totaling approximately \$10 million over ARCH’s history. While the amount of CDBG funds available has decreased over the years due to federal cuts, it remains a meaningful share of the resources directed through the Housing Trust Fund process. The following table illustrates the range of local projects that have received recent ARCH-directed CDBG funds.

Project	City	Sponsor	Status	Funding Year(s)	Units/ Beds	Populations Served
John Gabriel House	Redmond	Providence	Completed	2013	74	Seniors
Bellevue Manor	Bellevue	KCHA	Completed	2014	66	Seniors
Parkview DD Homes XI	Kenmore	Parkview	Completed	2014	3	Special Needs - IDD
30 Bellevue	Bellevue	Imagine Housing	Completed	2015/16	62	Families, Homeless
Women & Family Shelter	Kirkland	CCS/Sophia Way	Completed	2017/2019	98	Homeless
Samma Senior Apartments	Bothell	Imagine Housing	Completed	2019/2020	76	Seniors
Hope Starts Here	Bellevue	LifeWire	Completed	2021	25	Special Needs - DV Survivors
Kirkland Heights	Kirkland	KCHA	In Development	2022	276	Families
Searing House	Issaquah	LEO	In Development	2024	4	Special Needs - IDD
Orchard Gardens	Bellevue	Habitat for Humanity	In Development	2025	25	Families - Homeownership

History of CDBG Capital Allocation Methodology

The County divides the capital funds into two categories, Joint Agreement Cities and Consortium Capital Funds. (Note that Bellevue chooses to receive and administer its own CDBG funds and has historically not directed such funds to capital investments, which entail responsibility for environmental review and other federal compliance.)

- **Joint Agreement Cities** qualify for their own CDBG funds but choose to partner in a regional housing & community development program; these cities are allowed to specify how to direct their portion of CDBG funds and contribute a portion of funds to consortium-wide programs and administration.
 - o ARCH members Kirkland and Redmond are Joint Agreement Cities that have elected to allocate their portion of capital funds through ARCH's annual recommendation process.

- **Consortium Cities** partner to distribute CDBG through two sub-regions: North-East and South, with the South sub-region receiving a larger share based on their relatively larger low-income population. *ARCH members include Beaux Arts, Bothell, Clyde Hill, Hunts Point, Issaquah, Kenmore, Medina, Mercer Island, Newcastle, Sammamish, Woodinville and Yarrow Point.*
 - o The North and East King County (N/E) Consortium members have historically agreed to allocate 40% of capital dollars to affordable housing and/or shelter projects as recommended through the ARCH Executive Board. The remaining 60% supports non-housing activities across the N/E Sub Region of the Consortium.

This proportional split has been consistently applied since at least 2013. The aggregate amount of CDBG between the Kirkland and Redmond portion and N/E Housing Capital totaled approximately \$460,000 last year, with the N/E Consortium portion of this amount typically totaling slightly under one third of that total.

The ICA is currently up for its 3-year review. The most recent approved methodology is the 2021 allocation methodology (Attachment A), which serves as the current baseline for annual allocations. For 2026, KC HCD has not yet put forward a specific proposal but has indicated that this year will serve as a renewal year for reviewing and confirming the allocation structure.

2026 Proposed Timeline for Methodology Review

King County HCD has outlined the following schedule for engagement, discussion, and decision-making:

- March 2026 – KC HCD prepares and issues letters to Consortium Cities, JACs, and HOME Cities outlining the proposed approach for the renewal cycle.
- April 2026 – Discussion of the allocation methodology at a Consortium meeting, including feedback on continuation of the current structure or exploration of alternatives.
- May 2026 – JRC vote on the renewed allocation plan.

This schedule is intended to ensure adequate time for jurisdictions and partners to review assumptions, raise questions, and consider potential modifications in advance of funding decisions.

N/E CDBG Housing Allocation



In 2021 the JRC decided it would re-visit the N/E CDBG allocation split every three years, at same time as ICA renewal.



The CDBG housing allocation is separate from the ICA, not included in the ICA.



Reminder – of the N/E CDBG funds, 40% is allocated to housing and goes through ARCH, the other 60% is dedicated to non-housing activities.



County will send email survey to all N/E members in March asking if you want to participate in N/E allocation conversation.



If we get positive responses County will hold a conversation in April and then bring recommendation to JRC for May vote.



Options for ARCH Member Feedback

As part of the 2026 renewal, ARCH member Consortium cities may consider providing feedback as follows:

1. **Continue with the Existing Allocation Methodology:** Under this option, the Consortium would reaffirm the historic approach, maintaining:
 - 40% of the N/E allocation dedicated to housing capital directed by the ARCH Executive Board. This option offers continuity, predictability, and alignment with established practice dating back more than a decade.

2. **Explore Alternative Allocation Methodologies:** Although no specific proposal has been advanced and no detailed figures are currently available, ARCH can support members in proposing an alternative methodology for allocation of the Consortium resources that better align with:
 - Countywide affordable housing production goals,
 - Shifts in housing needs or service demands,
 - Updated federal guidance or local policy priorities, or
 - Evolving conditions within Consortium jurisdictions.

Examples of alternative approaches could include adjustments to the proportional split, revised percentages for housing versus non-housing capital, or formula-based allocations tied to demographic, need, production allocations or performance metrics. Any exploration of alternatives would require additional data, modeling, and coordination with KC HCD before recommendations could be finalized.

Currently, there is only one ARCH member jurisdiction (Sammamish) with a seat on the JRC. However, all Consortium cities are invited to provide feedback at the Consortium-wide meeting in April.

Staff Recommendation

Staff recommend the Board communicate with staff to ensure participation in the County's feedback process and discuss the options for feedback outlined above.

Attachments

- A. 2021 CDBG Allocation

2021 CDBG WATERFALL - Estimate

	Entitlement	2021 Program Income
Consortium Cities	3,391,629	0
Burien	493,499	0
Kirkland	389,306	0
Redmond	372,816	0
Renton	713,229	0
Shoreline	323,558	0
2021 Funds Available	5,684,037	0
Total ENT + PI	5,684,037	
2020 Carry-over	521,007	
2020 Recapture	0	
Total Funds Available	6,205,044	
Admin 20% Ceiling	1,136,807	
Human Service 15% Ceiling	852,606	

2020 Carry-over Funds	
Reg. Consortium	438,668
Burien	0
Kirkland	17,468
Redmond	0
Renton	41,752
Shoreline	23,119
Total 2020 Carry-over	\$521,007

2020 Recapture Funds	
Reg. Consortium	0
North/East Sub Region	0
South Sub Region	0
Burien	0
Kirkland	0
Redmond	0
Renton	0
Shoreline	0
Total 2020 Recapture	\$0

Distribution *All current-year PI (EXCLUDING PI allocated to Consortium P&A) spent in following year as carry-over.

1. Planning and Admin					
a) Consortium Cities P&A (20%)				Total	
Reg. Consortium Cities Entitlement	678,326			678,326	
Reg. Consortium Cities 2021 PI*	0				
b) JAC-Consortium Share P&A (10%)				Total	
	Entitlement	2021 JAC PI*			
Burien	49,350	0		49,350	
Kirkland	38,931	0		38,931	
Redmond	37,282	0		37,282	
Renton	71,323	0		71,323	
Shoreline	32,356	0		32,356	
	229,241	0		229,241	
c) JAC P&A (10%)				Total	2021 JAC PI
	Entitlement	2020 Carry-over*			
Burien	49,350	0		49,350	0
Kirkland	38,931	1,941		38,931	0
Redmond	37,282	0		37,282	0
Renton	71,323	4,639		71,323	0
Shoreline	32,356	2,569		32,356	0
	229,241	9,149		229,241	0
Total Planning & Administration:				\$1,136,807	0

2. Human Services					
a) JAC HSP Contribution (5%)				Total	2021 JAC PI
	Entitlement	2020 Carry-over			
Burien	24,675	0		24,675	0
Kirkland	19,465	970		20,436	0
Redmond	18,641	0		18,641	0
Renton	35,661	2,320		37,981	0
Shoreline	16,178	1,284		17,462	0
	114,620	4,574		119,195	0
b) JAC Human Services (10%)				Total	2021 JAC PI
	Entitlement	2020 Carry-over			
Burien	49,350	0		49,350	0
Kirkland	38,931	1,941		40,871	0
Redmond	37,282	0		37,282	0
Renton	71,323	4,639		75,962	0
Shoreline	32,356	2,569		34,925	0
	229,241	9,149		238,390	0
c) Consortium Human Services				Total	2021 Consortium PI
Consortium Cities (15%)	508,744	82,250		590,995	0
Consortium HS BREAKDOWN: 590,995				Total	
Consortium Cities Shelter Allocation (Frozen)				180,000	
Consortium Cities				180,000	
subtract from HS Consortium Funds → (remaining Consortium HS funds)				590,995	-180,000
Remaining Consortium Human Services Funds (50% split of remaining Consortium HS funds)				Total	2021 Consortium PI
	Remaining Funds	2020 Carry-over			
Consortium HSP Contribution (50%)	164,372	41,125		205,497	0
Diversion Funds (50%)	164,372	41,125		205,497	0
N/E ~34%	55,597	13,910		69,507	0
South ~66%	108,775	27,215		135,990	0
Total Human Services				\$948,579	0

3. Housing Repair					
a) Housing Repair Funds (25%)				Total	2021 PI
	Entitlement	2020 Carry-over			
Consortium Cities	847,907	137,084		984,991	0
Burien	123,375	0		123,375	0
Kirkland	97,327	4,852		102,179	0
Redmond	93,204	0		93,204	0
Renton	178,307	11,598		189,905	0
Shoreline	80,890	6,422		87,311	0
Total Home Repair Program Funds	1,421,009	159,956		\$1,580,965	0

4. Section 108 Greenbridge Repayment		Total
Consortium Cities		\$174,369

5. Capital Distribution (Balance of Funds):					
a) Capital Implementation (C14241)				250,947	
JAC Capital Activity Delivery (2%)				Total	2021 JAC PI
	Entitlement	2020 Carry-over			
Burien	9,870	0		9,870	0
Kirkland	7,786	388		8,174	0
Redmond	7,456	0		7,456	0
Renton	14,265	928		15,192	0
Shoreline	6,471	514		6,985	0
	45,848	1,830		47,678	0

Consortium Cities Balance <i>(Capital Activity Delivery ~250k)</i>	167,627	35,642		203,269	0
b) JAC Capital Funds (38%)	Entitlement	2020 Carry-over	2020 Recapture	Total	2021 JAC PI
Burien	187,530	0	0	187,530	0
Kirkland	147,936	7,375	0	155,312	0
Redmond	141,670	0	0	141,670	0
Renton	271,027	17,629	0	288,656	0
Shoreline	122,952	9,761	0	132,713	0
	871,115	34,765	0	905,880	0
c) Consortium Capital Funds	Entitlement	2020 Carry-over	2020 Recapture	Total	2021 Consortium PI
Consortium Cities	1,023,804	183,692	0	1,207,496	0
Consortium Breakdown	Entitlement	2020 Carry-over	2020 Recapture	Total	2021 Consortium PI
Total N/E Sub Region ~34%	346,291	62,088	0	408,379	0
N/E Housing Capital - 40%	138,517	24,835	0	163,352	0
N/E Other Capital -60%	207,775	37,253	0	245,028	0
South Sub Region ~66%	677,513	121,560	0	799,073	0
	1,023,804	183,648	0	1,207,452	0
Total Capital Distribution				\$2,364,324	

Total - Distribution \$6,205,044

JAC P&A Carry-over → Capital Funds Conversion
JAC P&A 2020 Carry-Over available for capital projects.

JAC Capital Funds Availability	
Burien	0
Kirkland	1,941
Redmond	0
Renton	4,639
Shoreline	2,569
Total capital project funds available	\$9,149

Program Income → Carry-over Conversion
Unspent 2021 PI converted to "Carry-over Funds" to be used in 2022. (EXCLUDES Consortium PI allocated to Planning & Admin)

2020 Carry-over Funds	
Reg. Consortium	0
Burien	0
Kirkland	0
Redmond	0
Renton	0
Shoreline	0
Total 2020 Carry-over Funds	\$0

Recapture
Unspent entitlement funds to be "Recaptured" and used in 2022.

2020 Recapture Funds	
Reg. Consortium	0
North Sub Region (~34%)	0
South Sub Region (~66%)	0
Burien	0
Kirkland	0
Redmond	0
Renton	0
Shoreline	0
Total 2020 Recapture Funds	\$0

HSP Contribution Summary		
	Entitlement	PI
JAC HSP Contribution	119,195	0
Consortium HSP Contribution	205,497	0
Total HSP Contribution	324,692	0

ITEM 5D: Legislative Updates

Update on advancing ARCH’s Legislative Priorities for the 2026 Legislative Session.

Background

One of the key strategies identified in the 2024 ARCH Strategic Plan was to advance cooperative efforts across our coalition on targeted *state and regional legislation and funding focused on creating more housing faster*. The ARCH Executive Board approved ARCH’s [2026 Legislative Priorities](#) in September 2025.

2026 Legislative Session Support

Throughout the 2026 WA Legislative Session, ARCH staff have offered ARCH members the following support:

- Developed a briefing paper on faith owned land (reviewed by the ARCH Liaisons Group), which included recommendations that were incorporated into HB 1859, which was just delivered to the Governor for his signature.
- Weekly legislative email updates associated with ARCH’s legislative priorities that included clear calls to action to advance priorities.
- Talking points for legislators who testified in support of ARCH-related bills.
- Analysis of bills as requested by ARCH members.
- Coordination with bill organizers to ensure ARCH members were able to testify.

Bills Associated with ARCH’s Legislative Priorities

Below are bills that ARCH staff tracked in 2026. Please note that “tracking” does not imply ARCH member support for the bill, but rather ARCH member interest in the bill.

ARCH Legislative Priority 1A: Provide local revenue options to support affordable housing (such as a graduated local Real Estate Excise Tax)

Bill	Companion	Name	Status
HB 1867 (Ramel)		Local Real Estate Excise Tax (REET) for affordable housing	Did not pass. Incorporated into HB 2442.
SB 5576 (Lovelett)	HB 1763 (Parshley)	Local tax on short-term rentals (e.g. AirBnB)	Did not pass.
HB 1717 (Leavitt)	SB 5591 (Bateman)	Creating a sales and use tax remittance program for affordable housing.	Passed the House, awaiting passage in the Senate

ARCH Legislative Priority 1B: Encourage state investments and provide funding incentives for local jurisdictions to promote affordable housing (such as expanding the HB 1406 state sales tax credit)

Bill	Companion	Name	Status
HB 1808 (Zahn)	N/A	Revolving loan fund for affordable homeownership	Did not pass.
SB 6028 (Alvarado)	N/A	Revolving loan fund for mixed income affordable homeownership, including private developers	Did not pass
SB 6256 (Slatter)	N/A	Aligns property tax exemptions with WA's affordable housing & transit oriented development priorities	Did not pass.

ARCH Legislative Priority 2A: Establish development and tax incentives to support affordable rental and ownership housing on properties owned by religious organizations

Bill	Companion	Name	Status
HB 1859 (Salahuddin)	SB 5885 (Riccelli) - Stalled	Affordable housing on faith owned land	Passed the House and Senate. On Governor's desk.

ARCH Legislative Priority 2B: Support other policies that expand access to land for a range of affordable housing types (such as surplus property policies)

Bill	Companion	Name	Status
HB 1974 (Hill)	SB 6214 (Riccelli) - Stalled	Establishing land banking authorities	Passed the House, awaiting passage in the Senate.

ARCH Policy Principle 1: ARCH supports policies and continued state assistance that ensure strong local affordable housing projects, plans, and programs (such as the Multifamily Tax Exemption and inclusionary policies).

Bill	Companion	Name	Status
SB 6026 (Alvarado)	HB 2480 (Ramel) - Stalled	Concerning residential development in commercial and mixed-use zones.	Passed the Senate, awaiting passage in the House.

ARCH Policy Principle 2: ARCH recognizes the importance of maintaining the existing stock of affordable housing in East King County and protecting prior investments.

Bill	Companion	Name	Status
SB 6027 (Alvarado)	HB 2359 (Peterson) - Stalled	Allowing for flexibility for use of HB 1590 and 1406 funds for existing housing + Affordable Housing for All Account.	Passed the Senate, awaiting passage in the House.
HB 2442 (Berg)	SB 6294 (Frame) - stalled	Providing local governments tax resources and fund flexibility, including 1590 funds, and 1406 funds for existing housing.	Passed the House, awaiting passage in the Senate
SB 6167 (Goehner)	HB 2153 (Connors)	<i>Prohibiting homebuyers from receiving multiple state-funded down payment assistance loans or grants.</i>	<i>Did not pass</i>

Supplemental Capital Budget

Below are the supplemental capital budgets as of 2/26/26 (latest available information).

	Governor Proposal	House Capital Budget	Senate Capital Budget
Housing Trust Fund - Total	\$225,687,000	\$164,586,000	\$128,304,000
1(a) Multifamily rental	\$69,437,000	\$50,000,000	\$38,778,000
1(b) PSH Apple Health & Homes			\$(50,000,000)
1(d) Affordable homeownership	\$73,000,000	\$65,000,000	\$35,778,000
1(e) Manufactured home preservation	\$12,500,000		
1(f) Manufactured home coops	\$10,000,000		
1(g) Preservation	\$50,000,000	\$40,000,000	\$44,978,000
1(h) Farmworker housing			\$8,300,000
2) Preconstruction/technical assistance	\$1,500,000		
3(a) Urgent repair fund		\$3,000,000	\$5,000,000
3(b) Risk mitigation investments		\$2,000,000	
4) Project-specific allocations	\$9,250,000	\$4,586,000	\$45,470,000

Other Housing Legislation

Below are other housing-related bills that might impact ARCH jurisdictions if passed.

- [HB 2418](#) - Permitting Reform: Reforms permitting processes aimed at reducing the uncertainty, time, and cost to build housing.
- [HB 2266](#) - Removing Barriers to Permanent Supportive Housing: Bans zoning restrictions on permanent supportive housing and emergency housing, beyond those applied to other types of housing.
- [SB 5496](#) - Corporate Housing Investors: Limiting Excessive Home Buying by Corporate Investors.

Next Steps

ARCH staff will provide a legislative session update to the ARCH Council of Elected Officials during their first meeting in 2026. The ARCH Council of Elected Officials will have an active role in shaping ARCH's 2027 Legislative Priorities.

Staff Recommendation

This content is informational only. No action is required at this time.

Attachments

None



ARCH EXECUTIVE BOARD AGENDA

May 14th, 2026

Together Center, Shuksan Room

<https://kirklandwa-gov.zoom.us/j/96905200722>

9:00 a.m. – 10:30 a.m.

- 1) Call to Order
- 2) Approval of the Agenda
- 3) [Approval of the March 2025 Meeting Minutes](#)
- 4) Public Comment
- 5) Reports / Action Items
 - a. [Credit for Sub-Regional Housing Investments](#)
 - b. [ARCH 2027-28 Budget and Work Program](#)
 - c. [East King County Downpayment Assistance Program Update](#)
 - d. [2026 ARCH Housing Trust Fund Priorities and Parity Goals](#)
 - e. [King County Executive Order](#)
 - f. [ARCH 1st Quarter 2026 Report](#)
- 6) Other Business
 - a. Verbal Updates
 - HUD 2026 Area Median Income: 4.6% increase for King County
 - Celebrating Mike Stanger retirement (June 11 @ 3:30pm)
 - Governance Study Update: ACE, Investment Committee, Task Force
- 7) Adjournment

ITEM 3: Approval of the March 12, 2025, Meeting Minutes

Approval of the March 2026 Executive Board Meeting minutes

Attachments

- A. Summary Minutes to the Executive Board Meeting March 12, 2026

A REGIONAL COALITION FOR HOUSING (ARCH)
Summary Minutes to Executive Board Meeting

Date March 12, 2026
9:00 am

Hybrid Meeting

Board Members Present:

Nathan McCommon - Chair, City of Bellevue, Deputy City Manager
 Jeff Swanson, City Manager, City of Medina
 Alison Van Gorp, City of Mercer Island, Director of Development Services
 Scott Pingel, City of Newcastle, City Manager
 Jared Hill, City of Woodinville, Intergovernmental Affairs Coordinator
 Kurt Triplett, City of Kirkland, City Manager
 David Pyle, City of Sammamish, Director of Community Development
 Debbie Bent – Vice-Chair, City of Kenmore, Community Development Director
 Kyle Stannert, City of Bothell, City Manager
 Carol Helland, City of Redmond, Director of Planning and Community Development
 Dean Hachamovich, City of Clyde Hill, Mayor
 Jelani Jackson, King County, Acting Dep Dir for the Dept of Community and Human Services - Housing and Community Development

Board Members Absent:

Wally Bobkiewicz, City of Issaquah, City Administrator

Others Present:

Lindsay Masters, ARCH, Executive Director
 Susie Levy, ARCH, Local Housing Programs Manager
 Diana Heilman, ARCH, Senior Administrative Assistant
 Patrick Tippy, ARCH, Investments Manager
 Mike Stanger, ARCH, Senior Planner
 Sophie Glass, ARCH, Government Affairs, Policy and Communication Manager
 Adam Matza, ARCH, Rental Program Officer
 Jason Gauthier, South Sound Housing Affordability Partners, Manager
 McCaela Daffern, King County, Affordable Housing Committee Manager
 Ian Lefcourte, City of Redmond, Senior Planner
 Sabrina Velarde, City of Bellevue, Housing Stability Program Coordinator
 Remy Golla, KCRHA, Legislative Affairs Analyst

1. CALL TO ORDER

Chair McCommon called the meeting to order at 9:03 am.

Chair McCommon introduced the new King County Board member, Jelani Jackson.

2. APPROVAL OF THE AGENDA

Chair McCommon asked if there were any changes to be made to the March 12, 2026, agenda. No changes were requested. Chair McCommon requested a motion to approve the agenda.

Jared Hill moved to approve the agenda. Kurt Triplett seconded the motion. All voted in favor of approving the agenda for March 12, 2026.

3. APPROVAL OF THE MINUTES

Chair McCommon asked if there were any corrections to the meeting minutes for February 12, 2026. No corrections were requested.

Kurt Triplett moved that the meeting minutes for February 12, 2026, be approved. Scott Pingel seconded the motion. All voted in favor of approving the meeting minutes for February 12, 2026.

4. PUBLIC COMMENT – none

5. REPORTS / ACTION ITEMS

5a) Eastside Investment Committee Recommendation (Governance Task Force)

Chair McCommon introduced this item by reminding the Board that there were four Board members on the Task Force – Chair McCommon, Kyle Stannert, Kurt Triplett and Wally Bobkiewicz. This item was a follow up on the results of the Governance Study with regards to the vetting of Housing Trust Fund projects that the Community Advisory Board had done. The presentation was handed over to Director Masters.

The 2026 Board Work Plan was displayed. Additional background was provided that the Governance Study came out of the 2024 Strategic Plan. This item particularly related to two of the key objectives of that Strategic Plan that were: 1) To engage elected officials to build understanding and support; 2) Streamline decision-making and approval processes. The Governance Task Force had recommended proceeding to create a pilot Council of Elected Officials. They recommended that the current legal structure of ARCH be maintained. They recommended that the quality and consistency of information and communication from ARCH be enhanced in alignment with the Strategic Plan. It also had been recommended to study replacing the Community Advisory Board with an Investment Committee to approve projects. Then the Executive Board would be focused on organizational oversight and final approvals.

Director Masters reminded the Board of the presentation from the January meeting. The challenges of the current processes at that time had been discussed. A recap of those challenges was presented: CAB member engagement and expertise; large size of CAB and recruitment was limited to East King County; increase in number, scale and complexity of projects; increasing importance of coordination with other funders as ARCH share of funding decreases; majority of local funds that ARCH administers now directed outside of CAB process.

In assessing the CAB these things were considered: ARCH Community Engagement Plan; CAB Members Survey and 2025 Round Debrief; Funder interviews – best practices from other affordable housing programs. At this meeting the focus was what was learned from other funders.

Interviewees included public funders at state and local levels, private lenders focused on affordable housing and community development and small and large programs with diverse types of funding. The topics included policy, process, decision-making and pros/cons of each process.

A summary of best practices was shared that included:

- Streamlined, nimble processes that allow for creativity and timely funding coordination
- High level of technical expertise and industry knowledge to vet projects
- Transparency into the funding process for key decision-makers
- For public funders: political and policy considerations were addressed outside of the technical review

The roles of staff and committees were outlined. Professional staff play a significant role in assessing projects and develop funding recommendations. Committees can vet and enhance staff recommendations with added external expertise. A committee could add transparency/visibility for decision/makers so ARCH would be held to higher standards.

ARCH had unique strengths and challenges. They were fully staffed and had extensive experience in housing development and finance. Applications were increasing and there were more sources to coordinate. ARCH's process had to support multiple decision-makers.

Recommendations were presented for a new Eastside Investment Committee. The role would be to review and approve staff recommendations. They would identify risks and advise on conditions. It was recommended to be made up of 6 to 8 members. The focus would be on lender/investor reps, development/asset management, planning and supportive services experts. The nominations would be brought by staff to the Board. The Board would approve members. The Board was invited to discuss whether elected officials would be involved.

The Recommendation Process would follow this sequence:

- ARCH staff would prepare reports and develop draft recommendations for Committee review
- City staff would consult on projects in their jurisdiction
- All projects presented at meeting of ARCH liaisons
- In October staff would circulate reports prior to committee meeting
- Staff would do a formal presentation of the draft recommendations. It was recommended to do this virtually. Committee would discuss risks and conditions. Committee would approve recommendations. A second meeting might be necessary if more analysis or information was needed.
- Recommendations would be brought to the Board.

A proposed timeline for 2026 was presented. Funding applications were due in September. The goal was to select the committee members by the July Board meeting with a deadline of September. Staff would report on the progress and implementation in 2026. The Task Force and the Board would continue discussion on long-term recommendations for ARCH's structure.

Director Masters invited questions. Chair McCommon summarized the presentation by saying that this was seeking to be more effective with the right people in the right place with the right process. It was a smaller size to be more manageable. There was confidence that the people selected would have expertise that was needed while minimizing potential for conflicts of interest. It was a good idea to have the city staff be involved in the selection of committee members rather than be on the committee.

Kurt Triplett added that the staff could handle this process if it was not possible to form the Investment Committee this year. The Community Advisory Board would not be convened either way. They hoped the Board would give permission to proceed as fast as possible. Kurt agreed that city staff should be used as stakeholders for projects in their city rather than on the Investment Committee.

Kyle Stannert was unable to attend the group meeting of the Task Force, but Director Masters had updated him. Kyle felt strongly that city staff should be involved as stakeholders for their own city projects. Kyle had hesitation that it was recreating CAB. It made sense to give it a try as a pilot. There was a question as to how the ILA would get suspended in regard to the CAB's role. A CAB should still be maintained to meet at least 4 times a year.

Carol Helland agreed with the previous comments. City staff should not be on the committee, but they should be consulted. Were there any members of the current CAB that would have the technical expertise to populate the Investment Committee? Patrick Tippy said there were two or three that would have the skillset that would be ideal. They wanted to overlay that with whatever conflict of interest requirements were brought forward. That had been a challenge. Carol thought it would have the advantage of providing some continuity of understanding ARCH projects.

Chair McCommon noted that there would come a point in time that if suitable candidates had not been found for the Investment Committee they might have to dispense with the Investment Pilot this year for consideration next year. Regarding having an elected member in the committee, it might be easy to find a candidate from the Council of Elected Officials.

Carol Helland did not think it would be good to mix the technical committee roster with a political position. Was it a recommendation from the Task Force? Chair McCommon said it was an idea that was put forward to be brought to the Board for discussion.

Carol Helland did not think it would be good to use electeds on a technical advisory committee.

Chair McCommon noted that opinion. The way the Council of Electeds was being set up, it was a body that could be consulted at will.

Debbie Bent agreed that city staff should not be on the committee. Also having electeds on there would make it more political than it should be. Staff could always be consulted. The challenge is finding the right people, but potential conflict of issue should be kept in view. There are concerns about the timing with the application process. It might make more sense to wait till next year.

Chair McCommon said there seemed to be a consensus that city staff should not be on the committee. Was there anyone who felt strongly that staff should be on the committee? Wally Bobkiewicz was not in the meeting, but Director Masters said Wally got more comfortable with not having city staff on the committee.

Jeff Swanson asked how the city liaisons group that met on a regular basis tied into this process. Patrick Tippy explained that whatever jurisdiction a project was in, those city planners would be consulted to validate facts of that project including appropriate zoning and timeline of development. The whole slate of applications would be shared with the liaison group, but individual city staff would be consulted on projects in their jurisdiction. That would happen before staff recommendations were finalized. Jeff Swanson leaned towards not having city staff on the Investment Committee. It seemed they were looking for community members with technical experience.

Dean Hachamovich agreed strongly with Jeff Swanson said.

Chair McCommon returned to the question on elected official participation. They would not be included for the Investment Committee but would be consulted as members of the Elected Officials Committee. The Chair looked for agreement and received thumbs ups.

Chair McCommon brought up the question of the skillset priorities of the committee members. Director Masters was asked for clarification. Director Masters shared that other funders said the heavy emphasis was on the finance background like lenders or investors. There may be a couple seats for someone who might be a retired developer or from a human services background. Occasionally there would be a planner. The primary focus was on finance expertise. Did the Board agree with this balance?

Carol Helland said the mix of expertise was great. Having talked to bankers and finance professionals it seemed to present a unique opportunity to educate them about the difficulties of creating these funding stacks and some of the friction that got created by financial institutions. It was an area in which there had not been much progress. The impact of the financial industry should be highlighted.

Kurt Triplett agreed with Carol's statements. The only other skillset it might be good to look at would be a real estate attorney. Sometimes there were contracts or covenants that weren't written as well as they wanted.

Alison Van Gorp commented that they all had goals for permanent supportive housing and emergency housing. That was a big piece of where they needed to go with housing. Having people who had experience on the operational and services side and helping with what were the best practices for integrating those services and delivering them in the projects would be helpful.

Director Masters invited the Board to continue to give more feedback in the future.

Kurt Triplett said that in the future they should talk about Kyle's comment about the issue with the ILA. It needed to be addressed.

5b) ARCH 2027-2028 Budget and Work Plan

Director Masters reminded the Board that last month they had been given a general briefing on all the factors that were forming the budget this year. They had gone extensively through all the Work Program. At this meeting they would be looking at the actual numbers for the baseline budget particularly for the Rental Program. Some options would be presented for discussion. They would also be asked for feedback on the approach to the Work Program this year. A template had been shared at the last meeting and at this meeting they would discuss how to use it.

The Baseline 2027-2028 Budget was estimated to maintain existing services and staff. A couple of significant cost drivers were the City of Bellevue compensation study as well as updated IT and insurance costs. Overall growth in the budget was 8.3%. Revenues that came from administrative fees remained relatively flat. Member dues looked different depending on the jurisdiction. Population data had been updated that was used to calculate per capita dues. Some cities were growing much faster than others.

Director Masters walked the Board through options to deal with growth in the Rental Program. There were several areas of staff time involved in administering the Rental Program. The biggest was the Annual Compliance Report process. 30% of staff time was on the ACR reviews. Other staff time was spent on Annual Property Audits, new property onboarding, ongoing property support, general administration and program development and tenant support and engagement. A chart of the distribution of rental units by city was displayed. There were going to be around 2920 units at the beginning of 2027. This would be about double the number of units from time of the first staff position.

Four options were presented.

- Option 1 – No new staff
 - Description - Reduce services, fewer audits, less support (Some audits are required)
 - Budget Impact - No budget impact
 - Advantages/Disadvantages – Less able to meet needs of the program's primary customers; reputational impact to the program and ARCH
- Option 2 – Add 1 FTE
 - Description – New full-time staff to share workload in all areas; allows for program growth into the future
 - Budget impact - \$158,000 in 2027; \$169,000 in 2028
 - Advantages/Disadvantages – Improves administration in all areas of the program; room for future growth in the program; easier to recruit a full-time role
- Option 3 – Add 0.6 FTE
 - Description – New part-time staff working 3 days a week will supplement capacity in priority areas
 - Budget Impact - \$103,000 in 2027; \$110,000 in 2028
 - Advantages/Disadvantages – Improves administration of program; Less room for future growth; Harder to recruit a part-time role. If the program later requires full time staff, will make retention a challenge.
- Option 4 – Contracted Seasonal Employee
 - Description - Contract with a temp agency for hourly support 4 months/year. Re-train new temp employees annually.
 - Budget Impact - Estimated \$41,000 in 2027; \$43,000 in 2028
 - Advantages/Disadvantages – Greater effort to re-train staff on an annual basis; risk that temporary employees lack the necessary skillsets; helps ARCH keep up with ACR reviews but doesn't help in other areas.

Across member dues, the impact was displayed in a chart. Chair McCommon asked since the population for the member dues calculation was coming from 2024 would there be a change to 2025 data to make the dues more current? Director Masters said this was the most current information from the American Community Survey that was five-year data.

Chair McCommon asked if there was any other revenues or fees that would supplement the member dues to pay for this service. Director Masters said there was one unit that would soon be paying a monitoring fee. That was a concept they had discussed that had not been put in place widely yet. Members do collect application fees from MFTE projects that went into city accounts. Those could be used to go towards ARCH dues.

David Pyle asked if the dues are divided up by population not by rental unit per city? Director Masters said that had been decided when the position was first created. A couple of years ago there had been discussion about changing the methodology for dues. That conversation could be brought back but previously the Board had decided that the simpler approach was the way to go. David Pyle noted that a city might have many rental units in comparison to its population but would not be paying proportionally for the monitoring. In other words, cities that don't have many rental units are subsidizing the cities that have a lot of rental units.

Susie asked Director Masters to explain how the Associate Planner position was funded. Director Masters said the Associate Planner position that supported the front end of the MFTE program was funded differently by using a methodology generally related to the degree of use of that position by each city. That was an option that could be used for the Rental position.

Jeff Swanson shared the perspective that ARCH was helping all the member cities address the affordable housing issue as a region. ARCH was helping with compliance with affordable housing requirements. The economics across each jurisdiction were so different. The goal was to pool the region's resources to yield the most affordable housing units possible. That meant the burden shifting might not be equitable. The cities in which it did not really work to have affordable rental units needed to have skin in the game. That meant supporting ARCH as this scaling occurred. ARCH provided a service that the cities were struggling to provide.

Chair McCommon appreciated that perspective.

Dean Hachamovich agreed strongly with both Jeff Swanson and David Pyle. There was a discussion that David set up that should be had at the next meeting. Perhaps a group could discuss it before the next meeting. The tension was between financial burden and getting credit from the various enforcing agencies. ARCH was the best regional approach to this issue. The challenge was the financial burden that hit city budgets that were hurting, but multiple enforcement agencies were demanding things from cities. The benefits of ARCH might not show through to the taxpayers.

Alison Van Gorp added that the power of ARCH was in the collective and working regionally to address the housing needs. All contributed through the Housing Trust Fund. If all pitched in to address the housing issue it did not make sense to say they would not also pitch in to monitor and steward it on an ongoing basis.

David Pyle also said that under the new updated housing guidance from Commerce that organizations like ARCH with pooled resources needed to put effort into clearly defining how they are allocating those resources for purposes of reporting under HB 1220. They should put effort into determining how they are going to report those shared resources. As long as the Council understood the value they got back in regard to being compliant with their obligations to HB 1220 they would be in a better place to get support for those expenses.

Carol Helland appreciated all the comments. To Lindsay's point it had been discussed a while ago, but it had been set up for the reasons that everyone talked about. It could be explained better to Councils provided they talked about how they ensured that communities that weren't as successful in providing affordable housing were getting benefit from ARCH under HB 1220. The problem with moving away from this dues methodology was that the cities that were most successful in producing affordable rental units would be punished.

Dean Hachamovich commented that the best way to explain this to cities was to get cities credit with Commerce, Futurewise, Growth Management Hearings Board and King County Affordable Housing etc. That would be the most powerful explanation to the cities. When it was said "cities that are more effective in providing" you might be encoding there cities whose economics that work with the current system. It would be better to get credit for the cities that were paying.

Kurt Triplett appreciated all the perspectives. The focus on getting the regional credit was critical. Kurt would be happy to participate in any future subgroup to further discuss the right way to allocate these.

(Kurt Triplett had to leave the meeting at this point)

Jared Hill said that the price increase was a little alarming. Budgets were very tight. Option 1 and Option 4 would be the most feasible for them.

Kyle Stannert said they were being brought this information out of context with the overall budget. They had the budget in their packets, but they haven't questioned was there something they should stop doing. Monitoring was needed for the organization's credibility. Was there something else compared to this that was less important? Those were conversations they needed to have.

Director Masters asked to finish the rest of the content. This was just one piece of the Work Program. The staff was busy in all the other areas. It was important to communicate to individual jurisdictions what the services were that they were receiving from ARCH from the Work Program. A slide with the Work Program areas was displayed with areas highlighted that took place with individual member jurisdictions. Much of it was ongoing. The bulk of the work that was done was with individual jurisdictions. A Member Work Program Template was shared. That showed by city where work was needed from ARCH. Draft criteria for assessing future requests were shared. Those were: Clarity; Impact; Leadership Support; Timeliness; ARCH's Value; Value for Coalition.

Staff recommended that the Board provide feedback and identify questions or concerns regarding the baseline budget and options to address Rental Program growth. The Board was asked to provide direction on options to bring back to the May meeting. Feedback was also requested on the draft Work Program template for ARCH members and criteria for member requests.

Director Masters said they would be reaching out to city staff regarding the Work Program and would copy Board members to get the ball rolling as far as what projects and planning efforts they would be putting in.

Carol Helland asked if the budget numbers were intended to be two-year numbers or one-year numbers. Director Masters said the numbers for the Options were the year-one numbers. The year two number could be different than year one.

Chair McCommon endorsed Kyle's comment about the totality of the services of ARCH and how they could understand options and the trade off between those options. Perhaps phasing should be looked at.

Jared Hill said if they were looking to narrow down then Option 2 should be worked away from.

Carol Helland commented that Option 1 was not a good option since it just represented the status quo. In light of the circumstances from the audit a few years ago, it would not be a good look to do less monitoring.

Director Masters acknowledged Kyle Stannert's comment about perhaps finding something else that could be given up. Direction was invited regarding what services could be eliminated or diminished.

Jeff Swanson commented that the issue that they were facing was related to growth and scale. Affordable housing was not a flat line. It was an inherent challenge in running cities or businesses.

Debbie Bent compared this issue to building new capital projects. You had to monitor what you built. All were facing the question of the core things they had to do. Other things might be nice to do but possibly could be shaved off. All jurisdictions were going through that. They needed to show due diligence that ARCH was going through that process just as the cities were. They would have to communicate this to the Councils when they bring a budget increase.

David Pyle said they were a victim of their own success. As more units were brought online, monitoring was necessary. The issue was how to tell the story to their Councils. What were the next steps? The budget needed to be approved by June, but their Council did not get into their budget discussions till later in the year. Would the Council of the Elected Officials be involved in this process? What would their role be? How could they be sure their Council would be on board with the increases?

Director Masters said this was a core Board function to adopt a recommendation for the budget. Councils had to approve it but they trusted the Board to come up with something that met the range and abilities of all the members. Director Masters planned to work with the Chair and Vice-Chair to sort through the range of comments and see if there were any other creative options that helped lessen the burden in the short term but not leave the core responsibilities. It could be necessary to call on the Board for additional feedback before the next meeting.

Next month instead of a meeting there would be an Investment Celebration. So, in May they would sort through the options and what they wanted to do. In June they needed to have something adopted as required by the ILA. Board members were invited to reach out individually for comments and questions.

5c) King County CDBG 2027-2029 Interlocal Cooperation Agreement (ICA) Review

Director Masters said there was a call out from King County regarding allocation of CDBG funds (Community Development Block Grant). There was a three-year agreement with many of the cities that were part of ARCH. It was historically an important source of funding for ARCH. In the packet were a range of projects that it helped fund. The participating cities were displayed. CDBG funds were stewarded through the Housing Trust Fund process. The call was for the cities that had received that invitation to comment to make sure they participated. If there were enough comments or agreement to do something different there would be a meeting held by the County for the whole consortium. Information would be shared about that meeting.

6a) Verbal Updates

Sophie Glass offered to come as needed to speak to member city councils to provide an update on the legislative session.

Director Masters notified the Board that HUD had put out a proposed rule to deny housing assistance to households that had mixed immigration status. It would lead to a loss of housing assistance for many families. Previously when this had been proposed there had been enough opposition to cause it to be withdrawn. There was hope that an advocacy push would be effective. There was a template letter that would be provided to the Board after the meeting. This would affect household in private landlord units using Section 8 vouchers as well as units ARCH had funded that were using that same resource.

Members were encouraged to RSVP for the Investment Celebration.

Mike Stanger would be retiring, and his successor had been recruited. Andrew Bjorn would start April 6. Meetings would be set up to introduce him to city staff.

7) ADJOURNMENT

The meeting was adjourned at 10:33 am.

ITEM 5A: Credit for Sub-Regional Housing Investments

Update on exploring policy solutions for jurisdictions to receive “credit” for their investments in sub-regional entities like ARCH

Background

The passage of HB 1220 in 2021 through the Washington State Legislature substantially changed how jurisdictions plan for affordable housing under the Growth Management Act. The legislation resulted in the following changes:

- **Plan for and Accommodate:** Instead of “Encourage the availability of affordable housing,” RCW 36.70A.020(4) now establishes a stronger standard to the development of comprehensive plans, development regulations, policies and strategies to “plan for and accommodate housing affordable to all economic segments of the population of this state.”
- **Housing Needs:** Housing elements must include an inventory and analysis of existing and projected housing needs at all income levels, including supportive housing (RCW 36.70A.070(2)(a)).
- **Land Capacity:** Housing elements must identify sufficient capacity of land for housing at all income levels and a variety of supportive housing types (RCW 36.70A.070(2)(c)).
- **Adequate Provisions:** Housing elements must make adequate provisions for existing and projected needs of all economic segments of the community (RCW 36.70A.070(d)), including:
 - (i) Incorporating consideration for low, very low, extremely low, and moderate-income households;
 - (ii) Documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations;
 - (iii) Consideration of housing locations in relation to employment location; and
 - (iv) Consideration of the role of accessory dwelling units in meeting housing needs;
- **Disparate Impacts Analysis:** Housing elements must identify and begin to implement approaches to undo local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing
- **Anti-displacement:** Housing elements must identify areas at risk of displacement and establish anti-displacement policies.
- **Progress Reports:** Jurisdictions must provide the Department of Commerce with a report detailing progress in implementing Comprehensive Plan five years after its adoption (RCW 36.70A.130(9)(A)).

The King County Countywide Planning Policies (CPPs) further elaborated on these policy goals and crafted an approach to allocating the region’s housing needs for moderate, low, very low, and extremely low-income households, as well as emergency housing, emergency shelters, and permanent supportive housing. The CPPs also included relevant policies related to sub-regional collaboration, and a County Comprehensive Plan Review Guide provided further guidance on this topic (see **Attachment 1**).

County staff (in the Department of Community and Human Services, or DCHS) have recently formed a CPP Housing Chapter Monitoring and Reporting Work Group whose purpose is to develop “a public-facing tool that tracks countywide and jurisdictional progress toward planning for and accommodating housing needs.” They hope to release a draft of this tool for cities to review sometime this summer. The county’s Affordable Housing Committee (AHC) will receive a briefing in November, and staff expect to launch the tool around the first of the year. The work group is wrestling with the very same issues discussed in this memo.

Department of Commerce has also published [guidance](#) including a recommendation that “all jurisdictions complete a checklist to document which available local funding tools or incentives are already being used, and which tools can be implemented to help close the funding gap.” The guidance provides sample checklists for adequate measures that lists several types of local funding. The guidance addresses contributions to regional funds for affordable housing, acknowledging that “creating affordable housing involves any funding sources and organizations.” (See **Attachment 2** for excerpts of this guidance.)

Policy Concerns from ARCH Members

Five years have passed since HB 1220 was codified into law, and during that time ARCH members have surfaced three major problems, as described below.

Problem Statement 1: Unrealistic Housing Need Numbers. While many cities in Washington State have carved out the land capacity needed for affordable housing at all income levels, and taken steps to advance affordable housing, most cities recognize that they will fall far short of producing real housing to meet their assigned needs due to a lack of resources to fund deeply affordable housing. To meet the ambitious housing needs of King County, massive subsidies are required – subsidies that are not currently available at the federal, state, regional or local levels. Even if local jurisdictions were to adopt some or even all of the available options for local funding, these resources would not be adequate to fully meet the region’s entire spectrum of need.

Problem Statement 2: Confusion Around Housing Need Numbers

The language of the GMA and CPPs both lack clarity about specific expectations and consequences regarding actual production of housing toward jurisdictions’ allocated need numbers, leaving significant room for interpretation about what “plan for and accommodate” and “adequate provisions” mean in practice. Many stakeholders continue to refer to these numbers as “housing targets” or “production goals.”

While legislation and guidance do not currently indicate fines or penalties for falling short of meeting local housing needs, cities are still anxious about the repercussions of under-producing adequate housing numbers during the 5-year progress reports to the Department of Commerce. For some ARCH members, they are concerned that future state or county legislation will impose penalties on cities that produce significantly less housing compared to their needs. Other members are facing immediate legal challenges to demonstrate compliance with the “adequate

provisions” standard and other requirements under HB 1220. Moreover, there is not guidance that spells out that jurisdictions can get numerical “credit” towards their housing goals as a result of contributions to sub-regional entities.

Problem Statement 3: Disincentives for Sub-Regional Collaboration and Shared Investment

In practice, funding affordable housing takes significant collaboration from the state down to the local level. However, when housing needs numbers are established on a jurisdiction-by-jurisdiction basis, it encourages cities to guard their own resources. ARCH members have begun to express hesitation about investing through a regional collaboration since the units constructed outside their jurisdiction will not clearly be measured towards their own housing needs numbers.

This dynamic results in a counterproductive effect of slowing down investment in housing, since it can take single jurisdictions years to accumulate sufficient funding to build affordable housing. It also creates inefficiencies for ARCH to administer multiple funds with geographic restrictions, rather than letting dollars flow quickly to the most competitive, shovel-ready projects. Conversely, when multiple jurisdictions contribute their limited dollars on an annual basis through ARCH, it creates a multimillion-dollar pool that generates hundreds of units of housing each year given ARCH’s track record of leveraging each dollar.

Potential Policy Solutions

ARCH has drafted the following policy concepts for discussion to create better clarity, incentivize collaboration and ensure scarce local resources can continue to be pooled and leveraged. These concepts are primarily aimed at the 3rd problem statement articulated above.

Policy Option 1 – Codify Subregional “Adequate Provisions”

Clarity around whether contributions to subregional entities constitute an “Adequate Provision” only exists in guidance, not in statute. Commerce’s guidance states that, “Each jurisdiction may acknowledge their contribution [to subregional entities] in their housing element to show part of their efforts to “make adequate provisions for existing and projected housing needs.” And the King County Affordable Housing Committee Housing - Focused Draft Comprehensive Plan Review Guide states, “Jurisdictional contributions to these subregional collaborations would be considered an appropriate accommodation in response to CPP H-12.”

To ensure that financial contributions to subregional entities constitute an “Adequate Provision” and generally provide greater clarity about what “adequate provisions” means, the RCW could be amended via the state legislative process. RCW 36.70A.070(d) to specify a new sub-section (v) that reads, “Making financial contributions to affordable housing, including through subregional housing entities.”

Policy Option 2: Calculate Quantitative Credit for Subregional Investments through CPP Monitoring

The Department of Commerce defers to local jurisdictions to determine how their contributions to subregional housing entities can be documented consistently. ARCH could work with King County to develop this guidance regarding quantitative credit towards meeting housing needs as part of the annual monitoring and reporting process. A formula would need to be developed to convert subregional financial contributions into a certain number of affordable housing units. Note that the GMA does not specify that jurisdictions must make financial contributions to affordable housing, and therefore there is not a clear standard for what constitutes a meaningful level of contributions to constitute an “adequate measure”. That said, ARCH members have expressed interest in a *quantitative* method of receiving credit, as opposed to the *qualitative recognition* for contributions to sub-regional entities that is already expected to be captured in the King County Monitoring and Reporting Dashboard.

Next Steps

Staff are seeking initial feedback from the Board on the policy options above. Based on this feedback, ARCH may refine potential policy solutions through the following steps:

- Include one or more of these concepts in a legislative/policy workshops for ARCH member staff in early summer 2026 to discuss the pros and cons of the policy options, and test whether ARCH members are interested in pursuing them further.
- Provide updates and seek feedback from the ARCH Council of Elected Officials.
- Seek input from relevant stakeholders with an interest in this policy issue (Sound Cities Association, Association of Washington Cities, South King Housing and Homelessness Partners, and South Sound Housing Affordability Partners).
- Solicit guidance from Commerce and King County staff.
- Report back to the ARCH Executive Board in June, July, and September.
 - This could include an invitation for King County or Commerce staff to share information about monitoring efforts.
- Craft a final policy that ARCH members can consider supporting via their own advocacy processes.
- Represent ARCH members on the county’s CPP work group to help develop monitoring and reporting standards.

Staff Recommendation

Staff recommend that the Board: (1) provide initial feedback on the policy options and suggest other policy ideas; and (2) discuss whether any additional steps are needed to advance this issue.

Attachments

1. King County Countywide Planning Policies – Policies Related to Subregional Collaboration
2. Department of Commerce – Housing Element Guidance Related to Subregional Collaboration

Attachment 1

King County Countywide Planning Policies – Policies Related to Subregional Collaboration

The Countywide Planning Policies (CPPs) create a shared and consistent framework for growth management planning for all jurisdictions in King County in accordance with RCW 36.70A.210. The King County CPPs stipulate that the Affordable Housing Committee (AHC) is responsible for reviewing monitoring and reporting data collected from jurisdictions annually from 2025-2030. Details from the King County CPPs regarding subregional collaborations are described below.

CPP H-7:

Work cooperatively with the Puget Sound Regional Council, subregional collaborations and other entities that provide technical assistance to local jurisdictions to support the development, implementation, and monitoring of strategies that achieve the goals of this chapter.

CPP H-12:

Adopt and implement policies that improve the effectiveness of existing housing policies and strategies and address gaps in partnerships, policies, and dedicated resources to meet the jurisdiction's housing needs.

- According to the [King County Affordable Housing Committee Housing - Focused Draft Comprehensive Plan Review Guide](#), **“Jurisdictional contributions to these subregional collaborations would be considered an appropriate accommodation in response to CPP H-12.”**

CPP H-27:

Monitor progress toward meeting countywide and jurisdictional housing needs and eliminating disparities in access to housing and neighborhood choices. Where feasible, use existing regional and jurisdictional reports and monitoring tools and collaborate to reduce duplicative reporting.

a) Jurisdictions, including the County for unincorporated areas, will report annually to the County:

- 1) In the first reporting year, total income-restricted units, total units, by tenure, area median income limit, address, and term of rent and income restrictions, for which the jurisdiction is a party to affordable housing covenants on the property title created during the reporting period. In future years, report new units created and units with affordability terms that expired during the reporting period;
- 2) Description and magnitude of land use or regulatory changes to increase zoned residential capacity including, but not limited to, single-family, moderate-density, and high-density;

- 3) New strategies (e.g., land use code changes, dedicated fund sources, conveyance of surplus property) implemented during the reporting period to advance the policies of this chapter. This includes strategies to increase housing diversity, strategies to increase the supply of income-restricted units in the jurisdiction and implementation details identified in the jurisdiction's comprehensive plan; and
 - 4) **The value of jurisdictional contributions to subregional collaborations to support preservation or creation of income-restricted housing within the subregion made during the reporting period. Contributions may include, but are not limited to, cash loans and grants, land, and fee waivers.**
- b) The County will, where feasible, consolidate housing data across jurisdictions and report annually on:
- 1) Countywide housing inventory of:
 - i. Total housing units, by affordability to area median income bands;
 - ii. Total income-restricted units, by area median income limit;
 - iii. Number of units lost to demolition, redevelopment, or conversion to non-residential use during the reporting period;
 - iv. Of total housing units, net new housing units created during the reporting period and what type of housing was constructed, broken down by at least singlefamily, moderate-density housing types, and high-density housing types;
 - v. Total income-restricted units by tenure, area median income limit, location, created during the reporting period, starting in 2021;
 - vi. Total net new income-restricted units and the term of rent and income restrictions created during the reporting period, starting in December 2022;
 - vii. Share of households by housing tenure by jurisdiction; and
 - viii. Zoned residential capacity percentages broken down by housing type/number of units allowed per lot;
 - 2) The County's new strategies (e.g., dedicated fund sources, conveyance of surplus property) implemented during the reporting period to increase the supply of restricted units in the county, including geographic allocation of resources;
 - 3) The County's new strategies implemented during the reporting period to reduce disparate housing outcomes and expand housing and neighborhood choice for Black, Indigenous, and other People of Color households and other population groups identified through policy H-5;
 - 4) Number of income-restricted units within a half mile walkshed of a high-capacity or frequent transit stations in the county;
 - 5) Share of households with housing cost burden, by income band, race, and ethnicity;
 - 6) Tenant protection policies adopted by jurisdictions in King County; and

- 7) Number of individuals and households experiencing homelessness, by race and ethnicity.
- c) Where feasible:
- 1) Jurisdictions will collaborate to report net new units accessible to persons with disabilities; and
 - 2) King County will collaborate with the King County Regional Homelessness Authority and public funders to report total net new permanent supportive housing, emergency housing, and emergency shelter units/beds

CPP H-28:

The County will provide necessary, ongoing information on jurisdictions' progress toward planning for and accommodating their housing needs using public-facing tools such as the King County's Affordable Housing Dashboard. The Affordable Housing Committee will establish standardized benchmarks, housing data trends, and comparative standards to aid in assessing local progress relative to countywide trends and other jurisdictions. **Measurement will include** at a minimum, the meaningful actions taken by a jurisdiction to implement their comprehensive plan housing element, housing unit production within jurisdictions, as well as **credit jurisdictions for direct funding and other contributions to support the preservation or creation of income restricted units through subregional collaborations.**

The King County Affordable Housing Committee Housing - Focused Draft Comprehensive Plan Review Guide provides additional clarification regarding this "credit."

The word "credit" used in policy H-28 means to report on funding and other contributions made by jurisdictions to support the preservation or creation of income-restricted units through subregional collaborations, e.g., A Regional Coalition for Housing (ARCH) and South King Housing and Homelessness Partners (SKHHP).

The AHC will determine how to collect and report this data sometime in 2024 or 2025. AHC staff will develop this reporting structure in close consultation with ARCH and SKHHP staff, jurisdictional planners, and human services staff from around the county. Ultimately, the AHC—which includes representatives from Seattle, King County, Sound Cities Association, and nonprofit and business leaders—will approve the reporting strategy.

The AHC will likely report, at a minimum, the total dollar amount of capital funding a jurisdiction contributed to ARCH or SKHHP in the prior calendar year to help accelerate the development or preservation of affordable homes

in King County. The AHC will include other data points based on interest and feasibility, but could include data such as:

- Data that puts funding contributions in the context of the number of people that live in a jurisdiction or size of that jurisdiction's budget;
- The estimated total number of income-restricted units that could be built with that contribution, based on the average cost per unit;
- details about the project that was awarded the funds, such as unit count by AMI, location, whether it's a rental or ownership project, etc.; and
- The amount of funding the jurisdiction provided to support ARCH and SKHHP operations.

CPP H-29:

Five years after adoption of a periodic update to a comprehensive plan, the Growth Management Planning Council or its designee [AHC] will review monitoring and reporting data collected through annual reporting and other local data and analysis. The Growth Management Planning Council will identify significant shortfalls in planning for and accommodating housing needs, provide findings that describe the nature of the shortfalls, and make recommendations that jurisdictions take action to address shortfalls.

Attachment 2

Department of Guidance – Housing Element Guidance Related to Subregional Collaboration

To guide local governments in updating their comprehensive plans and regulations, Commerce developed “[Book 2: Guidance for Updating your Housing Element.](#)” With regards to supporting subregional entities like ARCH, Commerce states:

Creation of affordable housing involves many funding sources and organizations. Therefore, some jurisdictions in Washington have decided to pool resources and local funding streams to fund affordable housing in a region, even though the affordable housing may not be developed in every jurisdiction that contributes resources. **In this and similar cases, jurisdictions may decide collectively how the contribution to affordable housing can be documented consistently by all jurisdictions who have pooled resources.**

This contribution does not change each jurisdiction’s responsibility to plan for and accommodate the housing needs allotted to the jurisdiction with respect to land capacity. In other words, each jurisdiction must still have sufficient land capacity for their share of countywide housing needs, irrespective of contributions. **It may, however, provide a way to shift needs to the recipient jurisdiction at the countywide level in the allocation process.**

Each jurisdiction may acknowledge their contribution in their housing element to show part of their efforts to “*make adequate provisions for existing and projected housing needs.*” Nevertheless, this documentation of contribution does not eliminate the need for a jurisdiction to show sufficient capacity for their share of countywide housing needs and complete the identification of barriers and actions to address affordable housing needs, including gaps in funding.

The Department of Commerce also issued “Appendix B: Adequate provisions checklists.” This appendix provides checklists to use in documenting barriers and programs and actions to achieve housing availability (RCW 36.70A.070(2)(d)), as well as examples of how to complete each of these steps and document the work. These checklists include the following:

- Exhibit B1: Moderate Density housing barrier review checklist
- Exhibit B2: Low-Rise or Mid-Rise housing barrier review checklist
- Exhibit B3: Supplemental barrier review checklist for PSH and emergency housing Exhibit
- B4: Accessory dwelling unit barrier review checklist
- Exhibit B5: Checklist for local option tools for addressing affordable housing funding gaps

- Exhibit B6: Example completed Moderate Density barriers review checklist
- Exhibit B7: Example completed local option tools for addressing affordable housing funding gaps checklist

See the full checklist here: [Appendix B: Adequate provisions checklists](#).

ITEM 5B: 2027-28 ARCH Budget and Work Program

Continued discussion and direction on the 2027-28 ARCH Budget and Work Program

Background

This item is a continuation of the 2027-28 ARCH Budget and Work Program topic from the February and March Executive Board meetings, which covered:

- Baseline budget and underlying revenue and expense assumptions
- Methodology for calculating member dues
- Areas of growth and change across ARCH's Work Program
- Budget options for addressing growth in the Rental Program
- New template for communicating ARCH's work program with individual members
- Criteria for prioritizing requests for ARCH services on an ongoing basis

Objectives for the May Board meeting include:

1. Provide direction on a preferred budget option to bring back the June meeting for Board approval
2. Provide feedback on the draft Work Program and guidance on priorities for ARCH in 2027-28

Board Discussion and Direction to Date

The Executive Board discussed and provided feedback on the following related topics, as summarized below:

- **Baseline Budget.** Executive Board members were briefed and proposed no modifications to the baseline budget. Primary cost factors included: estimated increases in insurance and IT services, wage adjustments to incorporate Bellevue's compensation study and proposed inflation, and higher common area maintenance charges associated with ARCH's lease.
 - The attached memo from Bellevue IT documents the services that ARCH is receiving under this new cost structure (see Attachment 2).
- **Rental Program Options.** Executive Board members provided a range of feedback on the draft budget options for the Rental Program, including concern with the costliest options as well as concern with maintaining the status quo.
 - A request was made to evaluate how other areas of work within ARCH's work program could be reduced and work shifted among staff to accommodate the increase in Rental Program work.
 - Board members did not support options that would result in a reduced scope of compliance monitoring services, such as reduced frequency of audits and trainings.
- **Member Dues.** Executive Board members were briefed on the current method of allocating member dues and raised questions about sharing the cost of monitoring units across the region on a per capita basis.
 - Support was generally expressed for maintaining a collective approach to funding monitoring, and Board members did not provide direction to modify the existing dues method.
- **"Credit" for Housing Investments.** While Board members concurred with the

collective benefit and responsibility for creating and monitoring affordable units, some expressed concern about how new State and County policies will apportion credit for investments that benefit the East King County region as a whole, and emphasized the importance of addressing this policy issue.

- **Work Program Criteria.** Board members concurred with the proposed criteria for evaluating future requests for ARCH services.

Updated Budget Options for 2027-28

Staff have incorporated the Board’s feedback and brought back an updated and narrowed set of options for discussion and direction. It should be noted that refinements to the budget resulted in a reduction in costs compared to the March estimate, resulting in an estimated increase of **6.9% in 2027 and 5.0% in 2028 for the baseline budget.**

- **Option 1.** This option creates a new position to support the Rental Program starting in 2027, improving ARCH’s administration in all areas of the program in the near-term.
- **Option 2.** This option **maintains current staffing in 2027** and creates **one new position in 2028**. In 2027, a portion of the Rental Program workload would be re-distributed among existing ARCH staff members who would have to re-prioritize work streams to take on these responsibilities. This would entail the following:
 - Training 2-3 other existing ARCH staff to conduct ACR analysis and take responsibility for a portion of ACR reviews
 - Shifting a portion of on-site file audits to another staff member
 - Shifting the coordination of marketing new rental properties to another staff member, and prioritizing communications capacity to meet Rental Program needs, such as creating and distributing training videos to supplement direct trainings by ARCH staff

Option 2 is crafted based on staff’s assessment of the aspects of the Rental Program workload that could realistically be accomplished by other staff for the next year, resulting in delays but not elimination of other critical ARCH programs and services. Staff do not recommend this approach as a long-term solution as the number of rental properties will continue to grow each year. The estimated impact of on operating expenses is shown below:

	2027	2028
Baseline	6.9% increase	5.2% increase
	Combined 2-year: 11.8% increase over 2025-26 biennium	
Option 1	12.4% increase	5.2% increase
	Combined 2-year: 17.6% increase over 2025-26 biennium	
Option 2	6.9% increase	10.5% increase
	Combined 2-year: 14.7% increase over 2025-26 biennium	

Other options for part-time staff or hourly contractors presented at the March meeting are not included, as these represent less of a clear solution relative to their cost and risk. For example, a part-time position does not create significant cost savings compared to full-time, while the effort to re-train contractors on an annual basis could lead to inconsistent quality of monitoring.

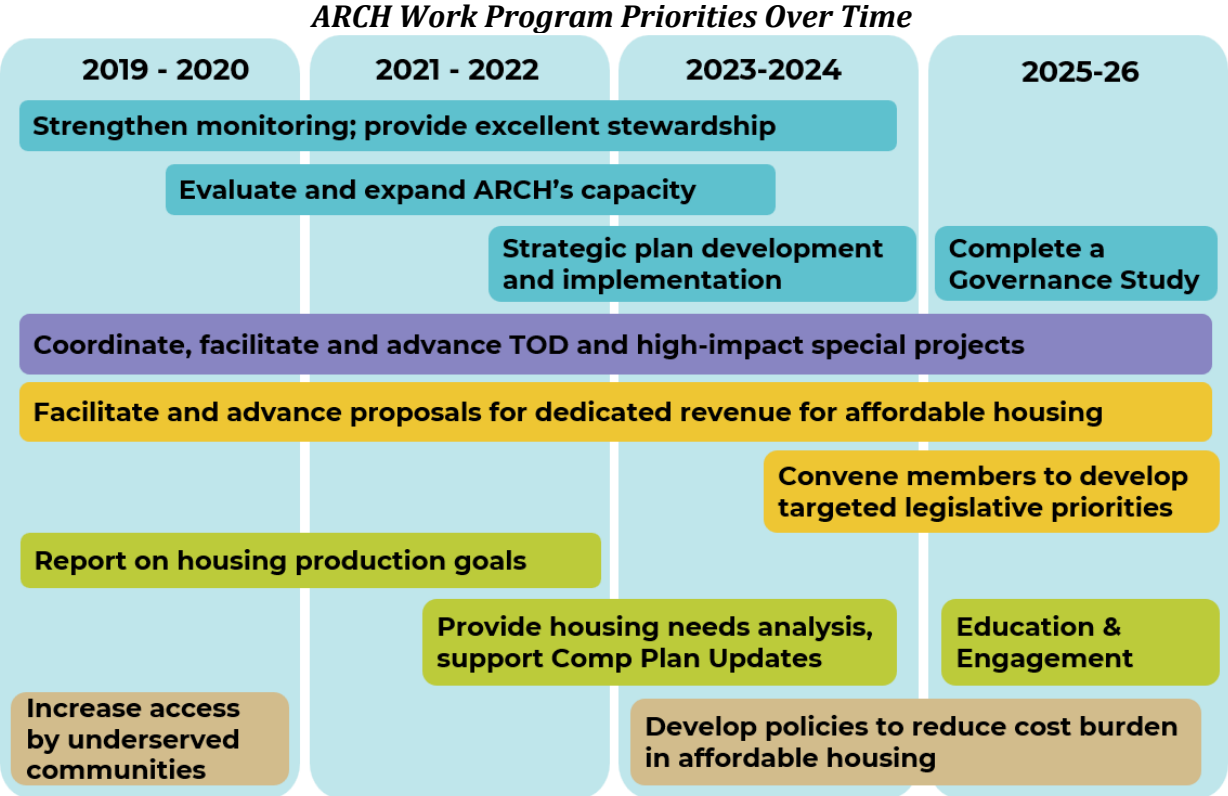
The impact on individual member dues is detailed in the full budget in **Attachment 1**. Members with higher-than-average increases in member dues are attributable to the following factors:

- **Bothell and Redmond** saw faster increases in population than other jurisdictions (3.53% and 4.92% population growth, respectively, compared to 1.3% for all cities' populations)
- **Woodinville** is now included in the "additional dues" paid by cities with incentive or inclusionary programs that have projects with completed contracts (accounting for approximately \$4,000 annually)

One final sub-option the Board could discuss is whether to use one-time ARCH reserves to reduce the impact of additional dues in 2028. This option would present a short-term solution, potentially deferring all or a portion of the full impact of needed increases until the next biennium.

ARCH Work Program Priorities for 2027-28

Since 2019, the ARCH Executive Board has elevated select priorities within ARCH's Work Program. This exercise has been important to help align the Board to common goals and communicate the Board's priorities to the public and member councils. Some priorities have been multi-year areas of emphasis, such as proposals for funding and supporting TOD projects. Progress made toward ARCH's priorities in the 2025-2026 Work Program is described in the table on the following page, along with a description of the ongoing relevance of those priorities.



2025-26 ARCH Work Program Priorities: Progress and Ongoing Relevance

2025-2026 Work Program Priority	Progress to Date	Ongoing Relevance / Opportunities
<ul style="list-style-type: none"> Implement annual engagement efforts with ARCH member stakeholders (including staff, planning commissioners and elected officials) to increase knowledge and understanding of affordable housing in the region 	<ul style="list-style-type: none"> Hired a government affairs, policy and communications manager staff. Implementing a pilot ARCH Council of Elected Officials with an educational focus 	<ul style="list-style-type: none"> Relevant to ARCH’s continued implementation of its Strategic Plan and Governance Study recommendations to increase engagement of elected officials.
<ul style="list-style-type: none"> Convene ARCH coalition members to develop targeted legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development 	<ul style="list-style-type: none"> 12 out of 12 members with leg. agendas incorporated all or part of ARCH priorities for the 2026 session Shared information and helped to coordinate ARCH members around funding-related bills (see below on REET flexibility) Faith-owned land bill was adopted and incorporated ARCH analysis 	<ul style="list-style-type: none"> State legislation continues to drive local planning and program implementation
<ul style="list-style-type: none"> Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County 	<ul style="list-style-type: none"> Successful passage of legislation allowing interlocal housing investments as an option for REET funds 	<ul style="list-style-type: none"> King County initiating a work group process to explore countywide revenue sources for affordable housing
<ul style="list-style-type: none"> Complete a study of ARCH’s legal and governance structure to facilitate changes that streamline processes and better advance ARCH’s mission 	<ul style="list-style-type: none"> Study completed in 2025 Implementation of structure changes on a pilot basis in 2026 	<ul style="list-style-type: none"> Task Force work ongoing Potential for ILA changes to make pilot recommendations permanent
<ul style="list-style-type: none"> Assist members to implement policies to reduce cost burden in affordable housing 	<ul style="list-style-type: none"> Policy study and recommended local options were finalized in 2024 No members decided to advance these policies 	<ul style="list-style-type: none"> HB 1217 established statewide rent stabilization policies WSHFC is advancing minor policy and programmatic changes
<ul style="list-style-type: none"> Pursue partnerships and advance the development of high impact special projects, including transit-oriented development projects and other projects on public lands 	<ul style="list-style-type: none"> Special projects on public or faith owned land have been completed or initiated in Bellevue, Redmond, Bothell, Issaquah and Kenmore. 	<ul style="list-style-type: none"> Relevant to continued Strategic Plan implementation Public and faith owned land remain strategic opportunities for affordable housing HB 1859 provides more options to encourage use of faith owned land for affordable housing

Staff have drafted the following priorities for 2027-28 for the Board's consideration (new or revised text is shown in red), which carry forward all existing priorities except for the priority to assist with policies to reduce cost burden:

- Continue to expand the pipeline of affordable housing projects in East King County through partnerships and development of special projects, including projects on public, nonprofit and faith-owned land.
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County and ensure that countywide sources benefit ARCH communities.
- Implement education and engagement efforts with ARCH member stakeholders (including staff, planning commissioners, elected officials) and community members to increase affordable housing support, connections and leadership in the region.
- Convene coalition members to develop targeted legislative priorities related to funding for affordable housing, reducing barriers to affordable housing development, and supporting regional approaches to affordable housing.
- Complete implementation of recommendations from ARCH's Governance Study to streamline decision-making, increase alignment and empower the coalition to tackle policy and funding challenges.
- Support preservation of existing affordable housing through policy and funding solutions
- Maintain excellence in ongoing stewardship of Rental Program by ensuring staffing keeps up with program growth and seeking ways to streamline program implementation.

Draft ARCH Work Program and Member Jurisdiction Summaries

Staff have also prepared a **Draft 2027-28 ARCH Work Program and Member Jurisdiction Summaries (Attachment 3)**. These incorporate input from ARCH members and staff.

Following is a summary of key updates from the previous Work Program:

- Re-organization:
 - Re-organized content to establish clearer sub-sections for the ARCH Rental and Homeownership Programs and move Trust Fund-related monitoring to the Investments section
 - Merged "Interlocal Planning" content with other sections on Local, State and Regional Policy and Planning.
- Investments and Special Projects:
 - Added the Bellevue Affordable Housing Fund and other local housing funding sources to the programs that ARCH helps to administer on behalf of members
 - Expanded on description of support for faith-owned/nonprofit land
 - Added description of ongoing work to support property owners with long-term sustainability, and act as a connector between developers and CBOs
 - Updated work with private funders to reflect current opportunities and sunset work on the REDI fund and MSFT Bridge loan pilot
- Policy and Planning:
 - Added a description of ongoing work to convene ARCH liaisons

- Added a policy topic for “Sub-Regional Collaboration” and “Implementation of State Legislation” and removed HB 1110 implementation which is substantially complete
- Removed tenant protection policies as a standalone policy work item (but still included under “Other Support” that could be provided to members if requested).
- Updated regional planning to include the upcoming dedicated revenue work group and remove coordination with homelessness efforts that are more geared toward service providers
- Program Implementation
 - Updated table of city incentive/inclusionary programs and re-organized ARCH roles/responsibilities
 - Added maintenance of a new web-based rental housing search tool that is currently in development
 - Included description of existing efforts not currently captured in the work program, including coordination with KC Assessor’s office, implementation of downpayment assistance program updates, and pursuing preservation of existing homeownership units
- Outreach and Engagement:
 - Added more detail regarding current education and engagement efforts
 - Updated the “Equitable Access to Affordable Housing” to include ARCH’s partnerships with other organizations, and planned work with the Board to consider of becoming a part of the Black Home Initiative.
- Administration
 - Added the Eastside Investment Committee and ARCH Council of Elected Officials and removed work related to the Community Advisory Board
 - Updated organizational planning to include completion of the Governance Study implementation, and moved potential work with non-ARCH cities to be under the Board’s scope of work
- Member Jurisdiction Summaries and Criteria
 - Work with individual members is organized in a consistent template matching the sections of the ARCH Work Program
 - Criteria for prioritizing requests for services is incorporated

Next Steps

Staff are seeking direction from the Board on the budget options and draft ARCH Work Program to incorporate into a final recommendation for the Board’s approval at the June meeting.

Staff Recommendation

Staff recommend the Board:

- (1) Identify a preferred budget option to bring back for final adoption at the June meeting
- (2) Provide guidance on ARCH’s priorities for 2027-28, and any other feedback on the draft Work Program

Attachments

1. DRAFT 2027-28 Baseline ARCH Administrative Budget and Options 1 & 2
2. Bellevue IT Memo RE: Technology Support for ARCH
3. Draft ARCH Work Program for 2027-28 and Member Jurisdiction Summaries

DRAFT 2027-28 Baseline ARCH Administrative Budget and Options 1 & 2

For ARCH Executive Board Review
May 2026

	2025-2026 Adopted Budget		Baseline 2027-28 Budget				Option 1				Option 2			
	2025	2026	2027	2028	% change '26-'27	% change '27-'28	2027 +1 FTE	2028	% change '26-'27	% change '27-'28	2027 Baseline	2028 +1 FTE	% change '26-'27	% change '27-'28
I. TOTAL EXPENSES	\$ 2,720,754	\$ 2,827,690	\$ 3,022,407	\$ 3,172,430	6.9%	5.0%	\$ 3,179,300 \$ 156,893	\$ 3,337,846	12.4%	5.0%	\$ 3,022,407	\$ 3,333,767	6.9%	10.3%
A. Personnel	\$ 2,427,721	\$ 2,532,678	\$ 2,663,210	\$ 2,802,357	5.2%	5.2%	\$ 2,815,990	\$ 2,965,702	11.2%	5.3%	\$ 2,663,210	\$ 2,959,724	5.2%	11.1%
Salaries	\$ 1,848,491	\$ 1,911,173	\$ 2,029,427	\$ 2,149,263			\$ 2,142,367	\$ 2,271,052			\$ 2,029,427	\$ 2,265,253		
Benefits	\$ 579,230	\$ 621,505	\$ 633,783	\$ 653,094			\$ 673,623	\$ 694,650			\$ 633,783	\$ 694,471		
<i>14 FTEs (incl. 1 dedicated to Bellevue Housing Stability Program)</i>														
B. Operating	\$ 125,787	\$ 125,267	\$ 133,348	\$ 135,492	6.5%	1.6%	\$ 137,461	\$ 137,563	9.7%	0.1%	\$ 133,348	\$ 139,462	6.5%	4.6%
Rent & Utilities	\$ 42,000	\$ 44,133	\$ 52,497	\$ 54,072	19.0%	3.0%	\$ 52,497	\$ 54,072	19.0%	3.0%	\$ 52,497	\$ 54,072	19.0%	3.0%
Telephone	\$ 7,840	\$ 8,075	\$ 8,275	\$ 8,523	2.5%	3.0%	\$ 8,275	\$ 8,523	2.5%	3.0%	\$ 8,275	\$ 8,523	2.5%	3.0%
Internet	\$ 3,042	\$ 3,164	\$ 3,134	\$ 3,228	-0.9%	3.0%	\$ 3,134	\$ 3,228	-0.9%	3.0%	\$ 3,134	\$ 3,228	-0.9%	3.0%
Software licensing (website, database, etc.)	\$ 25,000	\$ 25,750	\$ 33,964	\$ 34,983	31.9%	3.0%	\$ 35,274	\$ 36,332	37.0%	3.0%	\$ 33,964	\$ 36,255	31.9%	6.7%
Travel/Training	\$ 7,150	\$ 7,365	\$ 9,800	\$ 10,094	33.1%	3.0%	\$ 10,500	\$ 10,815	42.6%	3.0%	\$ 9,800	\$ 10,815	33.1%	10.4%
T Equipment Replacement / Bellevue software	\$ 8,600	\$ 5,000	\$ 8,286	\$ 6,678	65.7%	-19.4%	\$ 10,089	\$ 6,678	101.8%	-33.8%	\$ 8,286	\$ 8,535	65.7%	3.0%
Office Supplies	\$ 2,700	\$ 2,678	\$ 2,758	\$ 2,841	3.0%	3.0%	\$ 2,758	\$ 2,841	3.0%	3.0%	\$ 2,758	\$ 2,841	3.0%	3.0%
Postage/Printing	\$ 2,500	\$ 2,678	\$ 2,678	\$ 2,758	0.0%	3.0%	\$ 2,678	\$ 2,758	0.0%	3.0%	\$ 2,678	\$ 2,758	0.0%	3.0%
Periodical/Membership	\$ 15,450	\$ 15,914	\$ 4,456	\$ 4,590	-72.0%	3.0%	\$ 4,456	\$ 4,590	-72.0%	3.0%	\$ 4,456	\$ 4,590	-72.0%	3.0%
Translation and Interpretation	\$ 5,000	\$ 5,150	\$ 1,500	\$ 1,545	-70.9%	3.0%	\$ 1,500	\$ 1,545	-70.9%	3.0%	\$ 1,500	\$ 1,545	-70.9%	3.0%
Misc. (furniture, events, job posting fees, etc.)	\$ 6,505	\$ 5,361	\$ 6,000	\$ 6,180	11.9%	3.0%	\$ 6,300	\$ 6,180	17.5%	-1.9%	\$ 6,000	\$ 6,300	11.9%	5.0%
C. In-Kind Admin/Services	\$ 46,495	\$ 48,223	\$ 138,000	\$ 143,540	186.2%	4.0%	\$ 138,000	\$ 143,540	186.2%	4.0%	\$ 138,000	\$ 143,540	186.2%	4.0%
Insurance	\$ 33,280	\$ 34,611	\$ 68,000	\$ 70,040			\$ 68,000	\$ 70,040			\$ 68,000	\$ 70,040		
IT Services	\$ 13,215	\$ 13,611	\$ 70,000	\$ 73,500			\$ 70,000	\$ 73,500			\$ 70,000	\$ 73,500		
D. Professional Services / Consulting	\$ 120,750	\$ 121,523	\$ 87,849	\$ 91,041	-27.7%	3.6%	\$ 87,849	\$ 91,041	-27.7%	3.6%	\$ 87,849	\$ 91,041	-27.7%	3.6%
Consultant Contracts	\$ 25,750	\$ 26,523	\$ 27,849	\$ 29,241			\$ 27,849	\$ 29,241			\$ 27,849	\$ 29,241		
Outside Legal Counsel Contract	\$ 95,000	\$ 95,000	\$ 60,000	\$ 61,800			\$ 60,000	\$ 61,800			\$ 60,000	\$ 61,800		

	2025-2026 Adopted Budget		Baseline 2027-28 Budget				Option 1				Option 2			
	2025	2026	2027	2028	% change '26-'27	% change '27-'28	2027 +1 FTE	2028	% change '26-'27	% change '27-'28	2027 Baseline	2028 +1 FTE	% change '26-'27	% change '27-'28
II. TOTAL INCOME	\$ 2,720,754	\$ 2,827,690	\$ 3,022,407	\$ 3,172,430	6.9%	5.0%	\$ 3,179,300	\$ 3,337,846	12.4%	5.0%	\$ 3,022,407	\$ 3,333,767	6.9%	10.3%
A. Member Contributions (General Fund \$)	\$ 2,377,357	\$ 2,460,218	\$ 2,646,426	\$ 2,775,032	7.6%	4.9%	\$ 2,803,320	\$ 2,940,448	13.9%	4.9%	\$ 2,646,427	\$ 2,936,369	7.6%	11.0%
Beaux Arts Village	\$ 3,187	\$ 3,294	\$ 3,543	\$ 3,715	7.6%	4.9%	\$ 3,753	\$ 3,936	13.9%	4.9%	\$ 3,543	\$ 3,931	7.6%	11.0%
Bellevue	\$ 600,541	\$ 622,327	\$ 664,125	\$ 696,035	6.7%	4.8%	\$ 702,461	\$ 736,477	12.9%	4.8%	\$ 664,125	\$ 735,457	6.7%	10.7%
Bothell	\$ 172,748	\$ 178,110	\$ 195,861	\$ 205,699	10.0%	5.0%	\$ 208,385	\$ 218,912	17.0%	5.1%	\$ 195,861	\$ 218,578	10.0%	11.6%
Clyde Hill	\$ 11,205	\$ 11,553	\$ 12,314	\$ 12,932	6.6%	5.0%	\$ 13,101	\$ 13,763	13.4%	5.1%	\$ 12,314	\$ 13,742	6.6%	11.6%
Hunts Point	\$ 3,187	\$ 3,294	\$ 3,543	\$ 3,715	7.6%	4.9%	\$ 3,753	\$ 3,936	13.9%	4.9%	\$ 3,543	\$ 3,931	7.6%	11.0%
Issaquah	\$ 157,108	\$ 162,807	\$ 173,157	\$ 181,477	6.4%	4.8%	\$ 183,152	\$ 192,021	12.5%	4.8%	\$ 173,157	\$ 191,755	6.4%	10.7%
Kenmore	\$ 88,579	\$ 91,517	\$ 97,742	\$ 102,562	6.8%	4.9%	\$ 103,736	\$ 108,885	13.4%	5.0%	\$ 97,742	\$ 108,725	6.8%	11.2%
Kirkland	\$ 366,910	\$ 380,220	\$ 405,092	\$ 424,556	6.5%	4.8%	\$ 428,475	\$ 449,224	12.7%	4.8%	\$ 405,092	\$ 448,601	6.5%	10.7%
Medina	\$ 10,538	\$ 10,865	\$ 11,560	\$ 12,140	6.4%	5.0%	\$ 12,299	\$ 12,920	13.2%	5.1%	\$ 11,560	\$ 12,901	6.4%	11.6%
Mercer Island	\$ 95,259	\$ 98,405	\$ 103,925	\$ 109,055	5.6%	4.9%	\$ 110,314	\$ 115,795	12.1%	5.0%	\$ 103,925	\$ 115,625	5.6%	11.3%
Newcastle	\$ 50,076	\$ 51,819	\$ 55,293	\$ 57,981	6.7%	4.9%	\$ 58,573	\$ 61,440	13.0%	4.9%	\$ 55,293	\$ 61,353	6.7%	11.0%
Redmond	\$ 293,990	\$ 304,655	\$ 338,315	\$ 354,570	11.0%	4.8%	\$ 357,843	\$ 375,172	17.5%	4.8%	\$ 338,315	\$ 374,652	11.0%	10.7%
Sammamish	\$ 243,510	\$ 251,257	\$ 266,409	\$ 279,701	6.0%	5.0%	\$ 283,188	\$ 297,402	12.7%	5.0%	\$ 266,409	\$ 296,956	6.0%	11.5%
Woodinville	\$ 47,952	\$ 49,440	\$ 57,066	\$ 59,843	15.4%	4.9%	\$ 60,459	\$ 63,422	22.3%	4.9%	\$ 57,066	\$ 63,331	15.4%	11.0%
Yarrow Point	\$ 4,615	\$ 4,758	\$ 4,730	\$ 4,967	-0.6%	5.0%	\$ 5,032	\$ 5,286	5.8%	5.1%	\$ 4,730	\$ 5,278	-0.6%	11.6%
King County	\$ 227,952	\$ 235,897	\$ 253,751	\$ 266,083	7.6%	4.9%	\$ 268,795	\$ 281,857	13.9%	4.9%	\$ 253,751	\$ 281,552	7.6%	11.0%
B. Bellevue Detail (General Fund + 1590)	\$ 776,623	\$ 814,799	\$ 860,106	\$ 903,433	6%	5%	\$ 898,441	\$ 943,875	10.3%	5.1%	\$ 860,106	\$ 942,855	5.6%	9.6%
Cash Contributions	\$ 315,522	\$ 338,836	\$ 270,311	\$ 282,037	-20%	4%	\$ 308,646	\$ 322,479	-8.9%	4.5%	\$ 270,311	\$ 321,458	-20.2%	18.9%
In-Kind Contributions	\$ 461,101	\$ 475,963	\$ 589,795	\$ 621,397	24%	5%	\$ 589,795	\$ 621,397	23.9%	5.4%	\$ 589,795	\$ 621,397	23.9%	5.4%
Personnel (Gen Fund + 1590)	\$ 414,606	\$ 427,740	\$ 451,795	\$ 477,857			\$ 451,795	\$ 477,857			\$ 451,795	\$ 477,857		
Insurance	\$ 33,280	\$ 34,611	\$ 68,000	\$ 70,040			\$ 68,000	\$ 70,040			\$ 68,000	\$ 70,040		
IT Services	\$ 13,215	\$ 13,611	\$ 70,000	\$ 73,500			\$ 70,000	\$ 73,500			\$ 70,000	\$ 73,500		
C. Other Income	\$ 167,315	\$ 175,000	\$ 180,000	\$ 190,000	2.9%	5.6%	\$ 180,000	\$ 190,000	2.9%	5.6%	\$ 180,000	\$ 190,000	2.9%	5.6%
Administrative Fees	\$ 165,000	\$ 135,000	\$ 100,000	\$ 100,000			\$ 100,000	\$ 100,000			\$ 100,000	\$ 100,000		
Interest Earnings	\$ 2,315	\$ 40,000	\$ 80,000	\$ 90,000			\$ 80,000	\$ 90,000			\$ 80,000	\$ 90,000		
III. RESERVES, CONTINGENT INCOME AND EXPENSES														
<i>Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs, as authorized by the ARCH Board, and/or any agreement by an ARCH member to fund work under section 13 of the ARCH Interlocal Agreement</i>														
A. Contingent Expenses	\$ 450,000	\$ 450,000	\$ 500,000.00	\$ 500,000.00	11%	0%	\$ 500,000.00	\$ 500,000.00	11%	0%	\$ 500,000.00	\$ 500,000.00	11%	0%
Staffing/Administrative Expenses	\$ 150,000	\$ 150,000	\$ 200,000.00	\$ 200,000.00			\$ 200,000.00	\$ 200,000.00			\$ 200,000.00	\$ 200,000.00		
Other Services/Consulting	\$ 300,000	\$ 300,000	\$ 300,000.00	\$ 300,000.00			\$ 300,000.00	\$ 300,000.00			\$ 300,000.00	\$ 300,000.00		
B. Contingent Revenue	\$ 450,000	\$ 450,000	\$ 500,000.00	\$ 500,000.00	11%	0%	\$ 500,000.00	\$ 500,000.00	11%	0%	\$ 500,000.00	\$ 500,000.00	11%	0%
Excess Administrative, Service Fees	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000			\$ 150,000	\$ 150,000			\$ 150,000	\$ 150,000		
Grant Funding	\$ 145,000	\$ 145,000	\$ 150,000	\$ 150,000			\$ 150,000	\$ 150,000			\$ 150,000	\$ 150,000		
Board-Approved Reserves	\$ 155,000	\$ 155,000	\$ 200,000	\$ 200,000			\$ 200,000	\$ 200,000			\$ 200,000	\$ 200,000		

MEMORANDUM



Information Technology

To: Lindsay Masters, ARCH Executive Director

From: Julie David, Bellevue Business Manager, Information Technology

CC: Nathan McCommon, Bellevue Deputy City Manager
Genesee Adkins, Bellevue Deputy City Manager
Joe Todd, Bellevue Deputy City Manager
Emil King, Bellevue Director of Community Development
Sabra Schneider, Bellevue Chief Information Officer

Date: May 4, 2026

Subject: Technology Support for ARCH

The city of Bellevue Information Technology Department (ITD) has historically provided light technology support for ARCH, supporting the physical move of offices, network troubleshooting, configuring laptops with office, security, and phone software (worth approximately \$700 per person, currently), and resolving help desk tickets. ITD has also supported GIS mapping and database projects. Historically, ARCH has been billed at a rate of \$12,830 per year, an in kind amount the Community Development Department has contributed to support the Executive Director position. As the team for ARCH has grown over the past several years, the technology support costs have also grown.

With regular city of Bellevue employees, ITD charges rates based on the number of connected desktop computers, laptop computers, mobile devices, and connected printers. These rates are likely to be somewhere between \$10,500 and \$11,000 in 2027, per connected device. ARCH currently has 13 connected devices, which, if added to the support model would cost ARCH around \$136,500 additional dollars in 2027. ARCH has budgeted \$70,000 for technology services per year in 2027/28, roughly half the regular cost, to reflect a decreased support model.

Regular rates include a full suite of IT support, including networking, security, help desk, application development, web design, GIS mapping, IT project management, equipment replacement and data analytics. ITD consistently has more demand for services than staff available and all departments are asked to prioritize their key needs. ITD partners with departments to deliver those needs, tied closely to Council and City Priorities. City staff are also required to use Bellevue standard technology tools and systems. ARCH currently uses tools and systems outside of those standards that may be challenging for ITD staff to support.

MEMORANDUM



Information Technology

Currently, ARCH receives project-based support (prioritized with Community Development) and ticket-based support. Ticket-based support means the work generally takes 40 hours or less per ticket to complete. ITD also provides basic security services and software across the ARCH devices.

Current Services	Full Services
Office + suite of software	Office + suite of software
Help desk for basic support	Help desk for basic support
Network support and troubleshooting	Network support and troubleshooting
Mapping and GIS Support	Mapping and GIS Support
Database and data support	Application development
	Data analytics and insights
	Access and support for enterprise applications
	Customer engagement and service tools
	Web and graphic design

Thank you for your ongoing partnership with ITD.

ARCH WORK PROGRAM: 2027-28

DRAFT as of May 2026

Contents

- Introduction and Priorities for 2027-28 2
 - 2027-28 Priorities 2
- I. AFFORDABLE HOUSING INVESTMENT 3
 - A. Local Investment Coordination and Administration 3
 - B. Special Projects and Technical Assistance 4
 - C. Preservation and Asset Management 5
- II. HOUSING POLICY AND PLANNING 6
 - A. Local Policy, Planning and Code Development 6
 - B. State and Regional Policy and Funding Engagement..... 7
- III. HOUSING PROGRAM IMPLEMENTATION..... 8
 - A. Affordable Housing Incentive and Inclusionary Programs 8
 - B. ARCH Rental Program 9
 - C. ARCH Homeownership Program 9
- IV. MEMBER EDUCATION, ENGAGEMENT AND COMMUNITY OUTREACH11
 - A. Education Efforts and Elected Official Engagement.....11
 - B. Community Outreach, Communications, and Assistance for the Public11
 - C. Equitable Access to Affordable Housing in East King County12
- V. ADMINISTRATION13
 - A. Administrative Procedures.....13
 - B. Organizational Assessment and Planning.....13

Attachment A: Member Jurisdiction Work Program Summaries

Introduction and Priorities for 2027-28

A Regional Coalition for Housing is a partnership of King County and East King County Cities that has successfully collaborated for over three decades to preserve and increase housing for low and moderate income households. ARCH works with its members to develop housing policies, strategies and regulations; efficiently administer housing programs; coordinate city investments in affordable housing; and assist people looking for affordable rental and ownership housing. The ARCH Work Program includes services that ARCH provides to individual member jurisdictions, as well as shared programs and activities coordinated for the benefit of all ARCH members.

2027-28 Priorities

In 2027-28, ARCH will elevate the following priorities in its Work Program:

- Continue to expand the pipeline of affordable housing projects in East King County through partnerships and development of special projects, including projects on public, nonprofit and faith-owned land.
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County and ensure that countywide sources benefit ARCH communities.
- Implement education and engagement efforts with ARCH member stakeholders (including staff, planning commissioners, elected officials) and community members to increase affordable housing support, connections and leadership in the region.
- Convene coalition members to develop targeted legislative priorities related to funding for affordable housing, reducing barriers to affordable housing development, and supporting regional approaches to affordable housing.
- Complete implementation of recommendations from ARCH's Governance Study to streamline decision-making, increase alignment and empower the coalition to tackle policy and funding challenges.
- Support preservation of existing affordable housing through policy and funding solutions
- Maintain excellence in ongoing stewardship of Rental Program by ensuring staffing keeps up with program growth and seeking ways to streamline program implementation.

I. AFFORDABLE HOUSING INVESTMENT

A. Local Investment Coordination and Administration

ARCH works on behalf of members to recommend and implement investment of public funding for the development and preservation of affordable housing. ARCH manages multiple types of funding through coordinated processes aimed at maximizing the impact of local investment and streamlining access to capital for affordable housing developers. Current programs include:

- **ARCH Housing Trust Fund.** Pooled funds contributed by ARCH members for investment in eligible projects anywhere within the ARCH sub-region.
- **Bellevue Housing Stability Program and Affordable Housing Fund.** Local 0.1% sales tax funds authorized by HB 1590 for capital, operations and maintenance and services in eligible projects within Bellevue; Fee in lieu funds and other one-time funds reserved for affordable housing.
- **Issaquah Inclusive Housing Investment Pool.** Local 0.1% sales tax funds authorized by HB 1590 and other local funds for eligible projects within Issaquah.
- **Other Local Housing Investments.** Other local funds that may be administered by ARCH in coordination with the Trust Fund include **fee in lieu funds, levy funds, REET funds or other sources directed by individual cities.**

ARCH's responsibilities fall into the following categories:

Investment Planning:

- **Parity Goals.** Maintain annual goals for individual member investments through the ARCH HTF, while pursuing broader strategies to increase overall investment levels in affordable housing in East King County.
- **Project Pipeline Management.** Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on special projects below). Actively vet potential projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.
- **East King County Development Capacity.** Support existing affordable housing developers and owners, and work to expand the pool of development organizations interested in working in East King County. Connect East King County community-based organizations with developers, funding opportunities, and other resources geared at community driven development.

Funding Recommendations and Coordination:

- **Competitive Annual Funding Round.** Advertise the collective set of available funds and manage competitive processes on behalf of member cities. Develop funding priorities and evaluation criteria for decision-makers, review funding applications and facilitate

coordinated recommendations. For the ARCH Housing Trust Fund, facilitate final recommendations by the ARCH Executive Board and approvals through member councils.

- **Eastside Investment Committee.** In 2027-28, implement a streamlined advisory process that enhances funding coordination, leverages local dollars and ensures expert advice to members.
- **Public Funding Coordination.** Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD, etc.) and State (Tax Credit, State Housing Trust Fund, CHIP) resources. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist with evaluating and making a recommendation regarding CDBG allocations for affordable housing.
- **Private Funding Coordination.** Work with private investors and lenders to maximize leverage of ARCH members' investments into affordable housing and negotiate public benefits from investment of housing funds. Engage with WSHFC on alignment of the ELAP and Evergreen Housing Impact Fund, both funded by Microsoft, to advance projects in the ARCH pipeline. Coordinate with Amazon to ensure projects in ARCH pipeline are considered for Amazon Housing Equity Fund program.

Contracting and Reporting:

- **Contract Development and Administration.** Maintain updated standard legal templates. Prepare contract documents with legal counsel and facilitate execution of contracts with the Administering Agency (Bellevue). Review and approve disbursement of funds to awarded projects in accordance with executed contracts.
- **Reporting.** Maintain data for required reporting, including:
 - Centralized Trust Fund Reports. Work with Administering Agency to maintain records and produce regular financial reports for ARCH Trust Fund accounts.
 - HB 1406 Reports. Implement procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

B. Special Projects and Technical Assistance

ARCH provides expertise to advance special projects and initiatives that require unique financing, land use or partnership strategies that leverage significant development opportunities, including projects on underutilized public, nonprofit or faith community property. Activities include:

Surplus/Underdeveloped Public Property. Assist with evaluation of surplus or underutilized public property for suitability of affordable housing. Complete financial feasibility studies to inform potential property offerings and advise on strategy. Support ARCH members through the stages of feasibility analysis, RFP development, property offering, developer selection and contracting.

Nonprofit and Faith-Owned Land. Engage and provide technical assistance to nonprofit and faith community property owners interested in supporting affordable housing. Provide referrals and recommendations, coordinate with local planning efforts and facilitate potential partnerships.

Transit-Oriented Development Sites. Assist cities with advancing and coordinating affordable housing projects near transit. Partner with Sound Transit, King County Metro and other public agencies to maximize opportunities on public property. Current opportunities include sites in Bel-Red, Wilburton, Marymoor, Kirkland, Bothell, and Kenmore.

Strategic Predevelopment Investment. With approval of the Executive Board, invest in 3rd party predevelopment studies such as design, survey, geotechnical, environmental or other professional services, to investigate feasibility of special projects.

C. Preservation and Asset Management

ARCH oversees contracts and regulatory agreements with owners of projects supported through direct investment, and coordinates with property owners and other funders to ensure the long-term preservation and sustainability of existing affordable housing. Activities include:

Loan Monitoring and Evaluation

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners including tracking physical capital needs and financial performance of properties.
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Coordinate with WSFHC, per an established MOU, to monitor properties and streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

Support Recapitalization and Long-Term Sustainability

- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Support ARCH borrowers with refinancing and rehabilitation efforts to extend useful lives of buildings, strength property financials, and improve housing quality for residents
- Support owners in connecting with Energy Smart Eastside or other efficiency programs that provide incentives to cover rehabilitation expenses, improve operational efficiency, and improve resident health and safety.

Preservation of At-Risk Affordable Housing.

- Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost, including at-risk manufactured housing communities and naturally occurring affordable housing.
- Assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member jurisdictions on a range of local planning efforts (see *Attachment A* for more detail). These efforts may take different forms, such as:

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements (may include data analysis, policy writing, outreach, presentations, etc.)
 - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
 - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
- **Housing Strategy and Action Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Current local plans and strategies may be found on ARCH's [website](#).
- **Incentive Program Design and Economic Analysis.** Provide economic analysis and policy and program development support to design local housing incentive programs, including height/density/FAR bonuses, property tax exemptions, impact fee waivers, parking reductions and other incentives. Provide standard tools or models that can be used by member cities/staff to evaluate and design their individual programs.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include but are not limited to: review of tenant protection regulations, preservation of valuable community housing assets, assistance to households displaced by development activity, or negotiation of agreements for specific development proposals.

Coordination of Local Efforts

ARCH also provides support to facilitate collaboration and alignment of local planning efforts, including:

- **ARCH Liaisons.** Convene a regular meeting of member housing staff working on relevant policy, planning and programs to share knowledge, identify best practices and create peer connections.
- **Data Collection, Analysis and Reporting.** Maintain and provide reporting on local housing and demographic data, buildable lands, and members' progress toward meeting GMA and CPP housing requirements. Document members' investment in affordable housing in other jurisdictions and reflect these contributions in ongoing reporting.
- **Incentive/Inclusionary Housing Program Policies.** As program implementation issues arise, assist member jurisdictions to develop coordinated policy solutions that incorporate input from the diverse range of stakeholders. Work with member city staff to develop code amendments that adapt programs to new knowledge and best practices (e.g., monitoring fees, rent limit policies, etc.).
- **Implementation of State Legislation.** Coordinate members implementing state legislation with affordable housing components, such as HB 1494 (TOD Bill). Support may include

convening working groups, coordinating community engagement efforts, and recommending common approaches to ensure effective program administration.

Information Systems. Maintain a centralized ARCH database of affordable housing programs, projects, properties and investments to support ongoing reporting, program evaluation and efficient work streams. **Continue to refine and enhance the database** to meet local planning and program needs, facilitate reporting on local and regional progress in meeting affordable housing needs at various income levels, and inform program and funding policies and priorities.

B. State and Regional Policy and Funding Engagement

ARCH supports policy and planning activities at the state and regional level for the benefit of ARCH members, with a focus on targeted policy efforts that increase funding and reduce barriers that contribute to the cost of affordable housing development.

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, commercial linkage fee, etc.). Provide relevant data and develop options for joint or individual revenue approaches across ARCH member cities and help inform potential shared state legislative priorities to authorize local options for funding.

Support for Sub-Regional Collaboration. Support policies that encourage and incentivize sub-regional collaboration such as giving “credit” to jurisdictions that pool resources and make investments in affordable housing in neighboring jurisdictions.

Regional Planning Efforts. ARCH will participate in broader regional planning efforts to advance Eastside priorities and ensure that the perspectives of communities in East King County are voiced in regional housing and homelessness planning. Examples include:

- King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team
- **King County Dedicated Revenue Work Group**

State Legislative Policy. ARCH supports members to develop and advance targeted state legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development. Activities include:

- Convene coalition members and engage the Executive Board and **ARCH Council of Elected Officials** (ACE) to identify strategic legislative priorities for member councils’ consideration.
- Coordinate and explore opportunities to partner with relevant organizations working on affordable housing (e.g., AWC, SCA, WLIHA, HDC, Black Home Initiative).
- Collaborate with ARCH members’ government relations and other key personnel to support implementation of identified legislative priorities, including providing analysis and talking points, informing strategy, coordinating advocacy efforts, and providing timely updates.
- Provide presentations to member councils regarding legislative priorities and updates during or after the legislative session.

III. HOUSING PROGRAM IMPLEMENTATION

A. Affordable Housing Incentive and Inclusionary Programs

ARCH partners with member cities to administer local housing incentive and inclusionary programs, including mandatory inclusionary, voluntary density bonus, multifamily tax exemption (MFTE) and other programs. Existing programs administered by ARCH include:

Jurisdiction	Incentive/Inclusionary Programs
Bellevue	Inclusionary program, voluntary density bonuses, MFTE, impact fee waivers.
Bothell	Inclusionary housing, voluntary height bonus, MFTE.
Issaquah	Development agreements, voluntary and inclusionary programs, impact and permit fee waivers.
Kenmore	Development agreements, voluntary and inclusionary programs, MFTE, impact fee waivers.
Kirkland	Inclusionary program, impact fee waiver, MFTE.
Mercer Island	Voluntary height bonuses, impact fee reductions.
Newcastle	Inclusionary program, voluntary density and FAR bonuses,
Redmond	Inclusionary program, MFTE, impact fee waivers.
Sammamish	Inclusionary and voluntary density bonuses, impact fee waivers.
Woodinville	Inclusionary program, MFTE.
King County	Development agreements.

ARCH roles and responsibilities typically include:

- Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of administrative policies, practices and templates for legal agreements
- Work with developers/applicants and city staff to establish and communicate applicability of codes and policies to proposed developments
- Develop contracts and covenants containing affordable housing requirements:
 - Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
 - Draft agreements, ensuring city specific requirements are captured (Bellevue MFTE rent stabilization, parking inclusion and relocation assistance)
 - Coordinate with city staff, and development team, to ensure timely review, execution and recordation of agreements

- Oversee MFTE process including:
 - Review and recommend approval of MFTE applications
 - Draft MFTE conditional and final certificates for city approval
 - Register MFTE certificates with County Assessor and file annual MFTE reports with State Commerce
- Review and recommend approval of alternative compliance proposals
 - For fee in lieu projects, calculate fees and ensure execution of accompanying agreement if required
- Support cities on implementation of middle housing code updates as needed.
- Maintain project pipeline and transition projects to applicable teams
- Track city incentive programs across member-cities and update ARCH website as needed
- Provide periodic review of project pipeline for each municipality
- Provide ad hoc reporting on project data as requested
- On-going compliance monitoring (see ARCH Rental and Homeownership Programs, below).

B. ARCH Rental Program

ARCH provides long-term oversight of affordable housing created through city policies to ensure stewardship of these critical public assets for residents, owners and the broader community. For rental housing, this includes:

- Lease-Up. Ensure implementation of affordable housing requirements during lease-up of new properties.
- Compliance Monitoring. Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits. Implement standard remedies for non-compliance, and work with member jurisdictions when enforcement efforts are needed.
- Training and Technical Assistance. Provide ongoing training and technical assistance to property managers
- Program Guidance. Maintain written standards for eligibility, leasing and other program requirements and communicate updated annual income and rent limits
- Resident Support. Respond to tenant issues and questions, mediate issues between properties, tenants and prospective renters, maintain renter resources and provide appropriate referrals.
- Housing Search. Maintain a web-based affordable housing rental search tool, including updating rental options and area median income data.

C. ARCH Homeownership Program

ARCH serves as the steward of affordable resale restricted homes created through local policies and programs. Activities include:

- Marketing and Buyer Selection for New Homes. Coordinate with developers and listing agents to market and select buyers for new construction homes.

- Resales. Oversee resales to ensure ongoing compliance with affordability, buyer eligibility and other program requirements and collect program fees to ensure sustainable operations
- Monitoring. Implement policies and procedures for monitoring compliance and work with cities to address non-compliance.
- Property Taxes. Coordinate with the King County Assessor to ensure affordable property tax assessments for eligible ARCH homeowners.
- Homeowners Communication. Distribute annual communications with relevant homeowner resources and respond to homeowners in financial distress.
- Program Documents. Maintain program guides and FAQs and work with member planning and legal staff to make improvements to boilerplate legal documents.
- Foreclosure prevention and homeowner support. Support homeowners in financial distress and preserve homes at risk of foreclosure. Explore strategies to support ARCH homeowners facing HOA special assessments.
- Lender Partnerships. Build relationships with lenders to improve ARCH homebuyers' access to financing options.
- Downpayment Assistance. Implement recommended updated to the East King County Downpayment Assistance program with the Washington State Housing Finance Commission to provide effective financial assistance to income-eligible first-time homebuyers in East King County.
- Preservation. Explore strategies to preserve expiring units and re-capture lost affordability.

IV. MEMBER EDUCATION, ENGAGEMENT AND COMMUNITY OUTREACH

A. Education Efforts and Elected Official Engagement

ARCH leads education and engagement efforts to build understanding, support and commitment to affordable housing, key policy and funding tools, and collaboration through ARCH. This may take a variety of forms, including:

- **Newly Elected Officials Orientation.** Offer ARCH orientation sessions for newly elected local officials each year. This orientation will provide information about affordable housing in East King County and the role ARCH plays in supporting member jurisdictions.
- **ARCH Council of Elected Officials.** Work with the ARCH Executive Board to determine if the ARCH Council of Elected Officials (ACE) should transition from a pilot to a permanent structure. If so, support ACE meetings and work with individual ACE members ahead of meetings to allow them to present on best practices and resources. Maintain contact with ACE members to ensure ACE meetings are achieving desired results.
- **Educational Reports and Presentations.** Prepare and deliver reports and presentations to councils, planning commissions and member staff and the community on current housing conditions, successful housing policies and programs, and related topics.
- **Annual ARCH Celebration.** Organize an annual event to celebrate accomplishments such as local affordable housing investments, planning accomplishments, or other milestones. Invite key partners to share successes and strengthen collaboration, and support related events led by other organizations.
- **Federal Delegation Support.** ARCH will work with its federal delegation to understand affordable housing challenges and advance housing opportunities in East King County. This includes participating in affordable housing tours while members of US Congress are in their home districts.

B. Community Outreach, Communications, and Assistance for the Public

Office Hours. Provide published office hours for appointments or walk-in customer service. Open office hours will be advertised on the ARCH website and ARCH Facebook page and shared with partner organizations.

ARCH Mailing List and Assistance for Community Members Seeking Affordable Housing.

- Maintain up-to-date information on affordable housing in East King County (rental and ownership) and distribute to people looking for affordable housing.
- Continue to maintain a mailing list of households interested in affordable ownership and rental housing and advertise newly available housing opportunities.
- Work with other community organizations and public agencies to develop appropriate referrals for different types of inquiries received by ARCH (e.g., rapid re-housing, eviction prevention, landlord tenant issues, building code violations, fair housing complaints, etc.).

ARCH Website and Other Communications Channels.

- Continually update and build on information in the ARCH website to reach various audiences including affordable housing seekers, property managers and others.
- Provide information on the most urgently needed resources in the community, including rental assistance, no-cost legal services, mortgage assistance, and senior resources available in East King County.
- Encourage ARCH members to link to these shared resources from their websites.
- Utilize other communication channels to share useful information, such as short explainer videos, a quarterly e-newsletter, and social media channels.

Community Engagement and Outreach.

- Host ARCH events to share information about ARCH programs with diverse communities
- Participate in city and community events and build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues.
- Build relationships and share information with community-based organizations (CBOs) to cultivate knowledge and interest in affordable housing
- Hold an annual “Together in Housing” event geared towards engaging CBOs regarding ARCH’s affordable housing programs.
- Advise and support ARCH members in seeking feedback from their community members regarding affordable housing policies

C. Equitable Access to Affordable Housing in East King County

Affirmative Marketing of Rental and Homeownership Opportunities: Using ARCH’s database of CBOs (including many that serve communities of color and immigrant and refugee communities), provide timely notices regarding new affordable housing. Provide CBOs with guidance as needed to support their networks in accessing these units.

Increasing Access to Homeownership: Implement policies and partnerships to increase access to homeownership for households historically excluded and to increase homeownership rates for populations that have seen a decline in homeownership levels in Washington State. **Sustain existing partnerships with King County Housing Authority’s Dreams to Keys program, WSHFC Covenant Homeownership Program, and other partners, and continue to develop additional partnerships.** Collect and analyze data on existing programs to determine potential gaps in access by different populations.

Black Home Initiative: With the ARCH Executive Board, work to consider becoming an official member of the Black Home Initiative, allowing East King County to become a part of policy, outreach and engagement work aimed at increasing Black homeownership rates across the region.

V. ADMINISTRATION

A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to ARCH members and the public. Activities include:

- Prepare the ARCH Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.
- Prepare quarterly budget and work program progress reports, Trust Fund reports, and monitor expenses to stay within budget.
- **Establish and maintain an Eastside Investment Committee, including recruitment of members with expertise in housing finance, development and operations.**
- Staff the Executive Board.
- **Staff the ARCH Council of Elected Officials**
- Work with Administering Agency to streamline financial systems.
- Maintain updated bylaws and ensure timely renewal of the ARCH Interlocal Agreement.

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate and plan for ARCH's organizational capacity to accomplish its Work Program and broader mission, including its organizational structure, legal structure, staffing resources, capital resources and other aspects of the organization. This includes considering staffing options to manage the growing number of affordable units in the ARCH Rental and Homeownership Programs.

Since 2024, ARCH has advanced actions under its Strategic Plan to *Build More Affordable Housing Faster*, including organizational changes aimed at streamlining decision-making, empowering the coalition to tackle major policy challenges, and increasing education and engagement of elected officials. **In 2027-28, ARCH will complete implementation of recommendations from its Governance Study, including determining whether to advance any amendments to the ARCH Interlocal Agreement.** The Board will continue to monitor progress on ARCH's Strategic Plan and make adjustments to respond to new conditions and opportunities.

As requested, the Board may evaluate opportunities for ARCH to support non-member cities interested in creating affordable housing in north and east King County. Such collaboration should provide mutual benefits and may take the form of agreements to provide services for specific projects.

Attachment A

Member Jurisdiction Work Program Summaries

ARCH provides a wide range of services that support individual members with *Affordable Housing Investment, Special Projects, Local Policy and Planning, Program Implementation* and *Outreach and Engagement*. The following summaries describe expected services for individual members over the 2027-28 timeframe. These summaries may be updated as new plans, policies, programs or projects are established.

As members update their individual work plans, ARCH will prioritize member requests for services using the following criteria:

- Clarity. The scope, timeline and ARCH’s desired role in the plan or project is clearly defined.
- Impact. The plan or project is expected to result in greater production or preservation of affordable housing.
- Leadership Support. The plan or project is a high priority for the jurisdiction and is supported by city leadership
- Timeliness. The jurisdiction has a unique opportunity to advance supportive policies or projects, and the opportunity may be missed if not advanced in a timely fashion.
- ARCH’s Value. ARCH’s participation would add significant value toward achieving affordable housing outcomes due to our unique expertise. In addition, the level of effort needed from ARCH is feasible and appropriate based on the potential impact of the plan, policy or project.
- Value for Coalition. The results of the work will be useful to other ARCH member jurisdictions who anticipate undertaking similar efforts.

Quick Links:

Beaux Arts, Clyde Hill, Medina, Hunts Point, Yarrow Point - ARCH Work Program 2

Bellevue - ARCH Work Program..... 3

Bothell - ARCH Work Program..... 6

Issaquah - ARCH Work Program..... 7

Kenmore - ARCH Work Program 9

King County - ARCH Work Program 10

Kirkland - ARCH Work Program 11

Mercer Island - ARCH Work Program 13




Newcastle - ARCH Work Program 14

Redmond - ARCH Work Program..... 15

Sammamish - ARCH Work Program 17

Woodinville - ARCH Work Program 18

Beaux Arts, Clyde Hill, Medina, Hunts Point, Yarrow Point - ARCH Work Program

 Affordable Housing Investment, Special Projects	
<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	<p>Administer HB 1406, general funds or other local funds contributed to Trust Fund from Clyde Hill, Medina, Hunts Point, and Yarrow Point.</p> <p>Provide reporting to the State on HB 1406 funds from Clyde Hill, Medina and Yarrow Point.</p>
Public surplus / underutilized property	<p>Support evaluation of affordable housing development options on underutilized properties as opportunities arise, including on potential property in Clyde Hill and Medina.</p> <p>Help to analyze cost effectiveness and financial feasibility of various options.</p>
Nonprofit/faith owned property	Support evaluation of faith owned property for potential affordable housing development, if available.
 Local Policy and Planning	
<i>Item</i>	<i>Description / ARCH Support</i>
Regulatory flexibility	Engage in conversations with Department of Commerce and regional partners on a mechanism to allow credit to be applied for local targets from subregional investment.
Land use, tax and financial incentives for affordable housing	<p>Support development of an affordable housing fee in lieu program in Clyde Hill – provide updated economic analysis as requested.</p> <p>Assist with exploration of a potential affordable ADU tax exemption program in Yarrow Point, including outreach to other ARCH members and King County to gauge broader interest and feasibility.</p>
 Outreach and Engagement	
<i>Item</i>	<i>Description / ARCH Support</i>
Civic education on housing	Provide support to staff as needed on communications materials and outreach to the community on questions related to affordable housing development and housing targets.

Bellevue - ARCH Work Program



Affordable Housing Investment, Special Projects

Item	Description / ARCH Support
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds and other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Bellevue Housing Stability Program (HSP)	<p>On an annual basis, verify and advertise available HSP funds for capital, operating and maintenance and services funds. Solicit application interest and provide in-depth review of funding applications. Develop recommendations with Bellevue staff, ensuring coordination with the Trust Fund and other regional and state funding processes. Coordinate with City staff and present recommendations to the Bellevue City Council for approval.</p> <p>Prepare contract documents in consultation with legal counsel and facilitate approval of contracts. Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain contract data and assist with regular reporting to the Bellevue City Council.</p> <p>Provide advice and support for other City initiatives funded through HSP, such as acquisition and preservation partnerships. Support may include assisting with overall outreach and engagement, evaluation of project feasibility, development of funding terms and conditions and preparation of project agreements.</p> <p>Collaborate with housing and human services staff to evaluate program outcomes and recommend updates to the HSP framework.</p>
Public surplus property	<p>Continue to support Wilburton TOD and Kelly TOD projects on city-owned land. This includes updating templates to accommodate 99-year leases and a pre-development award for Wilburton.</p> <p>Continue to support Office of Housing to explore re-use of underutilized Bellevue School District properties for housing. Support may include partnership strategy, potential partnership agreements, development of funding terms and conditions if needed.</p>
Nonprofit/faith owned property	<p>Support nonprofits and faith-based organizations interested in taking advantage of the city's C1 Density Bonus program by providing program eligibility consultation, preliminary funding strategy support and connections to affordable housing developers/organizations This could include initial meetings with Overlake Presbyterian Church and ongoing conversations with Jubilee Reach.</p> <p>Continue to monitor and advance development progress of Forest Edge and Peter's Ridge.</p>

<p>Other funding strategies and programs</p>	<p>Support other investments (fee in lieu, CIP funds, etc.) from Bellevue’s Affordable Housing Fund as funds become available. Support includes advertising, marketing, reviewing applications, developing recommendations in coordination with HSP and Trust Fund processes, and contracting.</p> <p>Support analysis and implementation of relevant funding strategies and programs from Bellevue’s Affordable Housing Strategy:</p> <ul style="list-style-type: none"> • Advise on the implementation of the Flexible Project Fund to provide expedited short-term loans to acquire NOAH properties for affordable housing. • Explore new local revenue sources for affordable housing such as levies, increment revenue, fees and bonding, with consideration for regional coordination and the need for supportive services. • Assess the state of the existing affordable housing portfolio for operational and maintenance need <p>Coordinate and provide guidance to Bellevue’s Environmental Stewardship Initiative (ESI) to make sustainability programs and funding accessible and useful to affordable housing owners and low-income households.</p>
--	---

 **Local Policy and Planning**

<i>Item</i>	<i>Description / ARCH Support</i>
<p>Land use, tax and financial incentives for affordable housing</p>	<p>Support analysis and implementation of relevant land use and tax incentives from Bellevue’s Affordable Housing Strategy:</p> <ul style="list-style-type: none"> • HOMA MFTE • BelRed upzones and MFTE • TOD bill implementation • C-1 expansion (2027) • Sales and use tax exemption for utilization of vacant parking lots for affordable housing
<p>Housing diversity</p>	<p>Work with Office of Housing and Development Services to analyze pathways to remove barriers to middle housing.</p>
<p>Regulatory flexibility / reducing barriers</p>	<p>Support implementation of HB 2266 (STEP Housing).</p>
<p>Streamline processes</p>	<p>ARCH will support analysis of these items:</p> <ul style="list-style-type: none"> • Exempt certain affordable housing projects from design review • Consider expanding eligibility of expedited permitting and fee waiver program to more affordable housing projects • Create and recommend a process to acquire and hold land for the development of affordable housing



Program Implementation

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for Bellevue’s incentive programs, including: <ul style="list-style-type: none"> • MFTE program (8, 12 and 20-year nonprofit homeownership projects) • Voluntary bonus programs (citywide, Downtown, and East Main TOD, and C1), • Mandatory inclusionary zoning (BelRed, Eastgate, Neighborhood Mixed Use, and other mixed-use districts citywide) • Transportation fee waiver • Permit fee reduction Implement SOPs with DS and OH to coordinate work streams across departments.
Rental Program	Monitor 647 affordable rental units in 27 existing projects. Provide lease-up support, training and monitoring for new rental projects as they come online.
Homeownership Program	Steward 67 existing affordable ARCH homes in Bellevue. Work with OH to explore options for reinvestment in ARCH homes.



Outreach and Engagement

<i>Item</i>	<i>Description / ARCH Support</i>
Housing access and education	Support creation of an education and communication plan for regular community dialogue on housing needs and the benefits of housing choices. <ul style="list-style-type: none"> • Create accessible and easy to understand resources guides for homeowners, tenants, and landlords to increase housing stability in the community. • Work with ARCH to create a centralized, user-friendly hub for affordable housing seekers. Implement improvements like creating a centralized affordable housing search tool; develop a step-by-step housing application guide; improving accessibility; and language access.

Bothell - ARCH Work Program



Affordable Housing Investment, Special Projects

Item	Description / ARCH Support
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406 funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Public surplus property	BRIDGE Bothell United Methodist Church Project - Assist the city, BUMC and developer as needed to help the project close successfully; Assist the city with CHIP contracting support; coordination with WSHFC to support developer in securing the expiring HUD Difficult to Develop Designation. Assist with evaluation of remaining City-owned (Lots E, F, G, and city hall lots) or publicly owned property for potential affordable housing development in downtown Bothell.
Nonprofit/faith owned property	Provide support to any nonprofit or religious organizations in Bothell with interest in developing affordable housing on-site through WA state law incentives.



Local Policy and Planning

Item	Description / ARCH Support
Housing Plans	Support development and implementation of affordable housing strategies from Bothell's final Housing Action Plan and Downtown Plans (expected adoption in late 2026). Potential HAP actions include continued preservation of manufactured housing, additional evaluation of local renter protection policies on top of state policies, and financial assistance for homeowners to build for ADUs.
Land use, tax and financial incentives for affordable housing	Support continual evaluation, expansion and refinement of Bothell's inclusionary and MFTE policies, as well as implementation of HB 1491 (TOD Bill).



Program Implementation



Item	Description / ARCH Support
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, voluntary height bonus and MFTE programs.
Rental Program	Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	N/A



Outreach and Engagement

Item	Description / ARCH Support
Civic education in housing, staff outreach events, etc.	Work with Bothell's Communications team, Human Services coordinator, and Community Development on education and outreach for programs such as finding affordable housing, ADU opportunities, financial assistance for preservation of homes for homeowners, etc.

Issaquah - ARCH Work Program

 Affordable Housing Investment, Special Projects	
<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, HB 1590 (IHIP) or other local funds contributed to Trust Fund. Provide reporting as required.
Issaquah Inclusive Housing Investment Pool (IHIP)	<p>On an annual basis, verify and advertise available IHIP funds through the ARCH Housing Trust Fund process, with priorities established by the City of Issaquah.</p> <p>Review IHIP applications and prepare staff reports. Facilitate recommendations and award approval in tandem with Trust Fund recommendations.</p> <p>Administer approved awards through Issaquah’s ARCH Trust Fund account. Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain contract data and assist with reporting to Issaquah City Council.</p>
Trailhead Transit-Oriented Development	Prepare and administer approved capital contracts and covenants for KCHA and LEO. Provide marketing support when project opens in 2028.
Public surplus / faith-owned property	Provide technical assistance to Our Savior Lutheran Church and/or other faith communities or nonprofits with underutilized land.
 Local Policy and Planning	
<i>Item</i>	<i>Description / ARCH Support</i>
Housing Plans	<p>On an annual basis, prepare housing-related data for Issaquah’s housing dashboard.</p> <p>Provide advice and guidance for Issaquah’s Housing Strategy update in 2027.</p>
Land use, tax and financial incentives for affordable housing	<p>Provide policy, economic analysis and fiscal impact analysis for updates and potential expansion of Issaquah’s MFTE and IZ programs in Central Issaquah.</p> <p>Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements (e.g., Lakeside, Rowley) and prepare contractual agreements as needed.</p>
Regulatory flexibility / reducing barriers	Provide feedback on City’s proposals to reduce code-related barriers to housing development in Central Issaquah.
Streamline processes	Connect Issaquah with other jurisdictions pursuing similar efforts regarding pre-approved ADU plans.



Program Implementation

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for Central Issaquah bonus program, pioneer program, inclusionary zoning, fee waiver and MFTE programs.
Rental Program	<p>Monitor 104 affordable rental units in 6 existing projects. Facilitate timely communication with property owners/managers and the city regarding rental units with expiring rent restrictions (i.e., Highlands at Wynhaven).</p> <p>Provide lease-up support, training and monitoring for any new rental projects coming online.</p> <p>Work with the city to establish alternative monitoring plan for High Street as needed.</p>
Homeownership Program	<p>Steward 277 existing affordable ARCH homes in Issaquah. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.</p> <p>Support the city with strategies to preserve affordability and support ARCH homeowners facing special assessments or other challenges.</p>



Outreach and Engagement

<i>Item</i>	<i>Description / ARCH Support</i>
Civic education in housing, staff outreach events, etc.	N/A

Kenmore - ARCH Work Program



Affordable Housing Investment, Special Projects

<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds] contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Other local investments	e.g., fee-in-lieu, etc.
Public surplus, nonprofit/faith-owned property	Work with City staff, Imagine Housing and Habitat on the Approach (Holt property). Advance other opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit, and faith-based community property. Help evaluate and identify potential properties, partners, and financing strategies.



Local Policy and Planning

<i>Item</i>	<i>Description / ARCH Support</i>
Housing Plans	Develop an updated Housing Strategy Plan and implement associated actions.
Land use, tax and financial incentives for affordable housing	Create updates to the IZ and MFTE programs that consider TOD and expansions to downtown and Lakeside.
Housing diversity	Provide support for evaluating strategies for MHC preservation / anti-displacement policies. Explore other equity and anti-displacement policies.



Program Implementation





<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, fee exemption, voluntary density bonus and MFTE programs.
Rental Program	Monitor 56 affordable rental units in 1 existing project. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	N/A





Outreach and Engagement

<i>Item</i>	<i>Description / ARCH Support</i>
Civic education on housing	Support City and consultant outreach on the development of the updated Affordable Housing Strategy and implementation initiatives.

King County - ARCH Work Program

 Affordable Housing Investment, Special Projects	
<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Work with the ARCH Executive Board to make award recommendations for annual CDBG allocations from Kirkland, Redmond, and N/E Joint Agreement Cities.
Public surplus property	Work with King County staff to encourage efforts to develop affordable housing on underutilized county property (e.g., King County Metro Park & Rides).
 Local and Regional Policy and Planning	
<i>Item</i>	<i>Description / ARCH Support</i>
Housing Plans	Participate in King County’s Housing Action Plan development and implementation.
Land use, tax and financial incentives for affordable housing	Participate in study of MFTE and inclusionary zoning in urban unincorporated King County.
Data and reporting	Support the Affordable Housing Committee in executing the CPP Housing Chapter accountability framework. This includes supporting King County’s data collection and reporting on affordable housing production and preservation.
 Program Implementation	
<i>Item</i>	<i>Description / ARCH Support</i>
Rental Program	Monitor 478 affordable rental units in 2 existing projects. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	Steward 236 existing ARCH homes in unincorporated King County. Administer process for expiring covenants in Redmond Ridge East including working with sellers to consider incentives to maintain the home as affordable and remove expired covenants at point of sale as requested. By the end of 2026, there will be 133 homes with in-force covenants.
 Outreach and Engagement	
<i>Item</i>	<i>Description / ARCH Support</i>
Civic education on housing, staff outreach events, etc.	N/A

Kirkland - ARCH Work Program

 Affordable Housing Investment, Special Projects	
<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds, fee in lieu funds and any other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Other local investments	Support the City to analyze alternative compliance and fee-in-lieu proposals for inclusionary affordable units. Contract for fee-in-lieu funds as available.
Public surplus property	Support city staff in evaluating inclusion of affordable housing and pursuing strategies to maximize affordability for sites that may present future opportunities for City partnership.
Nonprofit/faith owned property	Support City's engagement and technical assistance for faith organizations to consider affordable housing development.
Other property evaluation	Support city engagement with private property owners in the 85 th Street Station Area to consider affordable housing development.
 Local Policy and Planning	
<i>Item</i>	<i>Description / ARCH Support</i>
Housing Plans and Data	Continue to provide affordable housing project data 1-2x/year to support Kirkland's Housing Dashboard. Consider updating Kirkland's Housing Strategy in 2028.
Land use, tax and financial incentives for affordable housing	Support Kirkland's implementation of HB 1859 land use bonuses for faith owned land. Support Kirkland's implementation of HB 1491 related to Transit-Oriented Development. Evaluate affordable housing policies related to any middle housing code updates. Evaluate existing affordable housing requirements citywide. Adopted task on Kirkland's 2026-2028 Planning Work Program.
Housing diversity	Consider updates to optimize middle housing; ARCH to support evaluation related affordable housing policies.
Streamline processes	Evaluate consolidation of low-density zones.



Program Implementation

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, fee exemption and MFTE programs.
Rental Program	Monitor 395 affordable rental units in 18 existing projects. Provide lease-up support, training and monitoring for new rental projects as they come online.
Homeownership Program	Steward 60 existing affordable ARCH homes in Kirkland. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.



Outreach and Engagement

<i>Item</i>	<i>Description / ARCH Support</i>
Civic education in housing, staff outreach events, etc.	N/A

Mercer Island - ARCH Work Program



Affordable Housing Investment, Special Projects

<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Administer general funds or other local funds contributed to Trust Fund. Provide reporting as required.
Other local investments	Support the City to invest any fee in lieu funds that may be collected through its inclusionary program. Support the City to explore other potential funding sources for affordable housing such as the CHIP program.
Public surplus property	Work with City staff on any potential surplus property as it becomes available.
Nonprofit/faith owned property	Work with local churches and nonprofits as requested to provide them with options for affordable housing production.



Local Policy and Planning

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, tax and financial incentives for affordable housing	Support policy and economic analysis regarding affordable housing when implementing land use and MFTE incentives in TOD areas (see HB 1491). Consider land use incentives for faith owned land if potential sites are identified.
Housing diversity	Evaluate affordable housing policies when adopting permanent regulations for middle housing and ADUs.



Program Implementation

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for local inclusionary and fee reduction programs.
Rental Program	Monitor 28 affordable rental units in 2 existing projects. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	N/A



Outreach and Engagement

<i>Item</i>	<i>Description / ARCH Support</i>
Civic education in housing, staff outreach events, etc.	N/A

Newcastle - ARCH Work Program



Affordable Housing Investment, Special Projects

<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Public surplus property	Provide assistance on 3 potential surplus city properties to evaluate affordable housing disposition and development options, identify potential development partners and pursue funding strategies.
Nonprofit/faith owned property	Assist with providing technical assistance to faith organizations with interest in affordable housing development.



Local Policy and Planning

<i>Item</i>	<i>Description / ARCH Support</i>
Housing Plans	Provide an updated housing needs analysis to inform the city's housing work plan.
Land use, tax and financial incentives for affordable housing	Assist with evaluating affordable housing incentives and requirements with the updated Newcastle Downtown Plan.
Housing diversity	Assist with evaluating options for affordable housing in any future updates to middle housing codes.



Program Implementation

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning and voluntary bonus programs.
Rental Program	Monitor 46 affordable rental units in 3 existing projects. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	Steward 6 existing affordable ARCH homes in Newcastle. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.



Outreach and Engagement

<i>Item</i>	<i>Description / ARCH Support</i>
Civic education in housing, staff outreach events, etc.	N/A

Redmond - ARCH Work Program



Affordable Housing Investment, Special Projects

<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds and other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Other local investments	Supports the City in analysis of alternative compliance and fee-in-lieu proposals for inclusionary affordable units. Contract for fee-in-lieu funds as applicable. Support implementation of other local investments in affordable housing as funds may be appropriate in the budget.
Public surplus property	Collaborate with Redmond and Sound Transit to support affordable housing development on surplus property at Marymoor Station. Assist with financial modeling, funding strategies, RFP development and proposal review. Work with City staff on surplus property/land banking/community land trust/other similar approaches to increasing affordable housing proposals, and explore ARCH-wide approaches to this work.
Nonprofit/faith owned property	Provide technical assistance to one or more faith-based organization planning to develop their property for affordable housing.



Local Policy and Planning

<i>Item</i>	<i>Description / ARCH Support</i>
Housing Plans	Provide data and guidance to support Redmond's updated Housing and Human Services Action Plan and contribute to implementation of relevant actions.
Land use, tax and financial incentives for affordable housing	Support evaluation and potential implementation of new MFTE options, including 20-year and 12-year extension options. Help to explore additional incentives to build affordable homeownership housing.
Housing diversity	Continue to refine standards to promote middle housing development and on-site affordable housing production.



Program Implementation

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, fee exemption and MFTE programs.





Rental Program	Monitor 923 affordable rental units in 43 existing projects. Provide lease-up support, training and monitoring for new rental projects as they come online.
Homeownership Program	Steward 118 existing affordable ARCH homes in Redmond. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.



Outreach and Engagement

<i>Item</i>	<i>Description / ARCH Support</i>
Civic education in housing, staff outreach events, etc.	N/A

Sammamish - ARCH Work Program

 Affordable Housing Investment, Special Projects	
<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Other local investments	Assist with managing and, when directed by the City, investing Sammamish fee in lieu funds alongside the ARCH Trust Fund, consistent with city guidelines.
Nonprofit/faith owned/public property	Work with public and religious bonus parcel owners on feasibility of their sites for potential affordable housing development.
 Local Policy and Planning	
<i>Item</i>	<i>Description / ARCH Support</i>
Land use, tax and financial incentives for affordable housing	Assist with continued evaluation of affordable housing incentives and requirements in the Sammamish Town Center as well as other centers and future subareas.
Bonus Parcel Capacity Analysis	Support the City in understanding the capacity of bonus parcel sites.
 Program Implementation	
<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, fee exemption and density bonus programs.
Rental Program	Monitor 48 affordable rental units in 2 existing projects. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	Steward 7 existing affordable ARCH homes in Sammamish. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements, including 3 new affordable homes at the Brownstones West development.
 Outreach and Engagement	
<i>Item</i>	<i>Description / ARCH Support</i>
Nonprofit/public/faith-based owner and developer outreach	Market the City's affordable housing incentives available to bonus parcels and help to assess feasibility.

Woodinville - ARCH Work Program

Affordable Housing Investment, Special Projects

<i>Item</i>	<i>Description / ARCH Support</i>
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Public surplus property	Support exploration of potential development of affordable housing on the WDOT Park & Ride.
Nonprofit/faith owned property	Provide support to nonprofit providers (CIRC/Transforming Age) to ensure long-term preservation of existing affordable housing.

Local Policy and Planning

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, tax and financial incentives for affordable housing	Help review analysis and share best practices/policies as needed to inform potential expansion of Woodinville’s inclusionary zoning and MFTE policies.

Program Implementation

<i>Item</i>	<i>Description / ARCH Support</i>
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning (interim) and MFTE programs and related development agreements. Support contracting and monitoring of affordable housing requirements for the Midtown Woodinville (former Molbak’s) development.
Rental Program	Monitor 26 affordable rental units in 1 existing project. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	Steward 20 existing affordable ARCH homes in Woodinville. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.

Outreach and Engagement

<i>Item</i>	<i>Description / ARCH Support</i>
Civic education in housing, staff outreach events, etc.	N/A

ITEM 5C: East King County Downpayment Assistance Program Update

Informational update on implementation of the East King County Downpayment Assistance Program recommended changes.

Background

The ARCH East King County Downpayment Assistance Program (DPA) was first established in 2005 by ARCH, the Washington State Housing Finance Commission (WSHFC), and King County. The program is administered through WSHFC and currently provides up to \$30,000 in downpayment assistance for qualified homebuyers purchasing in East King County.

In November 2025, the ARCH Executive Board was briefed on recommendations developed by WSHFC, King County and ARCH staff to strengthen and extend the impact of the program. The recommendations were intended to better meet the needs of eligible buyers in the current marketplace, align with the ARCH Homeownership Program, and result in faster utilization of program funds. Along with updating program policies, staff recommended clarifying and simplifying administrative responsibilities in ARCH and the Administering Agency.

The November Board agenda materials included a detailed summary of the recommended policy changes. As a reminder, these included:

- **Increasing the maximum DPA loan** from \$30,000 to \$75,000 for low-income buyers under 80% AMI and \$50,000 for buyers earning up to 100% AMI. This change was designed to address higher home prices since the program was first established and better bridge the gap for income-eligible homebuyers.
 - *Notably, this element of the recommendation assumed a revised loan allocation in which all program funders would increase their maximum contribution per loan. This allocation approach was reviewed and vetted by staff from all funder agencies, but was not specifically laid out in the recommendation memo to councils.*
- **Reducing required minimum contribution** for borrowers from 2% to 1% to improve affordability for income-eligible homebuyers.
- **Expanding eligibility** from 80% AMI to 100% AMI to align with more homes in ARCH's Homeownership Program.
- **Lowering the interest rate** from 4% to 1% to improve affordability for income-eligible homebuyers and align with other programs administered by WSHFC.
- **Removing "ARCH" from the program name** to better distinguish the DPA program from ARCH's Homeownership Program

In December 2025, the ARCH Executive Board voted to approve staff and partner agencies' recommendations and directed staff to transmit the Executive Board's recommendations and facilitate accompanying resolutions from member cities/towns, as part of the 2025 Housing Trust Fund allocation process.

Status Update: Council Approvals and WSHFC Letter

As of April 14th, 2026, all cities and towns that contributed to the DPA program had completed adoption of resolutions authorizing the proposed program changes, consolidating administrative responsibilities in ARCH, empowering the ARCH Administering Agency to execute amendments to the agreement on behalf of the member cities, and ratifying/affirming all prior agreements and instruments previously executed by the ARCH Administering Agency under prior versions of the agreement.

Staff are currently working with the Washington State Housing Finance Commission (WSHFC) and King County to finalize a Third Amended and Restated Agreement for the program, consistent with the recommended changes as approved by the participating member cities/towns.

Through this process, ARCH and King County received a communication from WSHFC indicating that they are unable to increase their per-transaction contribution above \$15,000, as was assumed in the original loan allocation approach. WSHFC shared that raising the cap for the East King County DPA Program would require corresponding increases across other DPA programs, including some which operate at significantly higher volumes—often exceeding 1,000 loans annually. The full communication from WSHFC can be found in **Attachment 2**.

Proposed Next Steps

Following this communication, ARCH consulted with legal counsel and partner staff at King County to determine implications and options for the proposed program update. Given the inability of WSHFC to modify their cap, partner staff are proposing to move forward with the program updates as outlined and approved, with a **revised maximum total DPA of \$65,000 per transaction for borrowers at or below 80% AMI, and \$40,000 for borrowers between 80%-100%AMI**. These increases, together with the remainder of the program updates, are still significant improvements from the current program that will make the DPA more desirable and impactful for lower income buyers in East King County.

The updated maximum DPA numbers, based on WSHFC's maximum contributions, remain consistent with board recommendations and subsequent councils' actions. ARCH staff will continue working with the Bellevue City Attorney, King County, and WSHFC to finalize and execute a Third Amended and Restated Agreement for the program, consistent with the resolutions approved by the participating member cities and towns. At present, ARCH staff reasonably expect said agreement, and any related program policies and procedures, will be finalized and executed by July 2026.

Once executed, ARCH staff and the DPA partners look forward to marketing the updated DPA program to potential homeowners and with ARCH's partner lenders who support many ARCH buyers with financing.

Attachments

- 1) Updated draft spending model for DPA implementation of proposed updates
- 2) WSHFC Letter: Modernization of the ARCH Down Payment Assistance Program

Attachment 1

Draft spending model for DPA implementation of proposed updates:

If applicant is eligible for HOME funds:

1. Max DPA is \$65K
2. Use maximum possible County HOME funds.
3. Use WSHFC's full \$15,000
4. ARCH covers remainder up to \$25,001

Examples – HOME Eligible Buyers

Scenario	King County	WSHFC	ARCH	Total DPA Amount
Example 1: \$425,000 priced home, max \$65k DPA	\$24,999	\$15,000	\$25,001	\$65,000
Example 2: \$300,000 priced home, \$60k DPA	\$24,999	\$15,000	\$20,001	\$60,000

If applicant is not eligible for HOME funds:

1. Max DPA is \$40K
2. Use WSHFC's full \$15,000
3. ARCH covers remainder up to \$25,001

Examples – Non-HOME Eligible Buyers

Scenario	King County	WSHFC	ARCH	Total DPA Amount
Example 1: \$425,000 priced home, max \$40k DPA	\$0	\$15,000	\$25,000	\$40,000
Example 2: \$300,000 priced home, \$35k DPA	\$0	\$15,000	\$20,000	\$35,000



Opening doors to a better life

Nicole Bascomb-Green
Chair

Steve Walker
Executive Director

April 10, 2026

Lindsay Masters
A Regional Coalition For Housing
16305 NE 87th Street, Suite 119
Redmond, WA 98052

Re: Modernization of the ARCH Down Payment Assistance Program

Dear Lindsay,

The ARCH Down Payment Assistance Program has been in place for more than 20 years, with its first loan closing in late 2005. Over this time, it has successfully supported homeownership, and we value the partnership and its positive outcomes. We also appreciate the efforts underway to modernize the program to better reflect current market conditions, including changes in home prices, interest rates, and the broader housing environment.

We are largely supportive of the proposed program updates. The reduced interest rate on the DPA loan, improved clarity regarding roles and processes among ARCH, King County, and the Commission, and the program renaming to reduce confusion with ARCH Homes are all positive and welcome improvements.

The Commission is able to increase its per-transaction contribution from \$12,000 to \$15,000. However, we are not able to increase our contribution beyond this level at this time. Raising the cap for the ARCH DPA would require corresponding increases across our other programs, which are also capped at \$15,000 and operate at significantly higher volumes—often exceeding 1,000 loans annually. These loans typically involve minimal initial homeowner equity and carry extended risk exposure, with many borrowers requiring five to ten years to reach a point where a sale would not result in a loss.

Given this broader risk profile, expanding our contribution beyond the proposed level would represent an additional exposure that we are not able to prudently assume at this time. While the direct impact to the ARCH program may be limited, the cumulative effect on our overall portfolio would be material.

Washington State Housing Finance Commission

We remain fully supportive of the other enhancements being made to the program and believe they will increase its effectiveness and benefit to Eastside homebuyers. We apologize for any prior confusion regarding this issue and look forward to proceeding with the program modernization within the scope outlined above.

Again, thank you for your partnership. Please feel free to reach out to me if you have questions.

Best,

Lisa DeBrock

Lisa DeBrock
Homeownership Director

Cc: Steve Walker
Lucas Loranger
Corinna Obar
Dietrich Schmitz

ITEM 5D: 2026 Trust Fund Priorities and Parity Goals

Briefing and discussion of 2026 ARCH Trust Fund priorities and parity goals for investment in the ARCH Trust Fund.

Background

In April, ARCH convened its second annual celebration of local investments in affordable housing, marking a historic funding round that advanced more affordable housing than at any time in ARCH's history. The event featured Executive Board and elected leadership as well as two panels of community partners and developers, who discussed key factors to their success in building and operating affordable housing. The event highlighted the importance of regional partnership and funding in advancing production and preservation of affordable housing.

At the May meeting, ARCH is seeking initial input from the Executive Board on ARCH's 2026 funding priorities and direction about how and whether to continue calculating "parity goals" for member investment.

ARCH Housing Trust Fund Priorities

ARCH maintains a broad set of funding priorities for the Housing Trust Fund. These priorities have historically reflected long-term policy goals intended to ensure the program serves a wide range of needs and promotes housing opportunities throughout the region. Priorities include population goals, geographic distribution, transit-oriented development and more.

Since 2024, ARCH has also elevated select priorities for timely delivery of housing and maximizing unit creation in line with its Strategic Plan to "Build More Affordable Housing Faster," while maintaining its broader set of priorities in a separate section. (See **Attachment 1** for the most recent 2025 priorities.)

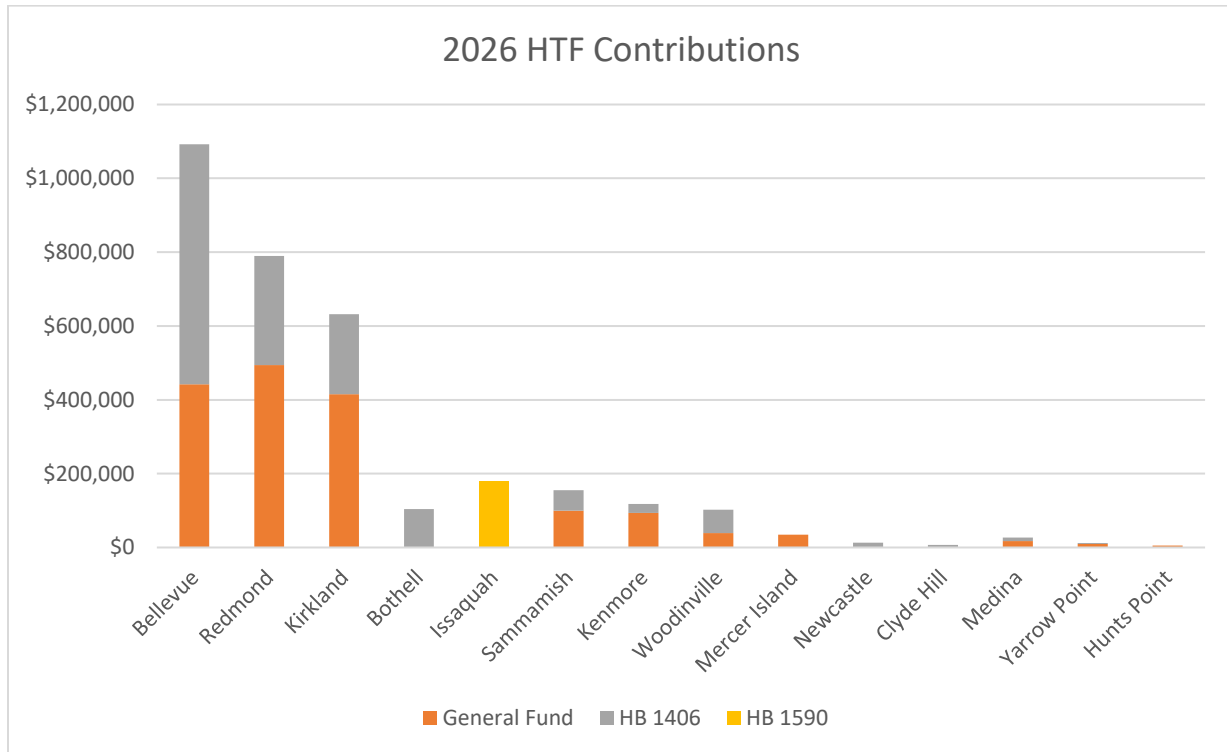
In 2026, ARCH is considering re-vamping its priorities as follows:

- **Removing specific population** targets but maintaining a broad objective to serve seniors, special needs, homeless, families and general population
- **Adding a priority for affordability levels at 30% AMI and 50% AMI**, in alignment with ARCH member housing allocations assigned through the Growth Management Act and Countywide Planning Policies
- **Expanding on preservation** to describe a broader range of potential projects as ARCH is seeing funders across the state shift to prioritize preservation
- **Removing the priority for innovative and sustainable development solutions**, which has not served as a useful priority to distinguish proposals
- **Expanding on the timely delivery of housing to include sponsor capacity** to ensure that projects are evaluated based on the financial capacity and human resources available to complete the meet their proposed schedules.

Staff welcome feedback from the Executive Board on these potential changes ahead of the June meeting when the Board will be asked to approve a final set of priorities.

ARCH Funding Availability in 2026

In the first quarter, ARCH reached out to members and confirmed planned contributions to the Trust Fund for 2026. Total contributions amount to roughly \$3.3 million, not including federal CDBG funds that ARCH typically allocates. If CDBG funds are included in the federal budget at levels similar to recent years, ARCH cities would have another \$500k in funding available. ARCH will also plan to advertise funds from any de-obligated awards.

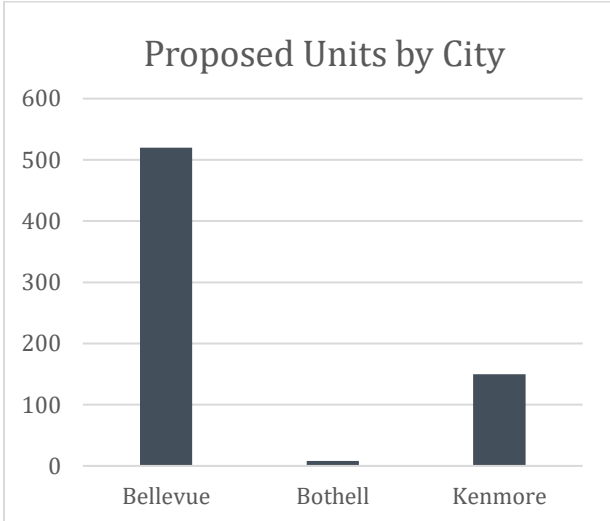
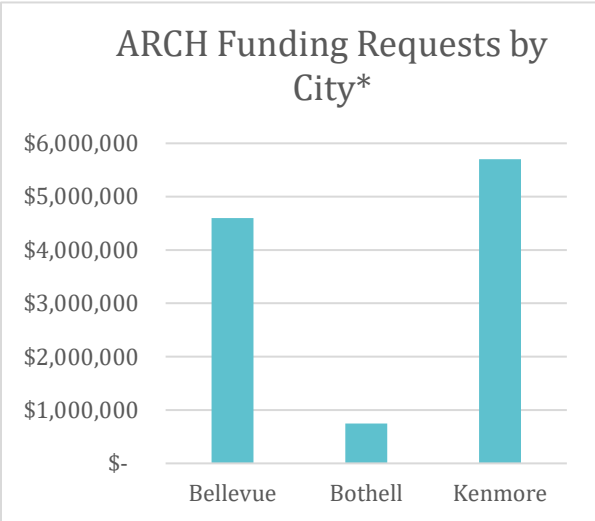
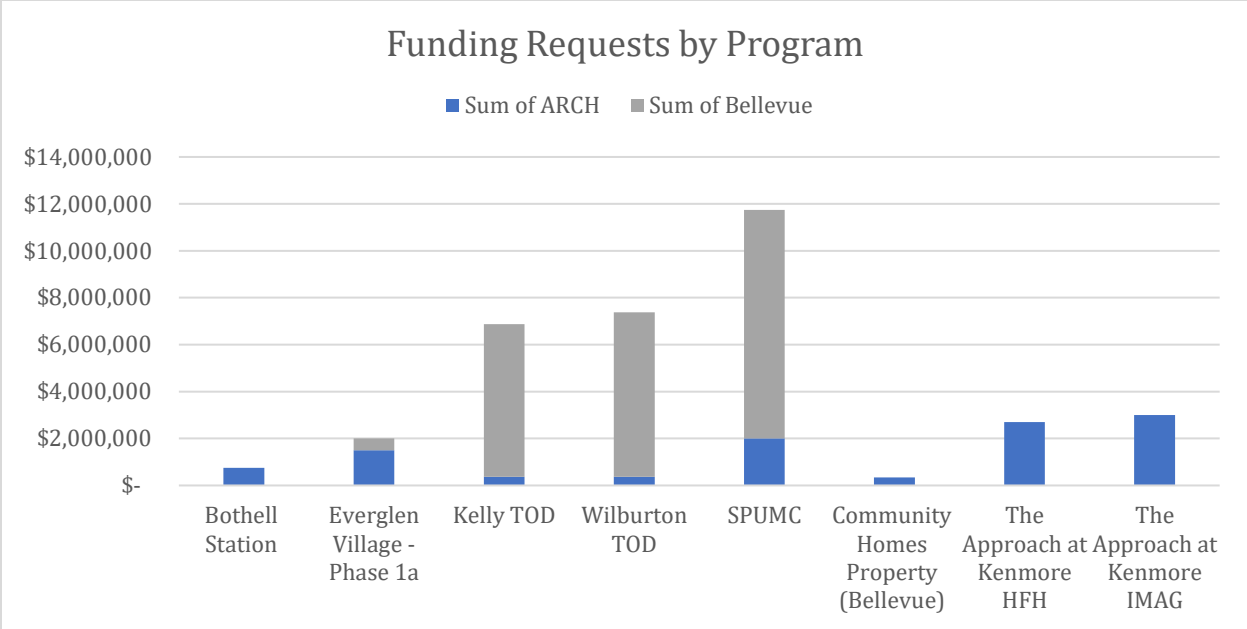


In addition to pooled HTF funds, ARCH is also communicating with individual members about other local funding sources that could be advertised this year. This includes the ongoing funding streams from Bellevue and Issaquah’s dedicated sales tax revenues, as well as fee in lieu and other one-time funding sources from Sammamish and potentially other cities. The result may be a larger number of funds that are geographically restricted.

Application Interest

In the first quarter of this year, ARCH also solicited early application interest ahead of the formal funding round. This annual process helps to market local funding to the development community, provide ARCH with data on the potential pipeline of affordable housing projects and opportunities, and facilitate communication with applicants, other funders and ARCH members. In past years, this early indication of interest has helped ARCH to work with individual cities to identify additional funding for projects.

This year, ARCH received information about **eight potential funding requests totaling \$35 million**. The following charts summarize the number of units and funding requests by project location.



**Excluding requested Bellevue funds*

As in recent years, the expected demand for funding will exceed ARCH’s available resources. Proposed projects are also assuming additional investment from the State Housing Trust Fund, CHIP Program and King County.

Note that the data above includes two projects on City-owned sites in Bellevue, but does not include other potential special projects located on surplus public or faith-owned land that are in earlier stages of development or exploration. ARCH plans to provide a briefing on these opportunities at another meeting this year.

ARCH Parity Goals and Trends in Member Contributions

Since 1998, ARCH has utilized voluntary “Parity Goals” to encourage proportional member contributions for affordable housing. Over the years, this concept has been used to engage members on annual contributions to the ARCH Trust Fund and encourage a variety of forms of voluntary contributions to affordable housing, including land donations and fee waivers.

The original goal range of \$1 to \$2 million was set based on the level of contributions cities were making in the late 1990s, rather than a goal to fund a specific number of housing units or grow investment over time. This goal is distributed among cities based on their population and projected housing and job growth. In 2017, ARCH members made an agreement to increase parity goals to account for inflation.

After adjusting for inflation through 2025, the updated parity goal range for all cities is now **\$2.45 to \$5.11 million.**

ARCH PARITY GOAL RANGES – updated for inflation

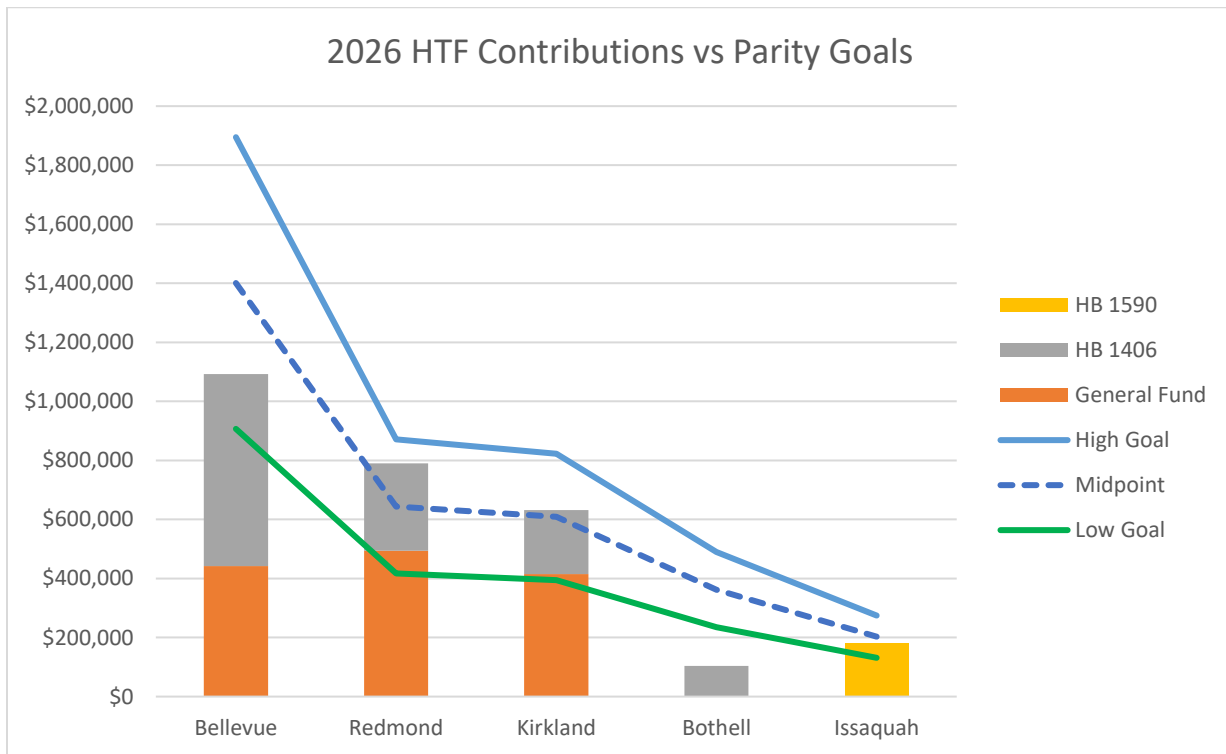
	LOW	MID	HIGH
1998	\$1,122,000	\$1,733,380	\$2,344,760
2017	\$1,780,000	\$2,750,500	\$3,721,000
2018	\$1,839,000	\$2,841,000	\$3,843,000
2019	\$1,878,000	\$2,901,000	\$3,924,000
2020	\$1,913,000	\$2,955,000	\$3,997,000
2021	\$2,011,000	\$3,107,000	\$4,203,000
2022	\$2,188,000	\$3,380,000	\$4,572,000
2023	\$2,306,000	\$3,562,500	\$4,819,000
2024	\$2,386,000	\$3,686,000	\$4,986,000
2025	\$2,446,000	\$3,778,500	\$5,111,000

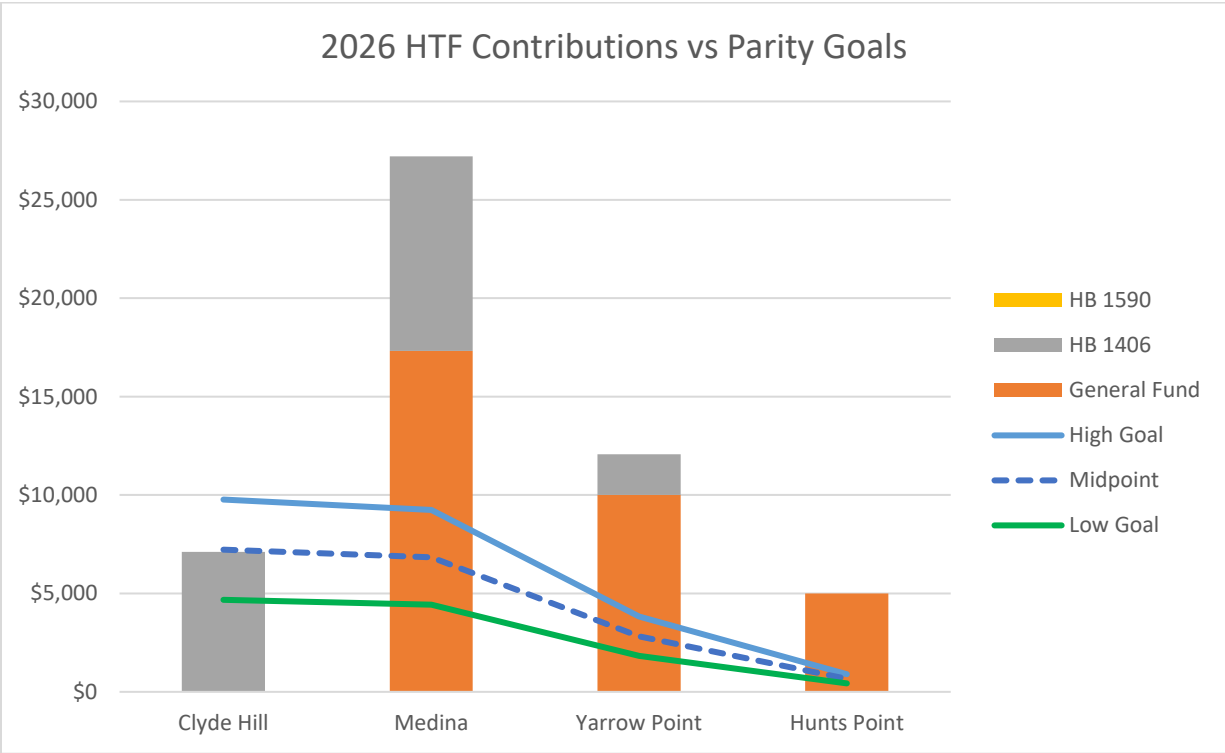
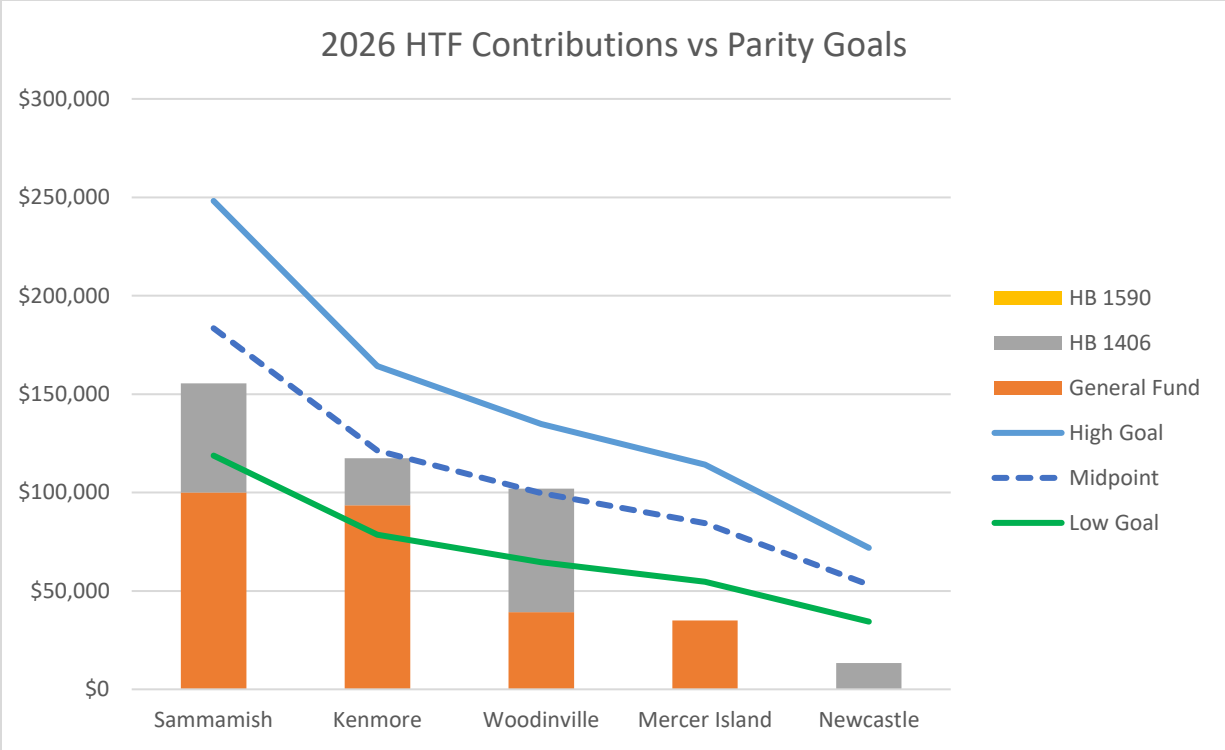
This year, confirmed local contributions from ARCH members (\$3.3M) fall short of the mid-point of the goal range, although this does not take into account funding from CDBG or potential contributions of land and fee waivers that could be associated with projects funded this year.

A table and graphs showing a comparison of 2026 contributions to the low, midpoint and high parity goals is shown on the following page.

ARCH 2026 Member Contributions versus Parity Goals

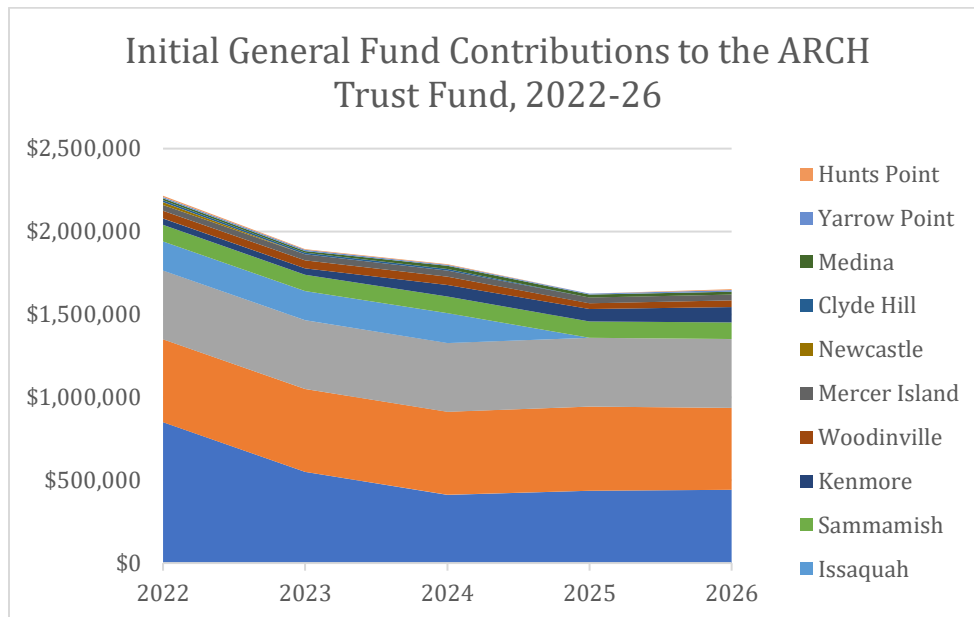
City	Total 2026 Commitment	General Fund	HB 1406	HB 1590	Low Goal	Midpoint	High Goal
<i>Bellevue</i>	\$1,092,000	\$442,000	\$650,000	\$0	\$906,819	\$1,400,823	\$1,894,828
<i>Redmond</i>	\$790,000	\$494,450	\$295,550	\$0	\$416,747	\$643,778	\$870,808
<i>Kirkland</i>	\$631,893	\$415,000	\$216,893	\$0	\$393,899	\$608,483	\$823,066
<i>Bothell</i>	\$104,430	\$0	\$104,430	\$0	\$234,579	\$362,369	\$490,160
<i>Issaquah</i>	\$180,000	\$0	\$0	\$180,000	\$131,380	\$202,951	\$274,523
<i>Sammamish</i>	\$155,487	\$100,000	\$55,487	\$0	\$118,763	\$183,461	\$248,159
<i>Kenmore</i>	\$117,500	\$93,534	\$23,966	\$0	\$78,572	\$121,376	\$164,180
<i>Woodinville</i>	\$102,000	\$39,210	\$62,790	\$0	\$64,510	\$99,653	\$134,795
<i>Mercer Island</i>	\$35,000	\$35,000	\$0	\$0	\$54,623	\$84,380	\$114,137
<i>Newcastle</i>	\$13,333	\$0	\$13,333	\$0	\$34,405	\$53,148	\$71,891
<i>Clyde Hill</i>	\$7,118	\$0	\$7,118	\$0	\$4,676	\$7,224	\$9,771
<i>Medina</i>	\$27,201	\$17,327	\$9,874	\$0	\$4,422	\$6,830	\$9,239
<i>Yarrow Point</i>	\$12,069	\$10,000	\$2,069	\$0	\$1,828	\$2,824	\$3,820
<i>Hunts Point</i>	\$5,000	\$5,000	\$0	\$0	\$429	\$662	\$896
TOTAL	\$3,273,032	\$1,651,521	\$1,441,511	\$180,000	\$2,445,652	\$3,777,962	\$5,110,273





While ARCH has seen steady contributions of HB 1406 pass-through funds, local contributions coming from general fund dollars have not been as stable, and ARCH is seeing a **decline in regular general fund contributions to the Trust Fund, in both the total amount and the number of members who provide general fund dollars**. From 2016 to 2022, between 13 to 14 member cities provided general fund resources to the ARCH Trust Fund. In 2023-24, this dropped to 12 cities, and in 2025 the number dropped to 9 cities. This year (2026), a total of 10 cities are contributing general fund dollars.

This trend is likely contributing to the smaller number of members who are meeting the mid-point of the parity goals. The chart below illustrates initial general fund contributions committed and advertised at the start of the last five funding rounds. Both Redmond and Kirkland provided additional project-specific investments outside of the regular round to help fill funding gaps for projects located in their jurisdictions. This, along with HB 1406 revenues, has helped to counterbalance the decline in other general fund commitments.



Board Discussion of Parity Goals

Parity goals have provided a useful approach to establishing regional distribution of responsibilities for funding affordable housing. However, in light of constraints on local general funds and the trends highlighted above, ARCH is inviting discussion from the Board on whether other approaches would be more effective as ARCH seeks ways to increase funding to build more affordable housing faster.

Staff are interested in developing one or more options to update the method of establishing parity goals, including:

- Updating the base goals to achieve specific objectives such as maximizing available sources of leverage, or maintaining a certain level of housing production
- Including a formal menu of funding options for cities to consider meeting those goals (e.g., REET funds, local levies, surplus land donations, etc.)

Staff Recommendation

Staff recommend the Board discuss and provide feedback on:

- Potential changes to ARCH funding priorities
- A revised approach to setting parity goals alongside a menu of funding options, and whether a different approach could be more effective within local budgeting processes

Attachments

1. ARCH 2025 Funding Priorities
2. ARCH Member Parity Goals (updated for inflation through 2025)

Attachment 1 ARCH 2025 Housing Trust Fund Priorities

FUNDING PRIORITIES

ARCH has established priorities for the Housing Trust Fund to align with its adopted Strategic Plan, “Building More Affordable Housing Faster,” elevating the following priorities for 2025:

Timely Delivery

- a. **Timely Delivery of Housing.** ARCH will prioritize projects that can demonstrate the ability to advance quickly through the development and entitlement process, execute financing commitments, and deliver housing as rapidly as possible. Staff will evaluate a project’s readiness, sponsor track record, and organizational commitment to timely delivery.

Maximizing Unit Creation with ARCH Investment

- b. **Leveraging Private Investment.** ARCH encourages project sponsors to pursue private investment that provides maximum leverage of local resources. Use of the Low-Income Housing Tax Credit and tax-exempt bond programs are highly encouraged, together with other public funders, private lenders, or other creative financing structures.
- c. **Maximizing Competitiveness of Other Sources.** Projects that will maximize unit creation will leverage an ARCH award with other public sources. As the competition has grown for public funding, the importance of aligning projects with scoring criteria has also grown. ARCH will prioritize projects who are maximizing scoring for the County, State, and WSHFC programs. These programs also align with many of ARCH’s long-term policy objectives.
- d. **Cost-Effective Development Approaches.** ARCH encourages project sponsors to propose cost-effective approaches to development that will minimize requests to the Housing Trust Fund. This includes approaches such as utilizing free or discounted property, utilizing in-kind support, using extended amortization periods to increase leverage, redeveloping underutilized property already owned by the sponsor, working with cities to minimize structured parking by demonstrating reduced demand, and creating small/efficient unit layouts (e.g., SROs, co-housing, etc.) that still meet the needs of the proposed population.

2. Other Long-Term ARCH Objectives

ARCH continues to support other long-term policy objectives for local investment. These include:

- a. **Populations.** The Housing Trust Fund aims to serve a diverse range of populations. ARCH has set the following long-term goals for use of housing

resources.

Population	Target (%)	Actual % Awarded
Family	56%	58%
Senior	19%	18%
Homeless	13%	16%
Special Needs	12%	8%

Sponsors should be sure to identify funds for ongoing operations and supportive services when appropriate for the intended residents.

- b. **Geographic Equity.** The Housing Trust Fund has a long-term objective of producing housing across East King County. ARCH looks to create broad distribution in the siting of all types of affordable housing over time to maximize choice for individuals and families seeking affordable homes. A map of existing Housing Trust Fund projects is available on the organization’s [website](#).
- c. **Preservation. *Projects that preserve housing at risk of conversion to market-rate are a high priority***, particularly when existing low-income residents are likely to be displaced. Preservation projects will be particularly competitive when they can demonstrate an efficient use of resources relative to new construction projects. ARCH will accept applications at any time for such projects and will work to expedite the review process when urgency has been demonstrated.
- d. **Transit-Oriented Development.** Transit-oriented development is designed to support dense, walkable communities that increase access to employment, services, and other opportunities. Several ARCH cities have adopted local plans and policies to support residential density near current and planned transit infrastructure. Multifamily projects, especially those near transit centers or high frequency transit, are encouraged, especially given the scoring priority with WSHFC, Commerce, and other funding sources.
- e. **Racial Equity.** ARCH encourages proposals that advance racial equity through strategies that intentionally dismantle the racially disparate impacts of our current housing system. For example, such strategies may include, but are not limited to: preserving existing communities at risk of displacement, including manufactured housing communities; increasing opportunities for very low-income households to access historically exclusive neighborhoods; creating meaningful project partnerships that give voice and ownership to residents and communities of color; affirmatively marketing new housing

opportunities to communities less likely to access opportunities in East King County; and addressing historic inequities in access to homeownership.

- f. **Shelter and Supportive Housing.** ARCH encourages projects that ensure the availability of shelter and supportive housing on the Eastside for homeless families, single adults, and youth. ***ARCH is particularly interested in projects from experienced providers with a track record of utilizing best practices that leverage operating and services funding*** while thoughtfully and successfully integrating projects into the fabric of existing communities. Providers considering such proposals should work with ARCH, member cities human services staff, and King County to ensure that adequate funding for operations and supportive services is available.

- g. **Innovative Sustainable & Environmentally Friendly Solutions.** ARCH encourages project sponsors to design with environmental sustainability in mind. Amenities and materials that meet residents' needs, promote long-term durability, and reduce operating costs are encouraged.

Attachment 2
ARCH Member Parity Goals
Updated based on CPI through 2025

	Low Goal	Midpoint	High Goal
Beaux Arts Village	\$347	\$537	\$726
Bellevue	\$906,819	\$1,400,823	\$1,894,828
Bothell	\$234,579	\$362,369	\$490,160
Clyde Hill	\$4,676	\$7,224	\$9,771
Hunts Point	\$429	\$662	\$896
Issaquah	\$131,380	\$202,951	\$274,523
Kenmore	\$78,572	\$121,376	\$164,180
Kirkland	\$393,899	\$608,483	\$823,066
Medina	\$4,422	\$6,830	\$9,239
Mercer Island	\$54,623	\$84,380	\$114,137
Newcastle	\$34,405	\$53,148	\$71,891
Redmond	\$416,747	\$643,778	\$870,808
Sammamish	\$118,763	\$183,461	\$248,159
Woodinville	\$64,510	\$99,653	\$134,795
Yarrow Point	\$1,828	\$2,824	\$3,820
Total	\$2,446,000	\$3,778,500	\$5,111,000

ITEM 5E: King County Executive – Breaking the Cycle Executive Order

Informational update on King County Executive Zahilay’s “Breaking the Cycle” Executive Order and associated dedicated revenue workgroup.

Background

On March 31, 2026, King County Executive Girmay Zahilay signed an executive order that is intended to improve housing and shelter options while better integrating behavioral health services. The order establishes the "Breaking the Cycle Initiative," which focuses on expanding affordable housing and shelter options, improving coordination between housing, health and the legal system, and exploring revenue sources to develop new affordable housing.

Pursuant to the Executive Order, the Executive’s Office establishes several interrelated efforts, including:

- **Breaking the Cycle Work Group.** A cross-sector and intergovernmental work group to develop policy, structural and funding recommendations to improve outcomes and coordination in the homelessness, addiction, behavioral health and incarceration continuum.
 - The work group will consist of representatives from 17 different entities including 9 county departments.
 - The work group will convene within 45 days of the executive order and submit a report to the Executive no later than November 30, 2026.
 - A **Breaking the Cycle policy team** within the Executive’ office will assist the work group and monitor implementation of its recommendations.
- **Open 500 Units in 500 days.** The Executive Office intends to work with DCHS, KCHRA and others to ensure 500 units of housing or shelter are opened within 500 days.
- **Activate Underutilized Properties.** The Department of Executive Services will lead an effort to create a comprehensive inventory of underutilized properties that may be suitable for different types of housing, including but not limited to County-owned land and buildings; Properties under long-term lease or operational control by the County; and Sites suitable for temporary or interim use, including tiny house villages, modular shelters, or congregate emergency shelters.
- **Dedicated Revenue Work Group.** The Executive Office will convene a workgroup to explore a dedicated revenue source, including a potential countywide housing levy (under RCW 84.52.105). A dedicated revenue source could support the building, siting, preservation, maintenance, and operations of emergency shelter and affordable housing across King County.
 - This work group will be composed of stakeholders representing government, community-based organizations, private sector, philanthropy, homebuilders, impacted communities, and labor partners.
 - Together, these stakeholders will identify and recommend a dedicated revenue source to build, site and operate emergency shelter and affordable housing units in King County.
 - The work group will convene within 60 days of March 31, 2026 and submit a

final report and recommendation to Executive Zahilay by December 31, 2026.

King County is in the process of identifying internal leadership and staffing to support the dedicated revenue work group. Staff from the Seattle Office of Housing, ARCH and the South King Housing and Homelessness Partners (SKHHP) have been engaged by King County and are expected to participate.

Relevance to ARCH Strategic Plan and Member Engagement

Per ARCH's 2024 Strategic Plan and 2025 ARCH Governance Study, "the biggest barrier to building more affordable housing faster is money and finding other sources of revenue for ARCH." A countywide housing levy for affordable and emergency housing could be designed in many possible ways with varying costs and benefits to East King County.

ARCH's goal for participation will be to provide subject matter expertise to inform what funding could accomplish in East King County and how best to coordinate and optimize potential new investments with existing funding and efforts in ARCH member jurisdictions. ARCH Executive Director Lindsay Masters anticipates relaying information from the work group to the Executive Board and other convenings of ARCH members, as appropriate. The ARCH Council of Elected Officials is scheduled to receive an update on this topic at their 5/21/26 meeting.

Under ARCH's Interlocal Agreement, ARCH has the responsibility to make recommendations to members regarding local and regional affordable housing policies. This responsibility is vested in the Executive Board, which could discuss whether to make any recommendations regarding a potential or proposed countywide revenue source for affordable housing. ARCH staff will continue to keep the Board updated on this planning process as it unfolds.

Staff Recommendation

N/A

Attachments

1. [ACO-8-34-EO Breaking the Cycle Executive Order](#)

Document Code No.: ACO-8-34-EO**Title:** Breaking the Cycle**Keywords:** housing, homelessness, breaking the cycle**Sponsoring Agency:** King County Executive Office**King County**

WHEREAS, Executive Zahilay has established the *4 Bs for a Better Future*—Breaking the Cycle, Building for Affordability, Be in Community, and Better Government—as the guiding priorities of this administration; and

WHEREAS, the *Breaking the Cycle* priority recognizes that homelessness, untreated behavioral health needs, and repeated legal-system involvement are interconnected challenges that require urgent, coordinated, and housing-centered solutions; and

WHEREAS, these challenges are deeply interconnected and cannot be effectively addressed by any single department, program, provider, or level of government acting alone; and

WHEREAS, the expiration of pandemic-era federal funding and the loss of other federal support requires King County to act swiftly, collaboratively, and strategically to prevent further harm and system collapse; and

WHEREAS, fragmentation and siloed decision-making across housing, behavioral health, emergency response, and the criminal legal system result in inefficiencies, repeated system involvement, and preventable harm; and

WHEREAS, King County continues to face an urgent homelessness crisis requiring immediate expansion of affordable housing options; and

WHEREAS, King County has created valuable relationships with private and public partners, and the county should cultivate those partnerships to leverage all available funds to stabilize our housing systems; and

WHEREAS, *Breaking the Cycle* requires accelerated decision making and implementation with transparent and frequent communication with partners and the public; cross-system coordination focused on immediate stabilization and long-term recovery; and

WHEREAS, effective affordable housing must be paired with behavioral health, housing stabilization, and reentry support in order to break cycles of homelessness, crisis, and system involvement; and

WHEREAS, the King County Executive has authority under Article 3 of the King County Charter to direct the administration of executive departments and coordinate intergovernmental action;

Document Code No.: ACO-8-34-EO

Title: Breaking the Cycle

Page 2 of 6

NOW, THEREFORE, I, Girmay Zahilay, King County Executive, do hereby order and direct:

Section 1. Establishing the Breaking the Cycle Initiative

The Breaking the Cycle Initiative (“Initiative”) is hereby established to treat the interconnected crises of homelessness, addiction, and behavioral health challenges and to align housing, health, and criminal legal systems and related funding to truly break the cycling through systems like emergency rooms, jails, living unhoused and improve outcomes. The Initiative refers to the efforts in Sections 2-7 of this order.

Section 2. Forming the Breaking the Cycle Workgroup

The Executive Office shall convene a cross-sector and intergovernmental *Breaking the Cycle* Workgroup to further develop policy, structural and funding recommendations to improve outcomes and coordination in the homelessness, addiction, behavioral health and incarceration continuum. The workgroup will examine the components of the continuum that are working, that are not working as intended, and where resources are not producing desired outcomes. The workgroup will also document siloed practices that hinder performance and continuity of care, including any data, regulatory and operational barriers to coordination.

Recommendations developed by the workgroup should include policies and programs that demonstrably improve outcomes; strategies to shift toward performance-based metrics that prioritize what works; and opportunities to eliminate or restructure ineffective investments.

The workgroup will be co-chaired by the Directors of the Department of Community and Human Services and Department of Public Health – Seattle & King County.

The Workgroup shall include a representative from:

1. Department of Community and Human Services (DCHS)
2. Public Health – Seattle & King County
3. King County Sheriff’s Office
4. King County Prosecuting Attorney’s Office
5. Department of Public Defense
6. Department of Adult and Juvenile Detention
7. Jail Health Services
8. Department of Local Services
9. King County Information Technology

The following will also be invited to participate:

10. Representative from King County Council

Document Code No.: ACO-8-34-EO**Title:** Breaking the Cycle

Page 3 of 6

11. Representative of the King County Superior Court
12. Representative from the King County Regional Homelessness Authority (KCRHA)
13. Representative from Harborview Medical Center
14. Representatives from homelessness, housing and behavioral health service providers
16. Individuals or organizations representing individuals with housing instability lived experience
17. Representatives from other government, nonprofit, advocacy, civic, and philanthropic partners with expertise, experience or interest in addressing the objectives of this Initiative

The workgroup shall convene within 45 days of this executive order and submit a report to the Executive no later than November 30, 2026. The report shall include strategies and recommendations to identify:

1. Tangible, accelerated ways the county can focus on more cross-system coordination to more effectively deliver behavioral health and crisis stabilization services. The taskforce members will review the feedback from community members and providers from the engagement efforts conducted by DCHS to inform the Mental Illness & Drug Dependency behavioral health sales tax renewal plan. This feedback helps identify the gaps in the behavioral health system and provide recommendations for future policy efforts.
2. Data that exists and data that is needed to better understand the continuity of care from a client perspective.
3. Regulatory and operational barriers that can be removed to improve coordination within the existing systems.
4. Existing pathways to service that produce positive measurable outcomes.
5. Evidence based policy and funding recommendations, including policies and programs that demonstrably improve outcomes; strategies to shift toward performance-based metrics that prioritizes what works; and opportunities to eliminate or restructure ineffective investments.
7. Proposals for County budget investments, along with funding and policy recommendations for city, state and federal partners that present opportunities for braided and blended funding to sustain a coordinated continuum of care.
8. Explore potential County organizational structures to help streamline existing efforts around housing. This sub-workgroup will review existing departments, divisions, or other functions of the County government and explore whether creating a standalone

Document Code No.: ACO-8-34-EO**Title:** Breaking the Cycle

Page 4 of 6

department of housing or other reorganization/restructuring would help better meet the needs of residents.

Section 3: Establish a Breaking the Cycle Policy Team

The Executive Office shall establish a “breaking the cycle” policy team in the Executive Office that will work closely with the workgroup created in Section 2 of this order. In addition to assisting the workgroup, the policy advisors will monitor the implementation of the recommendations emerging from the workgroup. The policy team will consist of the following positions:

- Behavioral & Public Health lead advisor
- Public Safety lead advisor
- Housing & Homelessness lead advisor

Section 4: Use data to drive results

KCIT, who oversees the integrated health data hub, in partnership with DCHS and other departments, shall report to the workgroup outlined in Section 2 what data exists to assess needs across the housing, health, crisis response and criminal legal systems. The data will assess where the gaps in care exist and, using existing research such as the 2023 Criminal Justice Enterprise Data report previously submitted to the King County Council, a review of existing constraints and recommendations that could help better integrate data across different systems. The County will also work towards performance-based evaluations and measures that can, where possible, be integrated into existing grants-funded services to measure outcomes across multiple systems, particularly where those measures may not exist currently.

Section 5. Open 500 Units of Supportive Housing in 500 Days

The Executive Office shall work with DCHS, KCRHA and others to ensure the completion of five hundred units of subsidized housing units across the county within the next five hundred days. The units should primarily be emergency shelter units, low- and moderate-income housing units, and permanent supportive housing units that provide critical behavioral and mental health support. The county should also work to address housing needs that are integrated into other health systems, such as respite bed programs.

The County will identify opportunities for new housing units, including the construction of tiny house villages, and ensure the completion of longer term, supportive housing units. The County will also work to preserve existing units of shelter and housing, to not lose ground on what we currently have.

Section 6. Activate Underutilized Properties Suitable for Housing

Document Code No.: ACO-8-34-EO**Title:** Breaking the Cycle

Page 5 of 6

All executive branch departments shall cooperate in the creation of a comprehensive inventory of underutilized properties that may be suitable for different types of housing, including but not limited to:

- County-owned land and buildings;
- Properties under long-term lease or operational control by the County; and
- Sites suitable for temporary or interim use, including tiny house villages, modular shelters, or congregate emergency shelters.

The Department of Executive Services shall lead this inventory effort in coordination with DCHS. DCHS will assess the properties' suitability for housing and, where possible, estimate development costs for a range of affordable housing options for the properties. When options are identified, the county will work closely with city partners, KCRHA and others to seek investments for the siting, operations and maintenance of emergency shelter units, and other types of housing units.

Section 7: Explore a dedicated revenue source to address the Housing and Homelessness Crisis

As part of the Breaking the Cycle Workgroup, the Executive Office shall convene a second and distinct workgroup to explore a dedicated revenue source, including a county-wide housing levy, to support the building, siting, preservation, maintenance, and operations of emergency shelter and affordable housing in King County. The need for housing is pressing and urgent across the county, especially housing that is affordable to very low-income households, those experiencing homelessness and housing instability, and housing that supports the behavioral health needs of people who need it the most.

The Executive's office shall convene this workgroup made up of governmental, community-based organizations, private sector, philanthropic, homebuilders, impacted communities and labor partners to identify and recommend a dedicated revenue source to build, site and operate emergency shelter and affordable housing units in King County.

The workgroup will convene within 60 days of the effective date of this Executive Order and deliver its findings to the Executive. By December 31, 2026, the workgroup shall submit a final report and recommendation to the Executive. DCHS will assist the workgroup in the formation of recommendations.

Document Code No.: ACO-8-34-EO

Title: Breaking the Cycle

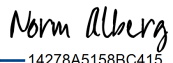
Page **6** of **6**

Dated and effective this 31st day of March 2026.



Girmay Zahilay
King County Executive

Attest:

DocuSigned by:

14278A5158BC415...

Norm Alberg
Director, Records and Licensing Services Division, Department of Executive Services

ITEM 5F: ARCH 1st Quarter 2026 Report

Submission of 1st Quarter 2026 Report

Background

The ARCH Interlocal Agreement (ILA) requires the submission of “quarterly budget performance and progress reports on the status of the work program elements to the Executive Board and the governing body of each Party.”

The most recent report may be found online:

- [ARCH First Quarter 2026 Report](#)

In addition, the City of Bellevue closed its books for 2025 in March and the 4th Quarter 2025 Report has now been updated to include ARCH’s Q4 financials.

- [ARCH Fourth Quarter 2025 Report](#) (Final)

Staff Recommendation

N/A

Attachments

1. ARCH First Quarter 2026 Report

PREPARED BY:
A Regional Coalition for Housing

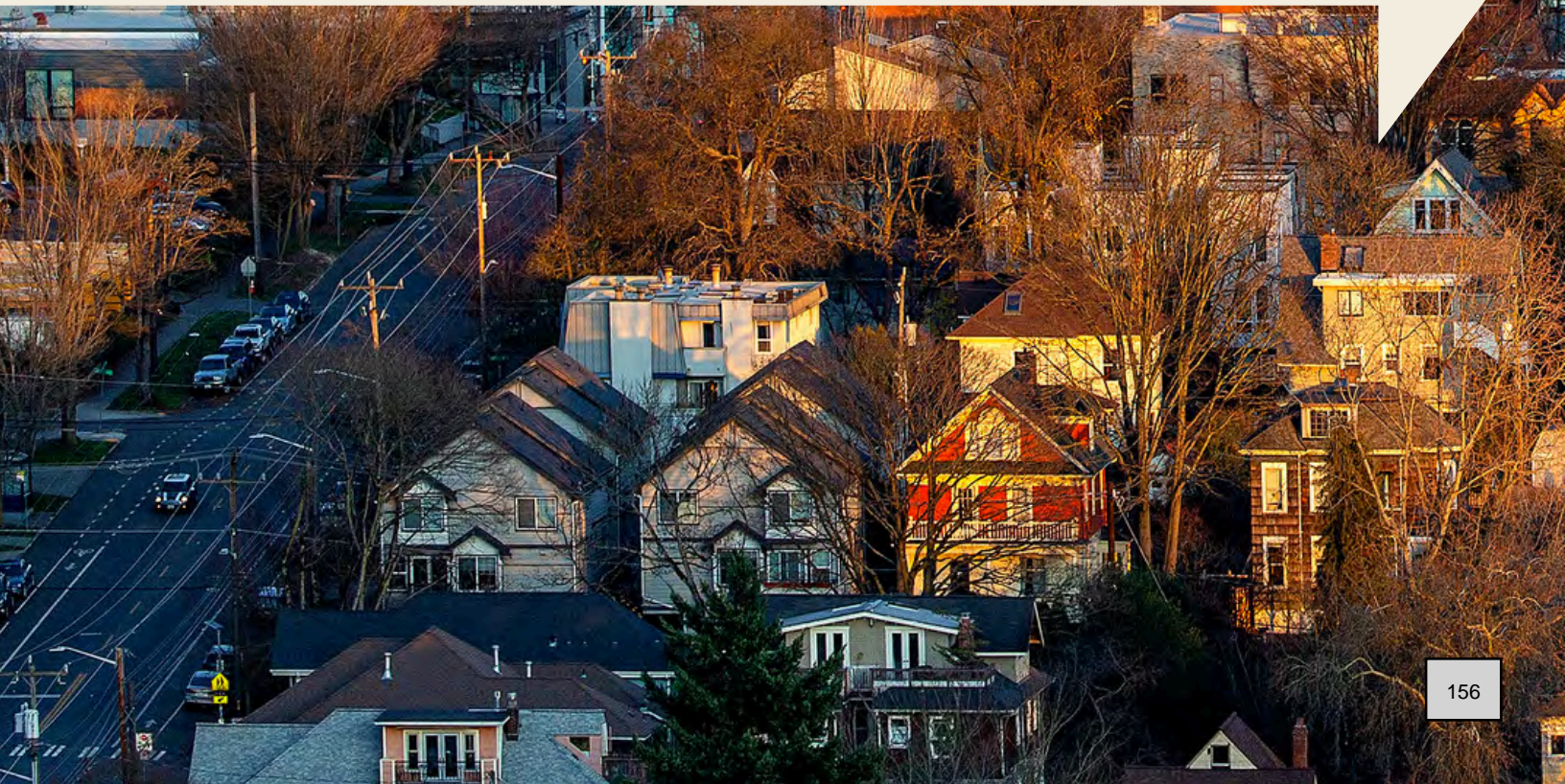


First Quarter Report



Table of Contents:

- I. Affordable Housing Investment
- II. Housing Policy and Planning
- III. Housing Program Implementation
- IV. Education and Outreach
- V. ARCH Operations



I. Affordable Housing Investment

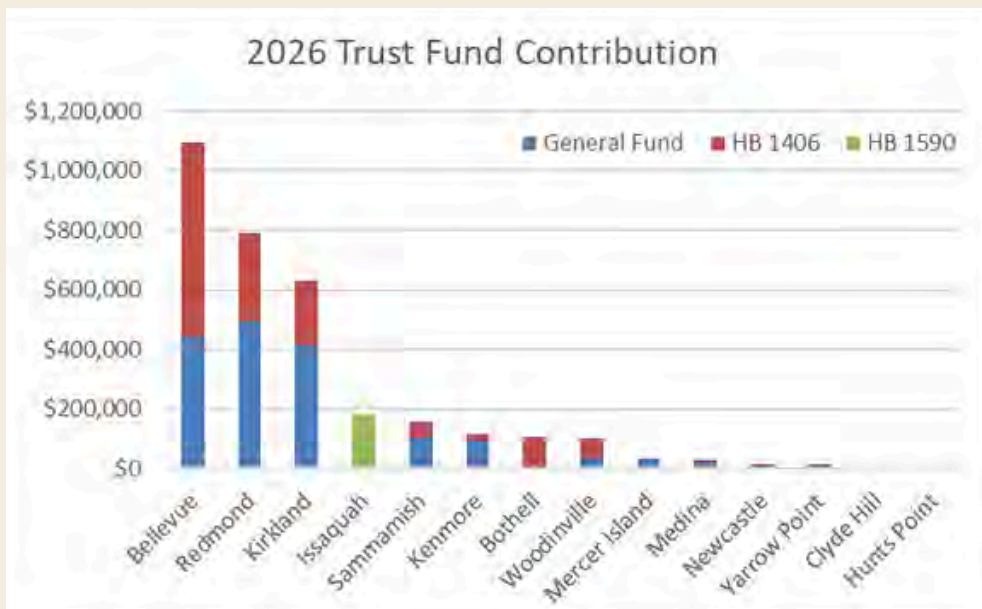
ARCH Housing Trust Fund & Member City Investments

The Housing Trust Fund (HTF) invests local funding from ARCH member cities in the creation and preservation of affordable homes for low and moderate income households in East King County.

Quarterly Activities:

- Council approvals of \$4.6M in funding recommendations for 505 units across seven projects.
- JRC approval of \$600k in CDBG funds for ARCH-recommended project
- Bellevue approval of \$37M in HSP and AHF funds for capital and OMS
- Issaquah approval of \$1.88M in IHIP funds
- Confirmation of \$3.2M in member contributions to the 2026 ARCH Trust Fund (see Fig. 1.1)

Figure 1.1. 2026 ARCH HTF Contributions by Member



NOW OPEN!

473 new affordable housing units opened in Q1 2026:



- 3-bedroom home for youth with intellectual and developmental disabilities



- 170 units for seniors earning up to 60% AMI in Totem Lake



- 40 units for families exiting homelessness (Horizon)
- 259 units for families earning to 60% AMI (Polaris)

Investment Project Activity

Figure 1.2. Status of Awarded Projects in Development

Project	City	Total Units	Status
Samma Senior (Imagine)	Bothell	54	Under Construction
Kirkland Heights (KCHA)	Kirkland	276	Under Construction
Spring District TOD (BRIDGE)	Bellevue	234	Under Construction
Redmond Supportive Housing (Plymouth)	Redmond	100	Under Construction
Prisma (Bellwether Housing)	Redmond	328	Under Construction
Amani Home (Congolese Integration Network)	Bellevue	5	Finance Closing
Aventine (LIHI)	Bellevue	66	Finance Closing
Trailhead TOD (KCHA)	Issaquah	155	Finance Closing
Orchard Gardens (Habitat for Humanity)	Bellevue	25	Finance Closing
LEO at Trailhead (Life Enrichment Options)	Issaquah	5	Permitting & Funding Apps
Family Village Redmond (YWCA)	Redmond	20	Permitting & Funding Apps
Kirkland House (Porchlight)	Kirkland	6	Permitting & Funding Apps
Forest Edge (Imagine)	Bellevue	100	Permitting & Funding Apps
Altaire at East Main (SRM & Hopelink)	Bellevue	146	Permitting & Funding Apps
Larus (TWG)	Kenmore	175	Project paused
Total		1,695	

Completed and Occupied	City	Total Units	Status
Children's Homes (Inclusion Homes / Alpha)	Woodinville	3	Complete
Horizon & Polaris at Totem Lake (Inland/Horizon)	Kirkland	300	Complete
Ardea (TWG/Imagine)	Kirkland	170	Complete
Total		473	

II. Housing Policy and Planning

ARCH assists members with a range of local planning efforts, including comprehensive planning, housing strategy and action plans, incentive program design, code amendments and other support.

Figure 2.1 ARCH Member Ongoing Housing Policy and Planning Activities

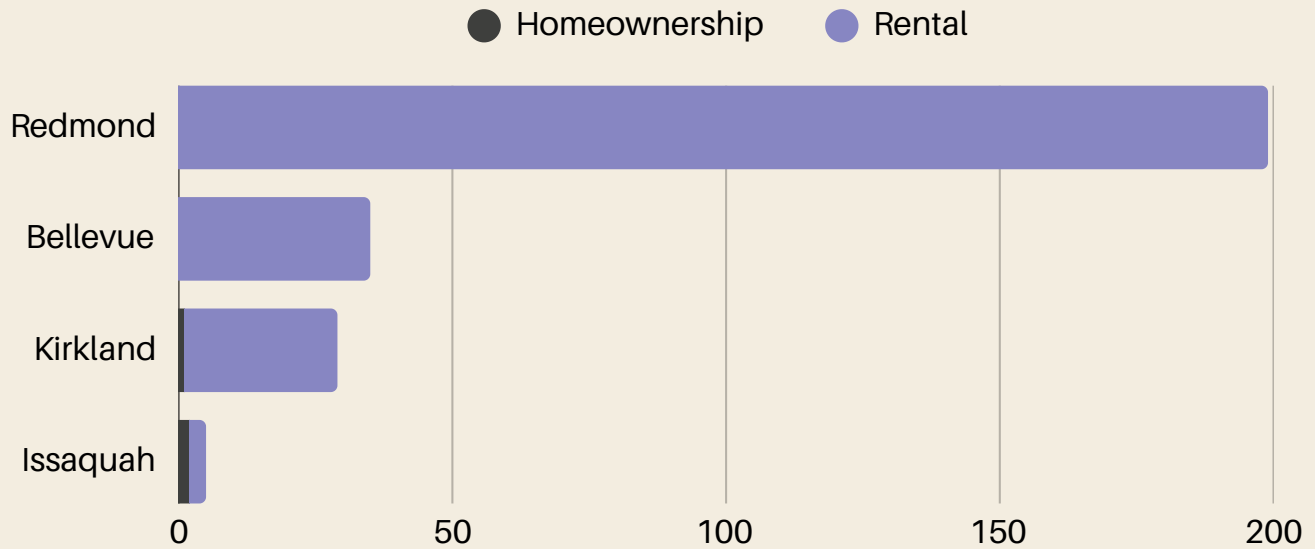
City	Project	Status
Bellevue	Affordable Housing Strategy Update	Council adoption
Bellevue	Housing Opportunities in Mixed-Use Areas Land Use Code Amendment	Council adoption
Bellevue	RFP for City Properties (one Wilburton TOD site, two Bel-Red TOD sites)	Council approval of ground lease terms for Wilburton site
Bellevue	MFTE code amendments	Council adoption
Bellevue	Wilburton Land Use Code Amendments	Director's rule completed
Bothell	IZ and MFTE code updates	Project started
Bothell	Housing Action Plan	Project started
Clyde Hill & Mercer Island	Comprehensive plan appeals	Staff work ongoing
Kenmore	STEP Housing	Draft zoning code submitted
Kenmore	Housing Strategy Update	Scoping
King County	MFTE in urban unincorporated	Research and evaluation
King County	CPP Monitoring	Work begun at AHC and HIJT
Kirkland	Houghton Village Shopping Center future redevelopment	Council direction to list the property for sale
Kirkland	Zoning for faith community properties	Scoping
Newcastle	Newcastle Downtown Plan	Community engagement
Redmond	MFTE extension and 20-year options	ARCH staff analysis
Woodinville	Midtown Development Agreement	Council approval

III. Housing Program Implementation

Housing Incentive & Inclusionary Programs

ARCH administers land use incentive and inclusionary housing programs, Multifamily Tax Exemption programs, and other development agreements for nine ARCH members. Affordable homes become part of the ARCH Rental and Homeownership Programs.

Figure 3.1. Units obligated under recorded agreements (Q2 2025 - Q1 2026)



ARCH Rental Program

The ARCH Rental Program provides affordable rent-restricted housing for low and moderate-income households in mixed income developments throughout East King County.

New Rental Properties

Conducted ARCH Rental Program trainings, reviewed marketing and leasing materials, and outlined reporting requirements during lease-up period for The Terrapin located in Bellevue including 3 units at 45% and 32 units at 80% AMI.

Training

- Conducted eight ARCH Rental Program Policies and Procedures trainings
- Held monthly Q & A sessions for property managers

Compliance Monitoring

- Onsite and digital auditing completed for twenty rental properties. Audit types included compliance, new properties, and State required MFTE
- Updates to Annual Compliance Report (ACR) documents and procedures finalized
- ACR's sent to all properties participating in the ARCH Rental Program
- ACR's due and collected for review March 31st

ARCH Homeownership Program

The ARCH Homeownership Program provides access to affordable homeownership in East King County for households with limited incomes and first-time homebuyers.

Figure 3.2 ARCH Homeownership Program Monthly Transactions

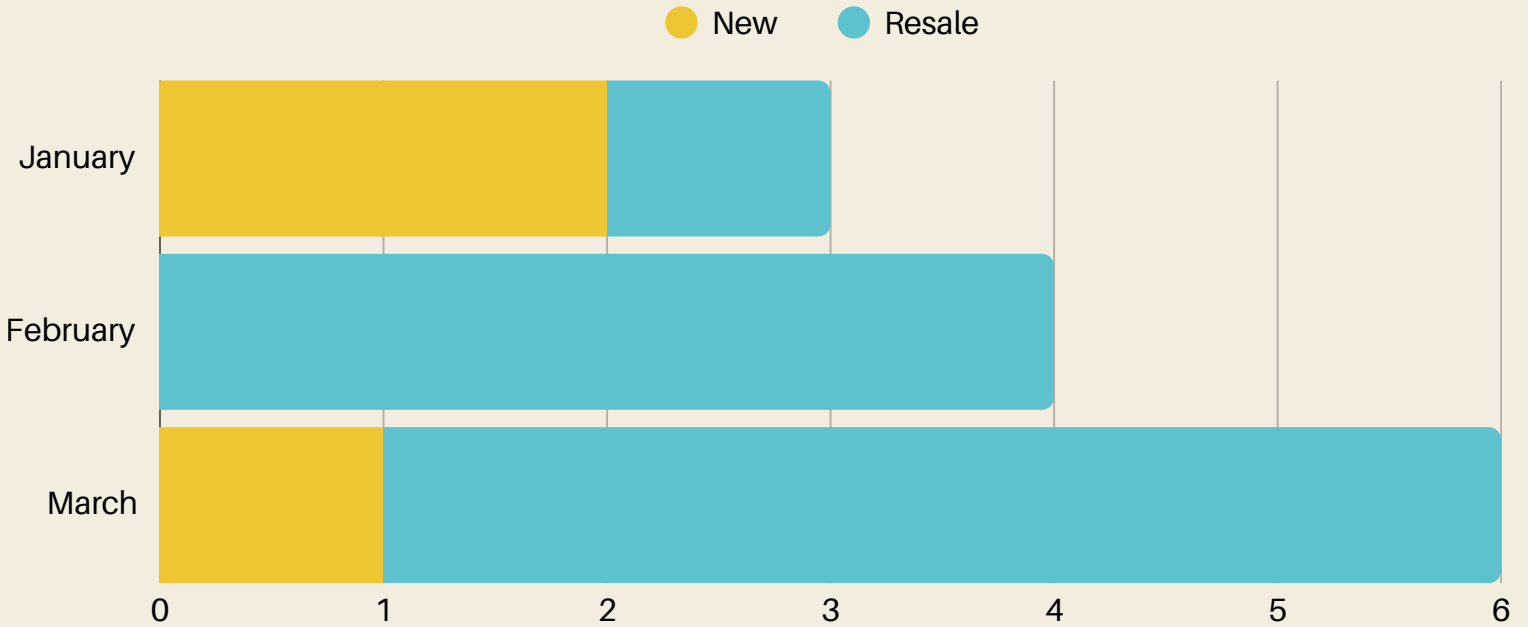
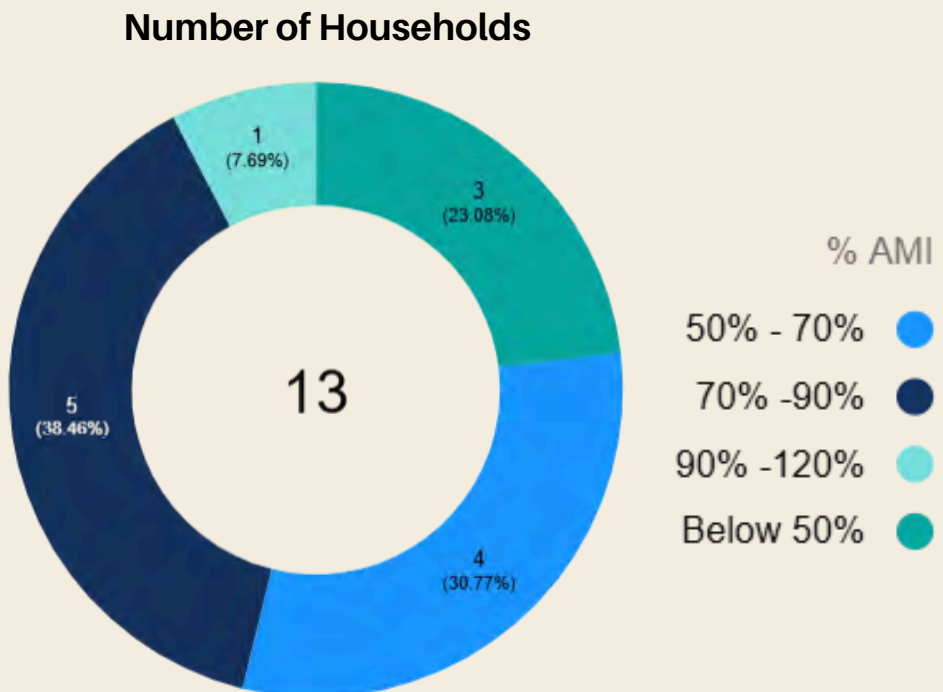


Figure 3.3 Household incomes served by ARCH Homeownership Program in Q1 2026.





NEW PROJECTS



Homeownership

Penny Lane | Redmond

- 14 total units with 1 affordable
- 3BR
- 80% AMI
- One home sold in Q1



Canopy Cottages | Redmond

- 26 total units with 1 affordable
- 3BR at 50% AMI
- One home sold in Q1



Rental

The Terrapin | Bellevue

- Includes 3 units at 45% and 32 units at 80% AMI
- Very small dwelling units, studios, 1-bedroom, and 2-bedroom units
- 12-year affordability



IV. Education and Outreach

ARCH maintains information on affordable housing options in East King County; advertises new opportunities through the ARCH Mailing List and website; and provides support to community members in-person, through email and phone.

Figure 4.1 Households Seeking Housing on the ARCH Mailing List

	Q1	Q2	Q3	Q4	YTD
New applications for ARCH mailing list	451				451
Ownership Interest	296				296
Rental Interest	332				332
Total Number of Households seeking affordable housing in EKC	12,506				12,506

ARCH in the Community

ARCH presents and shares affordable housing information with families, individuals and community groups at events throughout the year.

Community Presentations

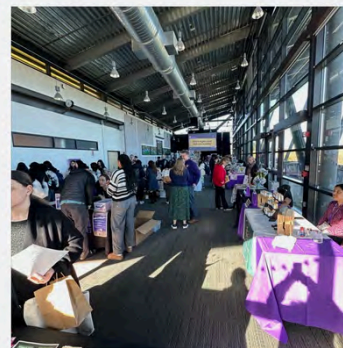
ARCH staff connected with the community through a series of tabling events this past quarter, providing information and resources on affordable housing programs. Outreach efforts included visits to Lake Washington Institute of Technology, the Redmond Senior Center’s Lunar New Year celebration, and the UW Bothell campus for their students’ Makers Market. These events offered valuable opportunities to engage directly with community members, answer questions, and increase awareness of ARCH’s homeownership and rental resources.



Lunar New Year at the Redmond Senior center



LWTech Resource Fair

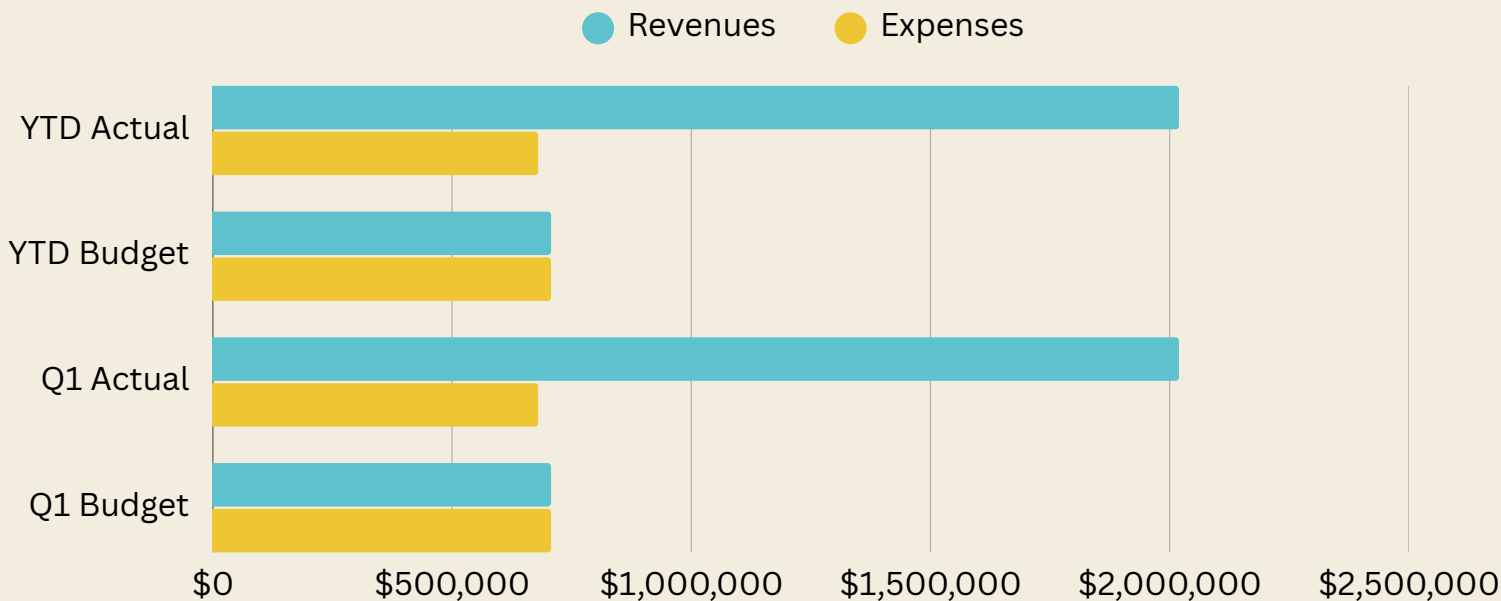


UW Bothell Makers Market

V. ARCH Operations

ARCH Operating Fund. In 2026, ARCH operations beginning cash balance of \$1,673,210. Quarterly revenues were higher than budgeted as billing for membership dues was initiated in Q1. As a reminder, ARCH dues are now being collected once a year instead of quarterly.

Figure 5.1 Summary of Quarterly and YTD Revenues and Expenses



Thank you

to all member jurisdictions and their dedicated staff.

ARCH’s mission is to preserve and increase housing for low and moderate income households in East King County by:

-  info@archhousing.org
-  www.archhousing.org
-  16305 NE 87th St. Suite 119
Redmond, WA 98052
-  425-861-3677

- Coordinating public resources and attracting greater private investment into affordable housing;
- Sharing technical resources and staff between jurisdictions to create a sound base of housing policies and programs;
- Effectively stewarding affordable housing created through local policies and investment;
- Providing one clear point of contact for affordable housing development;
- Directly engaging the community with information and expertise; and
- Advancing policies that will help create more affordable housing faster



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Monday, November 17, 2025 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Chair Collette McMull called the Park Board Meeting to order on Monday, November 17, 2025, at 5PM.

PRESENT

Board Member Barbara Moe
 Board Chair Katie Surbeck
 Board Member Dana Brekke
 Board Member Michelle Lei
 Board Vice-Chair Collette McMullen
 Board Member Gretchen Stengel
 Board Alternate Mary Nelson

ABSENT

Board Member India Fitting-Koh

STAFF

Osada, Crickmore, Sass, Nations

2. ANNOUNCEMENTS

Acting City Clerk Dawn Nations announced that City Hall lobby would be closed the week of November 24–28 for painting, though staff would remain available by appointment and phone. She also reminded the Board of the Staff Team Appreciation Luncheon scheduled for December 11 at Overlake Golf and Country Club from 12:00 to 2:00 PM, noting that an email with meal selections would be forthcoming.

3. APPROVAL OF PARK BOARD MINUTES

ACTION: Motion made by Vice Chair Moe, Seconded by Board member Surbeck and carried by 6:0 vote; the board adopted the September 15, 2025, meeting minutes as presented.

Motion made by Board Member Moe, Seconded by Board Chair Surbeck.
 Voting Yea: Board Member Moe, Board Chair Surbeck, Board Member Brekke, Board Member Lei, Board Vice-Chair McMullen, Board Member Stengel, Board Alternate Nelson

3.1 Park Board Meeting Minutes of September 15, 2025

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Acting City Clerk

4. PUBLIC COMMENT

Board Chair Collette McMullen opened the public comment period; there was no public comment and public comments was closed.

5. PARK BOARD BUSINESS

5.1 Fall Bulb Planting and Clean Up Event Recap

Chair McMullen recapped the fall bulb planting and cleanup event, noting favorable weather and expressing gratitude to participants, including Public Works staff Pat. The group planted approximately 100 bulbs around the sign in Medina Park before moving to Fairweather, where significant progress was made on cleanup. The Board agreed to continue this event in 2026 and emphasized the importance of photographing the bulb locations in early spring to inform future planting orders.

5.2 Christmas Ship Event Planning - Monday, December 22, 2025

- a) Christmas Music
- b) Lighted Necklaces
- c) Set-up Time - 5pm (Ships arrive at 5:35pm)
- d) Refreshments

The Board discussed logistics for the Christmas Ship event at Medina Beach Park, scheduled for December 22, 2025, with the ships expected to pass between approximately 5:35 and 5:55 PM.

Key planning points included:

Setup: The Board agreed to meet at 4:45 PM to set up tents, tables, and the Bluetooth speaker. Board member Surbeck offered to prepare a music playlist in advance and arranged to have the speaker delivered beforehand.

Light-Up Necklaces: Acting Clerk Nations confirmed that 200 light-up necklaces had been ordered—consistent with the prior year's quantity. She noted the necklaces require some preparation beforehand to avoid tangling, and a Board member volunteered to take them home to prepare them.

Refreshments: Kitchen Market was unable to participate this year due to holiday demands at their five locations. The Board agreed to return to a cookie-tray format, with members volunteering to purchase Costco cookie trays. An estimated 300 cookies was discussed as sufficient. The city will reimburse the purchase upon receipt submission.

Safety Signage: In response to concerns about slippery conditions on the path leading to the waterfront, the Board requested that staff prepare a "Slippery When Wet" sign to post near the slope. Volunteers were also suggested to direct attendees with flashlights along the path.

Advertising: Staff will post event information in the community news immediately, with A-frame signs to go up around December 11–12.

5.3 Park Board Projects for 2026

The Board reviewed and confirmed the following recurring events for 2026: Easter Egg Hunt (tentatively penciled in for March 28, given Easter falls on April 5), Egg Stuffing Event, Arbor Day, Spring Cleanup, Medina Days Pet Parade, Fall Planting, and Christmas Ships.

Staff member Ryan Osada provided an update on the area surrounding the Post Office beautification project and discussed the 2026 budget for Parks. He confirmed that a review of the postal service lease indicated the surrounding area—not the building and parking lot—could be modified by the city. Osada also reported that the King County Parks Levy (Proposition 1) had passed, which would bring the city approximately \$50,000 or more per year in park funding through 2031, consistent with prior levy cycles. This funding has previously supported projects such as the Medina Park trail improvements and the current tennis court fence project

5.4 Park Board 2026 Work Plan Discussion

Chair McMullen led a discussion on updating the Park Board Work Plan, which had been tabled since July 2024, in anticipation of a joint meeting with City Council in the new year. The Board agreed to streamline the plan to focus on higher-level priorities rather than granular details. Key items proposed for retention or addition included:

- **Park Memorial Policy:** To remain on the plan as a future item, with a note that Vice Chair Moe had begun drafting language.
- **Businesses and Organizations Using Parks:** Retained as a future discussion topic.
- **Post Office Pocket Park:** Retained as an active project. The Board discussed the importance of early community outreach before design begins, including a possible survey to gauge priorities. The concept of incorporating memorial tiles was briefly revisited as a way to address past community requests.
- **Trash Receptacle Evaluation:** Prompted by a suggestion from Council Member Randy Reeves, who noted frequent trash accumulation along Overlake Drive near the back of Medina Elementary School, the Board discussed a broader review of trash can and mutt mitt station placement citywide—rather than simply adding a new receptacle. Staff were asked to consult Public Works on usage patterns, and Wagner agreed to reach out to the school's maintenance contract about potentially adding a receptacle on their side of the fence.
- **Tree Canopy and Noxious Tree Study:** Chair McMullen reported that the city has engaged a consultant to complete a tree canopy assessment and inventory, with findings intended to support a review of the city's tree code expected in late 2026 or early 2027. The Board expressed interest in having representation at Planning

Commission discussions on this topic, particularly given concerns about past plantings such as Leyland cypress along Points Loop Trail and encroaching bamboo. This item was added to the Work Plan for monitoring.

6. PARK BOARD ROUNDTABLE

6.1 Questions or Concerns of the Board

No additional questions or concerns were raised by Board members.

7. PARK REPORTS

Fairweather & Lid

City staff member Jeff provided a detailed update on the ongoing dispute with the Washington State Department of Transportation (WSDOT) regarding maintenance of the SR-520 lid. WSDOT notified the city in early July that it was abandoning its maintenance responsibilities for the lid, having since removed trash receptacles, ceased vegetation management, and stopped irrigation. The city has communicated its disagreement with WSDOT's position, as there is no agreement requiring the city to maintain what is state right-of-way infrastructure. Staff noted that neighboring cities Hunt's Point and Yarrow Point received the same notification and are experiencing similar frustrations.

Regarding Fairweather Park itself, Chair McMullen noted that three cedar trees appear to be dying from the top down, likely due to drought stress over the summer. Staff indicated the trees would be assessed for hazard by the arborist but would likely not be removed unless deemed dangerous.

Points Loop Trail

No significant issues were reported. Staff noted that two truckloads of branches were removed from the trail area between November 24–28, and a street sweeper has been scheduled for Mondays and Tuesdays to manage leaf accumulation.

Lake Lane

No report provided.

Medina Beach Park

No issues were reported for the beach park itself.

Medina Park

Staff member Osada provided an update on the north pond dredging project at Medina Beach Park. Permitting through the Washington Department of Fish and Wildlife, Department of Ecology, the Army Corps of Engineers, and the Muckleshoot Tribe has proven complex and time-consuming. The fish work window for the current year was missed, and the project will be deferred to next year. The city currently holds approximately \$640,000 in grant funding from the King County Flood Control District for the north pond, which is the most severely degraded. The planned approach involves first removing invasive root systems, followed by vacuum dredging. A fallen scrub willow near the south end of the pond was noted; staff confirmed it must remain in place as it constitutes protected habitat under the applicable permits.

Viewpoint Park

No significant issues were reported. Board member Brekke noted blackberry growth along one side, which may warrant future cleanup attention.

8. ADJOURNMENT

By consensus, the meeting was adjourned at 6:06 PM.

Meeting minutes taken by Dawn Nations, Acting City Clerk



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Tuesday, January 20, 2026 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

The Park Board meeting was called to order by Dawn Nations, Acting City Clerk at 5:01pm.

PRESENT

Board Member Barbara Moe (on-line)
 Board Member Katie Surbeck
 Board Member Dana Brekke
 Board Member India Fitting-Koh (on-line at 5:07 PM)
 Board Member Michelle Lei
 Board Member Collette McMullen
 Board Member Gretchen Stengel
 Board Member Mary Nelson
 Emeritus Member Penny Martin

STAFF

Osada, Crickmore, Nations, Swanson, Glenn

2. ELECTIONS

- 2.1 Elections of Officers:
 a) Chair
 b) Vice Chair

The Acting City Clerk Nations opened the nominations for the Chair position.

ACTION: Board member Moe nominated Katie Surbeck, Seconded by Nelson
 Board Member Moe stated that Board Member Surbeck would be a “fabulous leader,” citing her ideas, communication, organization, and participation in Park Board events. Board Member Surbeck accepted the nomination and thanked the Board for its trust.

There were no other nominations for the position of chair.

Deputy City Clerk Nations called for the vote. Vote carried 7-0 to elect Katie Surbeck as the Chair.

Nations congratulated Katie Surbeck and turned the meeting over to her.

Chair Surbeck opened the nominations for the Vice Chair position.

ACTION: Board Member Gretchen Stengel nominated Board Member Colette McMullen, noting her enthusiasm and positive energy at Park Board events. Board Member McMullen accepted the nomination and stated she would be happy to continue serving in the role if the Board desired.

Chair Surbeck called for the vote. Vote carried 7-0 to elect Collette McMullen as the Vice-Chair.

Chair Surbeck congratulated Colette McMullen as Vice Chair.

3. ANNOUNCEMENTS

Acting City Clerk Dawn introduced Sergeant Tyler Glenn as the Police Department representative who may attend future Park Board meetings, along with Sergeant Anderson or other Police Department leadership as schedules allow.

4. APPROVAL OF PARK BOARD MINUTES

No minutes this month.

5. PUBLIC COMMENT

Board Chair Surbeck opened the public comment period; there was no public comment and public comments was closed.

6. PARK BOARD BUSINESS

6.1 Christmas Ships Event Recap

Chair Surbeck provided a recap of the Christmas Ships event. She reported that the weather had been muddy, windy, and rainy, but that turnout was strong despite the conditions. Cookies and necklaces were distributed. The ships arrived as scheduled, with approximately four or five ships present for about 15 to 20 minutes.

Board Members discussed logistics for the following year. Staff noted that restrooms had been available and that people could come inside to warm up. Staff also reported testing the sound from inside the meeting room during the performance and said the music could be heard well with the windows and doors closed. The Board discussed the possibility of making the meeting room available next year as a warm and dry viewing option, particularly if weather conditions are poor.

The Board agreed that the number of necklaces should remain about the same and be distributed on a first-come, first-served basis to both adults and children as a welcoming gesture. Members also agreed the cookies were appropriate and well received.

6.2 Joint Park Board and City Council Meeting - March 16, 2026

Acting City Clerk Dawn stated that the next Park Board meeting on March 16, 2026, would be a joint meeting with the City Council. The meeting will begin at 5:00 p.m. and will be structured to allow the Board and Council to discuss priorities, expectations, projects, reports, and ways to close communication gaps.

City Manager Jeff Swanson explained that the purpose of the meeting would be to establish a work plan for approximately the next 12 to 24 months. He stated that the goal would be to align the Park Board's priorities with the City Council's priorities and to develop a shared work plan.

The Board asked whether the discussion would start from a blank sheet or from the draft work plan previously discussed. Acting City Clerk Nations stated that the draft work plan would be used as a starting point because it had not been finalized. Council feedback may also include expectations for the Park Board's reports to Council, including whether additional information should be included.

Acting City Clerk Nations stated that staff would meet with the Chair and Vice Chair to prepare the joint meeting agenda and likely would also coordinate with the Mayor and Deputy Mayor. She said she would send an email asking Board Members for input. She reminded members not to "reply all" to emails, as doing so could create Open Public Meetings Act concerns. She noted staff would continue troubleshooting reports that some members were not receiving city emails or were receiving them late.

6.3 2026 Meeting Calendar and Event Planning Discussion

- 1) Easter Egg Hunt Event
 - a) Saturday, March 28, 2026; or
 - b) Saturday, April 4, 2026.
- 2) Egg Stuffing Event - Date TBD
- 3) Friday, April 24, 2026 (10 AM)
- 4) Spring Clean-up Event - Date TBD
- 5) Medina Days Event - Pet Parade - Date TBD
- 6) Fall Bulb Planting Event - Date TBD
- 7) Christmas Ships Event - December Date TBD

The Board discussed 2026 event planning.

The Board agreed to plan the Easter Egg Hunt for Saturday, March 28, 2026, at 10:00 a.m.

The Board then discussed the egg-stuffing event. The Board selected Wednesday, March 25, 2026, from 1:00 p.m. to 4:00 p.m. at City Hall. Vice Chair McMullen and Board Member Moe agreed to coordinate ordering eggs and candy, with items shipped to City Hall.

The Board discussed event advertising for the Easter Egg Hunt. Board Member Moe agreed to update the prior year's flyer or postcard. Members agreed to use the same general outreach approach as the prior year: distribute the notice locally about one week

before the event, avoid social media promotion, and rely on organic sharing within the community. Members stated that this approach helped create a strong but manageable turnout.

Arbor Day, the Board confirmed Friday, April 24, 2026, at 10:00 a.m. Board Member Mary Nelson agreed to contact Medina Elementary. Public Works Director Ryan Osada agreed to order seedlings.

The Board agreed to include a brief Easter Egg Hunt check-in at the March 16 joint meeting, because there will not be another regular Park Board meeting before the event. Members also suggested inviting Councilmembers to assist with egg stuffing.

Spring Clean-up Event, the Board discussed potential locations and tasks. Board Member Gretchen Stengel suggested cutting ivy bands around trees near Bellevue Christian on the Points Loop Trail, where ivy is climbing and damaging trees. Members supported focusing on ivy cutting rather than large-scale ivy removal, with the goal of stopping or slowing the ivy's growth and allowing the upper portions to die back. The Board selected Tuesday, April 21, 2026, at 10:00 a.m., meeting at the Points Loop Trail just south of Bellevue Christian.

The Board noted that the Fall Bulb Planting Event and Christmas Ships Event dates remain to be determined.

6.4 Park Projects Update by Ryan Osada, Public Works Director

Fairweather invasive species removal, Director Osada stated that the City has a contract for goat vegetation management that will continue through the current year and next year, after which the City will need to determine the next approach.

Fairweather Nature Preserve footbridge improvements, Director Osada said staff will evaluate the footbridges to determine whether they need replacement or rebuilding. He stated that \$60,000 is included in the budget for that work.

Post Office Pocket Park Phase 1, Director Osada stated that \$25,000 is budgeted for design, which may not be sufficient for extensive design work. He explained that the property has two main areas, on the south and north sides, and the City may need to focus on one area first. Staff reported that the south side has been cleared somewhat, while the north side extends farther back and still needs additional clearing. Director Osada said a site survey to identify property markers would be an appropriate first step and would cost approximately \$2,000. He indicated he could begin that process soon.

Chair Surbeck and Board Members discussed the need for community input before investing significant design funds. Members noted that many residents may not know the green space exists, particularly the portion behind the post office. Discussion focused on presenting the area as a walk-to green space or beautification project rather than a destination park with parking, play structures, or intensive uses. Members also discussed potential features such as a table, seating, natural space improvements, and possibly a memorial wall to reduce pressure for memorial benches in Medina Park. Members emphasized the need to communicate carefully with adjacent neighbors, who may be most affected and may have concerns.

Director Osada also reported on the Medina Beach Park tree planting project. He stated that the project originated from a 2018 plan to add canopy over time, particularly as waterfront trees are lost. Staff explained that the plan is to maintain sun in the lower beach area while adding shade farther up.

Director Osada said he would be checking in with the City Council at an upcoming Monday study session to review his project list, including the park projects, and that Council's feedback could inform the March 16 joint meeting.

6.5 Park Report Assignments

Chair Surbeck reviewed the Board's park report assignment process. She explained that the Board traditionally assigns at least two members to each park so that members can monitor conditions between meetings and provide short reports.

The Chair summarized the preliminary assignments as follows:

Fairweather: Colette McMullen, Michelle Lee, and Gretchen Stengel.

Points Loop Trail: Katie Surbeck, Barbara Moe, India Fitting, and Michelle Lee.

Lake Lane: India Fitting and Colette McMullen.

Medina Beach Park: Dana Brekke and Mary Nelson.

Medina Park: Mary Nelson and Barbara Moe.

Viewpoint Park: Dana Brekke and Katie Surbeck

7. PARK BOARD ROUNDTABLE

7.1 Questions or Concerns of the Board

Emeritus Member Penny Martin asked about vegetation growing in the ponds at Medina Park. Public Works Director Osada explained that the pond work falls under stormwater and that staff are working on a two-phase project, beginning with vegetation removal in the north pond. He stated that the permit would encompass both ponds. The later phase would involve removing debris and using large dewatering containers so water can return to the pond while debris is captured. He confirmed that the work would address lily pads and other vegetation but noted that permitting is a lengthy process.

Board Member Michelle Lee raised a separate topic regarding public education about problematic plants such as ivy, Himalayan blackberry, Leyland cypress, and bamboo. She stated that the Board had previously discussed whether to recommend educational materials or outreach to help residents understand how to contain invasive or problematic plants and consider native or less problematic alternatives for slope stabilization and privacy screening.

Vice Chair, McMullen suggested that this issue would be appropriate for the March 16 joint meeting with the City Council. Chair Servick agreed and stated that the Board should ask Council what authority, if any, exists to discourage or restrict certain plantings through approved-plant lists, tree code, or other mechanisms. Director Osada noted that

certain trees are excluded from the significant tree list and are not eligible for credits or on the approved list. Members discussed concerns that developers may use fast-growing screening plants such as Leyland cypress or bamboo because they provide quick privacy but create long-term problems for neighbors, public spaces, and City maintenance. The Board agreed to add this topic to the joint-meeting planning discussion.

8. PARK REPORTS

Fairweather and the Lid, members reported that bulbs are coming up. Staff and members also discussed the remaining mounds of wood chips. Parks staff explained that spreading the chips had been delayed because a crow nested in one mound and because the ground is now too wet to support heavy equipment such as a tractor. Members offered to assist when the work is scheduled if volunteer labor would be useful.

Points Loop Trail, Vice Chair McMullen reported that a green utility or electrical cover north of 24th is cracked and worsening, creating a potential trip or fall hazard. Staff said they would inspect it and determine whether the city needs to replace the lid. Staff also noted that one damaged panel remains to be replaced.

The Board discussed recurring carving on the cedar bench at Points Loop Trail. Staff explained that the city has been replacing benches with more durable boards. Members discussed whether replacing benches immediately is worthwhile when vandalism may continue.

Lake Lane report was provided.

Medina Beach Park, staff reported recent maintenance work, including limbing up drooping trees that were becoming low enough to strike pedestrians, cleaning leaves from the grass, removing honey locust seed pods, and cutting back grasses and plantings.

Medina Park, Board Member Nelson, reported that the park looked good overall, though some areas remain muddy. Staff stated that e-bike activity is generally lower in winter, aside from some school commuters, and that the wet conditions likely discourage more recreational riding through the park.

Viewpoint Park, Director Osada reported that a Transpo site-distance study had been completed regarding parking spaces that had previously been closed. He stated that the report concluded the spaces are safe and that there is no accident history indicating a problem. Staff indicated the spaces could be reopened.

9. ADJOURNMENT

Chair Surbeck announced the next meeting is March 16, 2026, Joint Park Board and City Council meeting at 5:00 p.m. She encouraged all members to attend and to allow extra time because the meeting is expected to run longer than usual. City Clerk Dawn stated that she would send an email with details. The meeting was adjourned at 6:06PM. Meeting Minutes taken by Dawn Nations, Acting City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING - TRAINING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Wednesday, May 06, 2026 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Planning Commission Vice Chair Brian Pao called the meeting of the Medina Planning Commission to order at 6:06 p.m. in the Council Chambers.

2. TRAINING

Open Government Training
Staff Contact: Jennifer Robertson, City Attorney

[Time Estimate: 2 hours](#)

City Attorney Jennifer Robertson presented the required Open Government Training to the Planning Commission. Robertson noted that state law requires all appointed officials to complete this training at least once every four years, and no later than 90 days from assuming their duties. The session covered two primary topics: the Open Public Meetings Act (OPMA) and the Public Records Act (PRA).

3. ADJOURNMENT

Meeting adjourned at 7:03pm.

ACTION: Motion to adjourn. Approved 5-0

Motion made by Commissioner Barrett, Seconded by Commissioner Edupuganti.
 Voting Yea: Commissioner Barrett, Commissioner Edupugant, Commissioner Lai,
 Commissioner Nelson, Commissioner Vice-Chair Pao



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Tuesday, April 28, 2026 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Planning Commission Chair Shawn Schubring called the meeting of the Medina Planning Commission to order at 6:00 p.m. in the Council Chambers.

PRESENT

Commission Chair Shawn Schubring
 Commission Vice-Chair Brian Pao
 Commissioner Julie Barrett
 Commissioner Sandhya Edupuganti
 Commissioner Li-Tan Hsu (online) (departed 7:24pm)
 Commissioner Evonne Lai (arrived at 6:02pm)
 Commissioner Mark Nelson

STAFF

Bennett, Crossett, Gunderson, Reitan, Swanson, Wilcox

2. APPROVAL OF MEETING AGENDA

ACTION: Motion to approve the meeting agenda. Motion passed 6-0-1.

Motion made by Commissioner Nelson, Seconded by Commissioner Barrett.
 Voting Yea: Commission Chair Schubring, Commissioner Barrett, Commissioner Edupuganti, Commissioner Lai, Commissioner Nelson, Commissione Vice-Chair Pao
 Voting Abstaining: Commissioner Hsu

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of January 27, 2026

Recommendation: Adopt Minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion to approve the meeting minutes. Motion passed 7-0.

Motion made by Commissioner Nelson, Seconded by Commission Chair Schubring.
 Voting Yea: Commission Chair Schubring, Commissioner Barrett, Commissioner Edupuganti, Commissioner Hsu, Commissioner Lai, Commissioner Nelson,
 Commissioner Vice-Chair Pao

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Chair Schubring introduced new Planning Commissioner Sandhya Edupuganti and invited Planning Commissioners to express interest in serving on the Development Services Committee.

Bennett reminded Commissioners of their three upcoming meetings in May.

Wilcox reported that the Council has adopted an extensive work plan, which may require the Planning Commission to meet twice monthly for the next 12 to 18 months. Wilcox also announced that discussion of Ordinance 1052 will begin on May 19.

5. PUBLIC COMMENT PERIOD

Scott Hommas, representing the owner of 300 Overlake Drive East, provided comments regarding Ordinance 1052.

Rudra Mitra, owner of 1811 73rd Avenue NE, provided comments regarding Ordinance 1052.

6. DISCUSSION

6.1 PC Roles & Responsibilities

Recommendation: Discussion only

Staff Contact: Dawn Findlay Reitan, Attorney from Inslee Best

The City's Assistant Attorney, Dawn Reitan of Inslee Best, presented a PowerPoint on the roles and responsibilities of the Planning Commission. Commissioners asked questions following the presentation.

6.2 Tree Code Amendments, Short-Term Solutions

Recommendation: Discussion only

Staff Contact: Andy Crossett, City Arborist

The City's Tree Consultant, Andy Crossett of Tree Frog, presented six short-term solutions related to the City's tree code. Commissioners discussed the presentation and asked questions.

ACTION: Motion to direct staff to prepare a draft ordinance for Planning Commission review as presented. Approved (6-0-1).

Motion made by Commissioner Nelson, Seconded by Commissioner Lai.
 Voting Yea: Commission Chair Schubring, Commissioner Barrett, Commissioner Edupuganti, Commissioner Lai, Commissioner Nelson, Commissioner Vice-Chair Pao
 Voting Abstaining: Commissioner Hsu

6.3 Outdoor Lighting Ordinance

Recommendation: Discussion only

Staff Contact: Kim Gunderson, City Planning Consultant

The City's Planning and Zoning Consultant, Kim Gunderson of Mahoney Planning, presented a PowerPoint on the Outdoor Lighting Ordinance. Commissioners discussed the presentation and asked questions.

7. ADJOURNMENT

ACTION: Motion to adjourn. Approved 6-0.

Motion made by Commissioner Lai, Seconded by Commissioner Vice-Chair Pao.
Voting Yea: Commission Chair Schubring, Commissioner Barrett, Commissioner Edupuganti, Commissioner Lai, Commissioner Nelson, Commissioner Vice-Chair Pao

Meeting minutes taken by Rebecca Bennett, Development Services Coordinator



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, April 13, 2026 – 5:00 PM

MINUTES

1. STUDY SESSION starts at 5:00 PM

Deputy Mayor Randy Reeves called the study session of the Medina City Council to order in the Council Chambers at 5:05 pm.

PRESENT

Deputy Mayor Randy Reeves
Councilmember Harini Gokul (on-line)
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Laura Bustamante

ABSENT

Mayor Jessica Rossman

STAFF

Swanson, Osada, Wilcox, Wagner, Sass, Nations, Robertson

1.1 2026 Draft Capital Project List - Sidewalk Design

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director and Jeff Swanson, City Manager gave a PowerPoint presentation on 2026 Draft Capital Project List - Sidewalk Design for the future vision and improvements. Council asked questions and staff responded.

2. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Deputy Mayor Randy Reeves called the regular meeting of the Medina City Council to order in the Council Chambers at 6:01 pm.

PRESENT

Deputy Mayor Randy Reeves
Councilmember Harini Gokul (on-line)
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Laura Bustamante

ABSENT

Mayor Jessica Rossman

STAFF

Swanson, Osada, Wilcox, Wagner, Sass, Nations, Robertson

3. APPROVAL OF MEETING AGENDA

ACTION: By consensus, the meeting agenda was approved as presented.

4. PUBLIC COMMENT PERIOD

Deputy Mayor Reeves opened the public comment period for comments not related to the public hearing on Ordinance No 1052. There were no speakers, and the public comment period was closed.

5. PRESENTATIONS

- 5.1 Park Board Chair Katie Surbeck reported the annual Easter egg hunt had been a successful and manageable event. She thanked the Mayor, Councilmembers, staff, police, public works, and volunteers for their participation and support. She also announced the annual Arbor Day event scheduled for Friday, April 24, at 10:00 a.m., with student from Medina Elementary participating in a tree planting and presentation. A correction was made that the Arbor Day planting would occur at Medina Beach Park rather than Medina Park.

The Planning Commission Chair, Shawn Schubring, reported that the Planning Commission did not meet due to lack of a quorum. Staff noted that the next Planning Commission meeting was scheduled for April 28 at 6:00 p.m.

Emergency Preparedness Chair Rosalie Gann thanked the City Manager for presenting information on the Comprehensive Emergency Management Plan and thanked the Police Department for its continued support of the committee. She stated that the committee's next meeting would be held in September on the third Wednesday from 4:00 to 5:00 p.m. in the Council Chambers.

Councilmember Luis reported on the Eastside Transportation Partnership, including discussion of Sound Transit's potential Kirkland-to-Issaquah light rail line and an upcoming Sound Transit decision point regarding its revised capital program.

Councilmember Nunn reported attendance at real estate-related events and an ARCH-related gathering. Deputy Mayor Reeves also commented on the ARCH meeting, describing it as a productive gathering of elected officials focused on affordable housing and relationship-building.

6. CITY MANAGER'S REPORT

City Manager Jeff Swanson highlighted several regional policy issues. He discussed Sound Transit's revised capital program and described competing regional priorities for light rail extensions, including Everett, Tacoma, Ballard, West Seattle, and the Kirkland-to-Issaquah line. He noted that Sound Transit was expected to take action on the revised capital program by the end of the second quarter.

Mr. Swanson also discussed the King County Transportation Benefit District, including debate over whether funds should be distributed in part to cities or retained by the County. He noted that the Sound Cities Association had drafted a related letter. He further reported on Regional Water Quality Committee discussions regarding wastewater rates and the broader regional utility "rate stack," including the affordability impacts on households.

Mr. Swanson reported that he had attended the ARCH executive board meeting, which included a celebration of recent affordable housing projects.

He also noted that the Police Chief was attending a Town Council meeting in Hunts Point with police personnel. No separate police report discussion occurred.

Development Services Director Steve Wilcox highlighted a tree preservation topic included in his report. Mr. Wilcox asked whether Council wanted staff to return with an agenda bill providing more detail and potentially creating a work plan item on tree preservation. Councilmembers expressed support for further study and additional information. No formal action was taken, but staff received directions to proceed with additional work on the topic.

Finance/HR Director Ryan Wagner reported that the City's business license program had taken effect on March 26. He stated that approximately 220 licenses had been administered to local businesses with Medina addresses, and approximately 30 applications had been received from nonresident businesses. Councilmembers asked whether architects and gardeners doing business in the city were required to obtain licenses. Mr. Wagner confirmed that anyone doing business within the city must obtain a business license and asked that questions to be directed to him.

Acting City Clerk Dawn Nations had no highlights from the Central Services report. Councilmember Bustamante asked about broad public records requests. Ms. Nations explained that some frequent requesters send broad requests to multiple agencies, and that staff acknowledge the requests, conducts due diligence to determine whether records pertain to Medina, and then responds accordingly.

Public Works Director Ryan Osada highlighted the Overlake Drive East Bridge Repair item on the consent agenda. He stated that construction would close Overlake Drive from Northeast 7th Street to Ridge Road for approximately two weeks. Once a draft contractor schedule was available, staff would notify the community and post reader boards at various locations.

Councilmember Nunn asked about the timing of notice to affected residents. Mr. Osada clarified that the two-week period referred to the closure duration, not the notice period.

7. CONSENT AGENDA

ACTION: Councilmember Nunn moved to approve the Consent Agenda as presented. The motion was Seconded by Councilmember Luis and carried by a vote of 5-0.

7.1 March Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance/HR Director

7.2 Draft City Council Meeting Minutes of:

a) February 9, 2026;

b) February 23, 2026; and

c) February 24, 2026, Joint City Council and Planning Commission Meeting

Recommendation: Adopt minutes

Staff Contact: Dawn Nations, Acting City Clerk

7.3 Proclamation - Sexual Assault Awareness & Prevention Month April 2026

Recommendation: Adopt.

Staff Contact: Jeff Swanson, City Manager

7.4 Civil Service Commissioner Appointment Confirmation

Recommendation: Approve.

Staff Contact: Jeff Swanson, City Manager

7.5 Overlake Drive East Bridge Repair

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

8. LEGISLATIVE HEARING

There was no legislative hearing.

9. PUBLIC HEARING

9.1 IOC Bulk Public Hearing

Recommendation: Accept public testimony.

Staff Contact: Steve Wilcox, Development Services Director

Development Services Director Steve Wilcox introduced Ordinance 1052, the interim official control relating to development impacts commonly referred to as “bulk.” He stated that the issue has been part of Medina’s land use discussions for decades, including concerns regarding very large homes, construction impacts, tall flat-roofed structures near side property lines, and the relationship between building mass and neighboring properties.

Mr. Wilcox reviewed prior City efforts from the early 1990s through 2021, including construction mitigation regulations, Planning Commission review of options such as floor area ratio, setbacks, height standards, angled setbacks, and architectural design standards, and Ordinance 1002 addressing structural coverage and impervious surface standards.

Mr. Wilcox stated that recent comprehensive plan, middle housing, and outreach efforts again surfaced concerns about development impacts and neighborhood quality of life. In response, the Council had directed staff to bring forward an interim official control. Ordinance 1052, adopted February 24, addressed side yard setbacks, privacy, nuisance sound, nuisance lighting, and eliminated the bonus height standard.

The City Attorney summarized the interim control process. She explained that an interim official control is a temporary set of regulations adopted by ordinance and generally effective for six months, with a required public hearing within 60 days. She stated that no additional Council action was required that evening and that the interim control would remain in effect until June 24 unless terminated, amended, or extended. She stated that staff was working with the Planning Commission and Council toward permanent regulations with significant public engagement.

The City Attorney explained that public testimony received orally, in writing, and by email would be included in the record and provided to the Planning Commission. She noted that the Council would receive a more in-depth staff presentation and have further discussion at the April 27 meeting, where it could consider testimony and provide additional direction to the Planning Commission.

Deputy Mayor Reeves opened the public hearing on Ordinance 1052. He explained that comments would be one-way testimony, limited to three minutes per speaker, and that the Council would listen and include comments in the record. Acting City Clerk Dawn Nations stated that ten written comments had been received and would be entered into the record.

The following individuals gave public testimony:

Brian Brand, AIA, senior principal at Baylis Architects, spoke regarding the interim ordinance. He stated that the ordinance addressed both bulk and nuisance concerns, including light, air, and noise. He stated that code changes create nonconformities and additional burdens for homeowners seeking to build or remodel. He stated that increased side setbacks would make new homes and additions on narrow lots more difficult, and that setbacks would not resolve noise or light issues.

Gary Parish, homeowner at 2827 Evergreen Point Road. He described his narrow 63-foot lot, which includes steep slope and shoreline constraints. He supported maintaining neighborhood character but stated that the interim ordinance did not account for narrow or irregular lots.

Jessica Rowe, land use attorney representing Mr. Parish and Mr. and Mrs. Suresh, asked Council to consider amendments in collaboration with residents, architects, and affected property owners. She asked Council to consider amendments for narrow lots while developing permanent regulations.

Scott Thomas, architect for property owners at 300 Overlake Drive East, discussed specific impacts of the interim setback changes. He said the change would require significant redesign, reduce property value, and create uncertainty due to unresolved interpretive issues.

Mike Raskin, a real estate developer and former Planning Commission member living on 10th Street, stated that Medina regularly faces controversy when large projects affect neighbors and that bulk is an important issue deserving attention. He said he supported looking at approaches used by Bellevue, Kirkland, and other cities, including height limits, sloped roofs, and overhangs.

Allyson Jackson, a Medina resident, spoke in support of Council's effort to protect existing homeowners from impacts of redevelopment. She described loss of privacy, tree canopy, and green space near her home due to multiple nearby redevelopment projects. She stated that new homes on narrow lots had become long and bulky, with mature landscaping removed and minimal replacement screening. She described impacts on interior and exterior privacy, sunlight, and views from her home. She acknowledged concerns of owners of narrow lots but urged Council to continue examining ways to protect existing residents.

Eddie Putrya, president of Lochwood-Lozier Custom Homes, stated that he supported the goals of maintaining light, air, and neighborhood character, but stated the proposed code could create significant unintended consequences without a proportional public benefit. He stated that increased setbacks should apply only to lots above certain widths, such as 100 to 120 feet.

Phil McCullough, an architect, stated that prior speakers had clearly articulated the problems with applying increased setbacks to smaller lots. He encouraged Council to revise the regulations so that the increased setbacks applied only to larger lots, such as those 20,000 to 25,000 square feet or larger. He also urged broader outreach to Medina residents, so they understood the effects of the ordinance. He recommended reconsidering limitations on nonconformities for existing residences, suggesting that existing homes be allowed to maintain nonconformities during remodels. He also encouraged case-by-case review of projects already under development and invited architects to participate in further discussions.

Gagangit Jegi, stated that he had only recently learned of the ordinance and was nearly ready to submit permits for his home. He described the change as a sudden hardship, particularly for smaller and corner lots already affected by additional setbacks. He stated that the restrictions could make desired homes infeasible or create more boxy designs, and asked Council to study the impacts on smaller and corner lots and on projects that were ready for permit submission.

India and Chris Koh and residing at 3257 Evergreen Point Road, spoke in support of the proposed ordinance. She stated that she and her family had lived in Medina for approximately 20 years and had been directly impacted by redevelopment next door, including a large home built after one lot became three. She described effects from noise, lighting, loss of privacy, long construction duration, and a large home near the property line that she compared in appearance to a "Costco." She urged Council to prioritize residents who live in the community and experience daily impacts from large homes built close to property lines.

Eric Drivdahl, architect, spoke on behalf of a group of architects who had submitted a letter to the city. He stated that the last four Medina projects he had worked on would become nonconforming under the interim ordinance in height, setbacks, or both. He

described the height bonus as useful for allowing design flexibility, including preserving backyard space. He asked the City to include architects in the Planning Commission and Council process, stating that architects solve problems and could help develop better regulations.

Todd Bennett, owner of the Custom Home Company, stated that his firm had been working since July on a waterfront Medina project on a 72-foot-wide lot and had spent significant funds developing a plan under the prior code. He said the team had been preparing to submit for permit when informed of the interim ordinance. He stated that the new setbacks would make narrow lots difficult or impossible to build on and could significantly reduce property value.

Rudra and Sarjana Mitra, stated that they recently purchased 1811 73rd Avenue Northeast, a narrow lot, and had been working for nine months on plans for a family home. He said the ordinance could make building infeasible or result in an unattractive rectangular design contrary to Medina's character. He described the financial and personal hardship of having invested in plans and property acquisition and requested that narrow lots and projects already in process be considered for relief or exemption.

After confirming that there were no additional speakers, Deputy Mayor Reeves closed the public hearing. He thanked those who testified in person, online, and by email, stating that their input was valuable. He noted that next steps were included in the agenda bill and that the Council looked forward to a consultant presentation and Council discussion at the April 27 meeting.

10. CITY BUSINESS

There was no City Business scheduled. No formal action was taken under this item.

11. COUNCILMEMBER REPORTS AND ROUNDTABLE

a) Council Reports

Councilmember Luis raised the topic of leaf blowers and asked about progress on the program the Council had outlined the prior fall. City Manager Swanson stated that he could bring back an update at a future meeting.

Councilmembers discussed whether additional community outreach or a survey was needed to confirm broader community support for leaf blower regulation.

Councilmember Nunn also raised short-term rentals, particularly in light of anticipated FIFA-related regional activity.

City Manager Swanson stated that he and the City Attorney would confer later in the week on both leaf blowers and short-term rentals and determine when to bring items back to Council.

b) Requests for future agenda items.

Councilmember Gokul reported that the Personnel Committee had met and developed a proposed process framework for filling a Council vacancy, based on prior Council

guidance. She asked that the item return to Council when appropriate, suggesting April 27 if time allowed.

City Manager Swanson stated that the April 27 agenda could accommodate the item and that timing would be appropriate because the application deadline for interested parties would have passed the prior Thursday. He noted that the city had been publicizing the vacancy through official channels approximately weekly and had received one application at that time.

The City Attorney encouraged Councilmembers to solicit applications from qualified residents in their networks, including board and commission members and engaged neighbors, before the deadline. She noted that after the statutory 90-day period from the vacancy date, Council would no longer be able to appoint someone. City Manager Swanson noted ethical limits on staff recruiting their own potential appointing authority, while Councilmembers could encourage applicants.

The Council agreed to place the Council vacancy appointment process on the April 27 agenda.

12. PUBLIC COMMENT

Deputy Mayor Reeves opened the public comment period. There were no speakers, and the public comments was closed.

13. ADJOURNMENT

The meeting was adjourned by Deputy Mayor Reeves at 7:34 PM.

Meeting Minutes taken by Dawn Nations, Acting City Clerk.



MEDINA, WASHINGTON

AGENDA BILL

Tuesday, May 26, 2026

<p>Subject/Topic: City Council Rules and Guidelines</p> <p>Dept. Origin: Council</p> <p>Category: Study Session/Retreat</p> <p>Prepared by: Jennifer Robertson, City Attorney</p> <p>Attachments: Updated City Council Rules and Guidelines</p>	<p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input checked="" type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input type="checkbox"/> Adopt/Approve</p>
--	--

Summary

A. Description of Proposed Revisions.

The Council directed staff to undertake a general update the City Council Rules and Guidelines to reflect current operations and practices and to provide clarity regarding Council roles, committees, and filling of council vacancies. Some changes were also made for language clarity or to reflect current resources. Where staff seeks council input, a bolded, italicized “Discussion question” is noted after a description of the change.

The attached draft City Council Rules and Guidelines (“Guidelines”) includes several changes which are listed below. These are the Council’s Guidelines, therefore, they should reflect the operations, practices and standards that the Council supports.

The revisions are generally described below and are shown in “track changes” in the Guidelines. Where revisions were minimal and not substantive they are not described, however, all the changes are tracked even if not listed below.

- 1.1 Changes made for clarity of procedures.
- 1.2.1 Changes made regarding use of MRSC for research and maintaining confidentiality. Updates were made regarding resource publications to reflect currently available documents and to add document links.
- 1.3 A question is inserted into a comment box about whether the Council would like to add a policy organizational chart to guidelines. ***Discussion question.***
- 2.3 OPMA/PRA: updated language was added regarding mandatory training laws.

- 2.4 A new section was added to reference the State Code of Ethics for Municipal Officers (Ch. 42.23 RCW).
- 2.5 A reference to RCW 35A.13.120 and a description of that limitation was added to this section on separation of powers.
- 2.11 A reference the State Code of Ethics for Municipal Officers (Ch. 42.23 RCW) was added and additional language regarding civility in debate was added.
- 3.2 Under “Duties of City Council” clarifying language under subsections 3 and 4 was added to reflect the Council’s current practices.
- 3.3 Under “Selection and Role of Mayor” process clarification were made to 3.3.1(3) consistent with current practices and RRO.
- 3.3.2 Under “Role of Mayor” significant changes were made to clarify the mayor’s role and to reflect current roles and responsibilities.
- 3.5 A new section 3.5 “Council Vacancies” was added to outline the process for filling council vacancies as recommended by the Personnel Committee’s and as used in filling the most recent council vacancy.
- 3.6 Under “ Role of Advisory Boards and Commissions”, there was language clarification but also a new sentence was added providing the Council the authority to adopt operating guidelines or bylaws for its standing boards and commissions. This is a staff-recommended addition. If Council supports this change, staff will bring forward guidelines and updated governing documents for the Parks Board and Planning Commission in the future. **Discussion question.**
- In addition, a request for direction from the Council as to whether the Council would like to have term limits for the Parks Board and Planning Commission is in a comment box at the end of this section. That is a policy question for Council. **Discussion question.**
- 3.7 Under “City Council Committees” the existing committees of the council (personnel, finance, and DSC) are added with descriptions of those committees.
- 4.1, 4.2, 4.3 and 4.4 All address Council Meeting procedures. Updates are made to include the correct time (5:00 PM) for Council meetings as well as how the meetings have been running post-COVID.
- 4.6 Under “Council Meeting Agendas”, language has been clarified regarding removal of items from consent. This reflects current practice by allowing one member to remove an item but puts a noon timeline on the meeting day in order to provide staff notice that an item will be removed. The council as a whole can still remove an item via motion at the meeting. This is a process and preference question for the Council. **Discussion question.**
- 4.7 Under “Council Meeting Rules for Councilmembers” additional language regarding expectations for councilmember behavior is included consistent with prior retreat discussions. In addition, language has been updated to reflect current practices regarding use of City-issued or personal devices.

- 4.8.2 Additional language was added to “Verbal Communications” to clarify that people attending remotely are required to register online by 2 PM the day of the meeting in order to speak. Council is asked to weigh in on this addition. **Discussion question.**
- 4.9 The Council Meeting Recordings section has been clarified to conform to current practices which is not to record study sessions, retreats or workshops.
- Ch. 5 Under “City Council Meeting Procedures” clarifications and language cleanups have been made. In Section 5.1 the less formal procedure that Council typically utilizes is spelled out. Where 5.2 conflicts with federal law, that language has been stricken.
- 5.6.3 A new subsection has been added to address what happens when a councilmember does not vote or abstain (it is counted as a vote in the affirmative). This is standard practice for many cities. **Discussion question.**
- 5.7 Under “Attendance at Council Meetings Required”, a clarification was made about when and whether absences are excused.
- 5.8 Under “Remote Participation at Council Meetings”, updates were made consistent with current practices.
- 6.2 This section requires Councilmembers to act consistent with City policies. Language was added regarding when councilmembers represent the City on regional boards or commissions as requested by Council. This direction is consistent with recent discussions and prior (unwritten) expectations and standards.
- 6.3 The section regarding Council Communications has been updated for clarity and completeness to reflect legal standards and to protect privileged communications.
- Ch. 7 The Conflicts of Interest chapter had been modified for clarity and completeness consistent with applicable law.
- 8.3 This section regarding Council interactions with staff has been updated to incorporate RCW 35A.13.120.
- 9.1 Under “Consequences of Violation” language has been added clarifying the violation of the Guidelines may result in removal from committees, even if censure is not pursued.

B. Proposed Review Process.

Council is requested to review the draft Guidelines ahead of the meeting. During the meeting, staff will walk the Council through the revisions and request input on the proposed changes, the items flagged for discussion (noted “Discussion question” above), and any other changes the Council would like to propose.

Council Priorities

This proposal furthers Council Priorities 2, **3**, 4 and 5.

1. Financial Stability and Accountability
2. Quality Infrastructure

3. **Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character and Community Building

Budget/Fiscal Impact: N/A

Recommendation: Discuss and give direction to staff.

City Manager Approval: 

Proposed Council Motions: N/A

Time Estimate: 90 minutes

CITY OF MEDINA
CITY COUNCIL RULES & GUIDELINES



Adopted by the Medina City Council
February 10, 2020
Amended February 23, 2026
Amended DATE, 2026

MEDINA CITY COUNCIL RULES AND GUIDELINES

TABLE OF CONTENTS

Commented [JR1]: Will be updated when revisions are completed.

Chapter 1 Overview and Information Sources

- 1.1 Introduction.....4
- 1.2 Independent Municipal Resources.....4
- 1.3 Medina Organizational Chart.....5

Chapter 2 City Council Responsibilities and Values

- 2.1 Introduction to Council Service and Responsibilities.....7
- 2.2 Revised Code of Washington.....7
- 2.3 Open Public Meetings; Public Records7
- 2.4 Form of Medina Government; Separation of Powers.....7
- 2.5 Medina Municipal Code7
- 2.6 Medina Personnel Policy Manual8
- 2.7 Medina Annual Budget.....8
- 2.8 Medina Comprehensive Plan; Coordinated Growth and Development.....8
- 2.9 Medina Comprehensive Emergency Management Plan.....8
- 2.10 Medina City Council Core Values9
- 2.11 New Councilmember Orientation9

Chapter 3 Councilmember Roles and Duties

- 3.1 Introduction.....10
- 3.2 Duties of City Council10
- 3.3 Selection and Role of Mayor11
- 3.4 Selection and Role of Deputy Mayor.....11
- 3.5 Advisory Boards and Commissions.....12
- 3.6 City Council Committees.....14

Chapter 4 City Council Meetings and Rules

- 4.1 Regular Council Meetings16
- 4.2 Special Council Meetings16
- 4.3 Council Study Sessions.....16
- 4.4 Council Executive Sessions16
- 4.5 Public Notice of Council Meetings and Hearings.....17
- 4.6 Council Meeting Agendas.....17
- 4.7 Council Meeting Rules for Councilmembers18
- 4.8 Council Meeting Rules for Public Participants.....18

4.9 Council Meeting Recordings19

Chapter 5 City Council Meeting Procedures

5.1 Parliamentary Procedure.....20
 5.2 Council Meeting Decorum and Order.....20
 5.3 Order of Discussion20
 5.4 Discussion Limits.....20
 5.5 Ordinances, Resolutions and Motions20
 5.6 Council Voting and Conflicts21
 5.7 Attendance at Council Meetings Required21
 5.8 Remote Participation at Council Meetings22

Chapter 6 Councilmember Actions and Legal Duties

6.1 Importance of Open Public Meetings23
 6.2 Representatives of City Act in Accordance with City Policies23
 6.3 City Council Communications and Records.....23
 6.4 Social Media Policy25

Chapter 7 Councilmember Conflicts Of Interest

7.1 Conflicts of Interest.....26
 7.2 Appearance of Fairness.....27

Chapter 8 Interaction Between City Staff and Councilmembers

8.1 Overview28
 8.2 City Manager28
 8.3 Council Rules for Interacting with City Staff.....28
 8.4 City Attorney29

Chapter 9 Consequences of Violating Rules

9.1 Consequences of Violation30
 9.2 Process for Censure.....30

Chapter 1
OVERVIEW AND INFORMATION SOURCES

1.1 Introduction

The *Medina City Council Rules & Guidelines* are intended to centralize information on common issues and procedures related to local government, the operation of the Medina City Council, and the roles and responsibilities of Medina City Councilmembers. These Guidelines are based on State statutes, City ordinances, court cases, parliamentary procedure guides, and other sources, but are not a substitute for those sources. All Councilmembers shall attend periodic training and refresher courses approved or endorsed by the City and other municipal entities. All Councilmembers are expected to follow these Guidelines and be bound by them unless ~~excused~~ the Guidelines are temporarily suspended by a vote of at least five members of the City Council. When there exists a conflict between parliamentary procedure and these Guidelines, these Guidelines shall control.

1.2 Independent Municipal Resources

Many informational resources are available to Councilmembers, starting with City staff. Two principal organizational sources are MRSC and AWC:

1.2.1. Municipal Research & Services Center of Washington

The Municipal Research and Services Center (MRSC) is a private, non-profit organization based in Seattle, Washington. MRSC is funded by the state legislature, with a mission to promote excellence in Washington local government through professional consultation, research and information services. MRSC information and research services are available free of charge to elected officials and staff of Washington city and county governments. MRSC serves Washington local governments by providing: (1) Dependable advice from a multidisciplinary team of professional consultants; (2) A comprehensive Web site; (3) Access to thousands of sample documents; (4) Timely and informative print and electronic publications; and (5) Access to the largest local government library collection in the Northwest. MRSC is not dedicated to representing or supporting any particular city, however, and is not a substitute for the City’s staff. In addition, Councilmembers should refrain from asking MRSC for advice when the request would reveal confidential information or create legal risk for the City. Communications to MRSC are not privileged. Requests for legal advice should be directed to the City Attorney to maintain confidentiality and manage risk.

MRSC produces a number of useful guides and handbooks for Councilmembers which are used statewide, including the following:

- **Mayor & Councilmember’s Handbook.** *Revised ~~August 2019~~ October 2025.* The Handbook provides an overview of the structure of municipal government in Washington and the role of the Councilmember in that structure. The primary focus is on Council meetings. Mayor and Councilmember Handbook
- ~~Local Government Policy-Making Process. Revised October 2017. This publication describes the local government policy making process, outlines effective roles for local officials, and provides practical tips to make the local policy making process satisfying and productive.~~

Commented [JR2]: This is not a current publication by MRSC

- **Knowing the Territory - Basic Legal Guidelines for Washington City, County, and Special District Officials.** *Revised October 2025.* This provides a wealth of basic information about the nature, powers and duties of municipal officials; how to stay "out of trouble"; limitations, regulations, and admonitions regarding the exercise of governmental powers; common conflicts of interest; the Open Public Meetings Act; the Appearance of Fairness Doctrine; and legislative immunities and protections. [Knowing the Territory - Basic Legal Guidelines for Washington City, County and Special Districts](#)

1.2.2 The Association of Washington Cities

The Association of Washington Cities (AWC) is a longstanding private, nonprofit, non-partisan corporation that represents Washington’s cities and towns collectively before the state legislature, executive branch and regulatory agencies. Membership is voluntary, but AWC consistently maintains 100% participation from Washington’s 281 cities and towns. A 24-member Board of Directors oversees AWC activities, which focus service work in five areas:

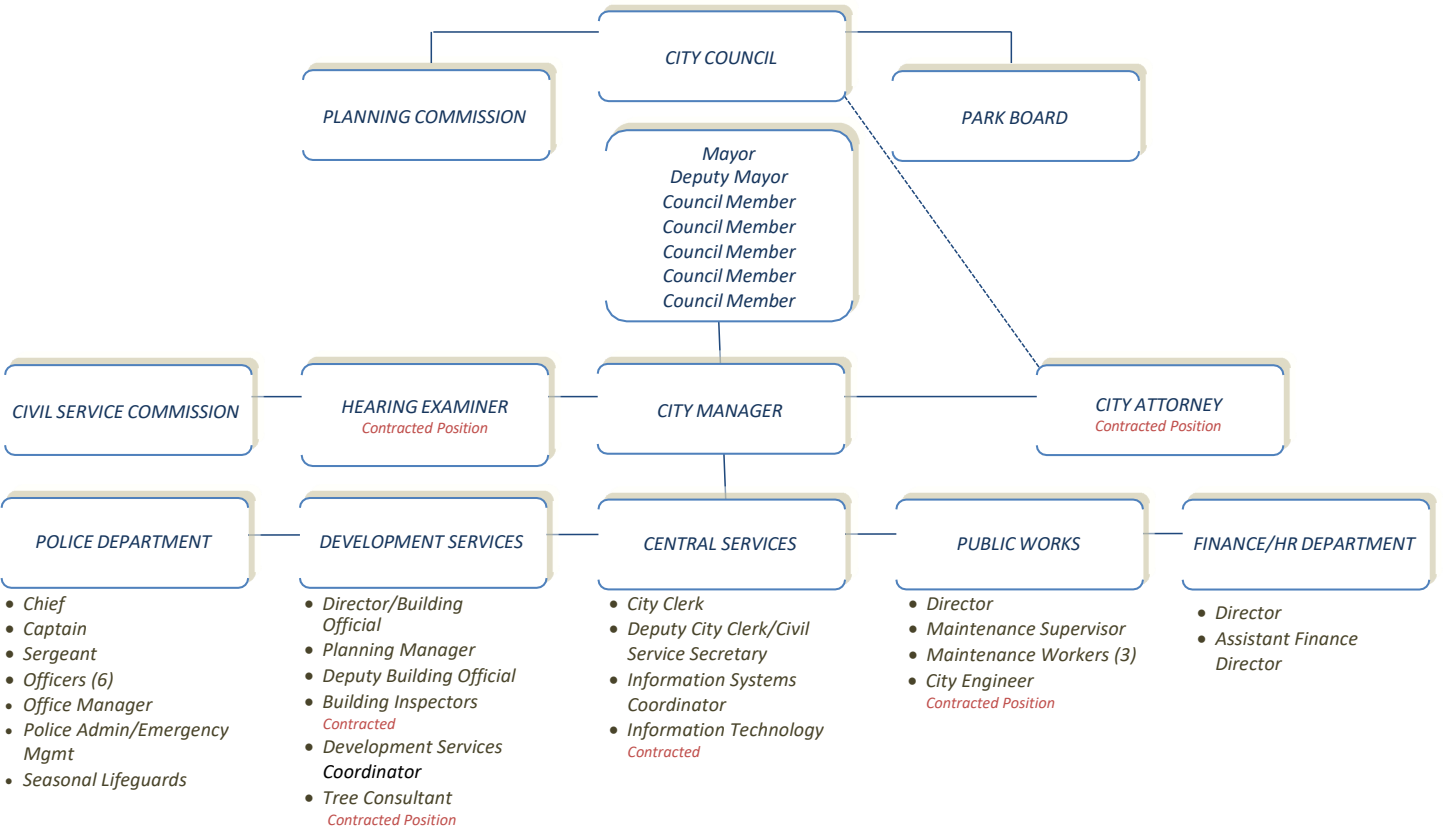
- Legislative representation
- Educational training
- Publications and resources
- Technical assistance in personnel and labor relations, energy, transportation, budgeting, planning, risk management and employee wellness
- Member programs such as municipal liability and property insurance, employee drug and alcohol testing, and employee benefits

1.3 City Organizational Chart

An organizational chart of the City follows on the next page.

Commented [JR3]: We may want to update the Org chart or add another "policy making org chart" to show the Council Committees, Planning Commission and Parks Board as advisory to and under the City Council.

CITY OF MEDINA **CITIZENS OF MEDINA** **ORGANIZATIONAL CHART**



Chapter 2

CITY COUNCIL RESPONSIBILITIES AND VALUES

2.1 Introduction to Council Service and Responsibilities

City Councilmembers not only legislate for the City and establish important and critical community policies, but serve as the “board” members of a public municipal corporation having an annual budget of several million dollars and extensive responsibility for maintaining and regulating the public health, safety, and welfare. The Council acts collectively, and every Council action affects the public. Councils must exercise their authority in accordance with federal, state and local law, and each Councilmember must be mindful of their oath and charge to act for and on behalf of the City.

These Guidelines provide a summary of important aspects of City and Council activities, but it cannot incorporate all material and information necessary for undertaking the business of the Council or the role of Councilmember. The following list briefly summarizes some of the key principles of government, sources of City and Council authority to govern, and the procedures it must use in doing so.

2.2 Revised Code of Washington

The Revised Code of Washington (RCW) is the compilation of all permanent state laws now in force. The RCWs are enacted by the state legislature and signed by the Governor, or enacted via the initiative process. State laws contain many requirements affecting the operation of every city government and administration of meetings and activities of every city council throughout the state.

2.3 Open Public Meetings; Public Records

Two of the most important procedural laws the City and Council must follow at all times are the Open Public Meetings Act (OPMA; RCW 42.30) and Public Records Act (PRA; RCW 42.56). These two statutes are mentioned here and frequently throughout the Guidelines because of their pervasive importance. [State law requires that all City Councilmembers must complete training in both the OPMA and the PRA within 90 days of taking the oath of office the first time and must complete a refresher training at least once every four years thereafter.](#)

2.4 [State Code of Ethics for Municipal Officers](#)

[The State Code of Ethics for Municipal Officers \(Chapter 42.23 RCW\) applies to all Councilmember and other municipal officers for Medina. Councilmembers should familiarize themselves with these standards, including conflicts of interest in contracting and prohibited activities.](#)

2.4.5 [Form of Medina Government; Separation of Powers](#)

Medina is an optional code city under RCW Title 35A (Optional Municipal Code). As such, Medina is vested with the broadest powers of incorporated cities under the State constitution and the RCW. Medina uses a Council-Manager plan of government pursuant to RCW 35A.13, which separately assigns the City’s legislative authority to an elected City Council and the City’s ~~the~~ administrative authority to the City Manager. Under that system, the City Manager is appointed and removed by the Council, but the Council is prohibited

from interfering with the City Manager's administrative duties. [RCW 35A.13.120 prohibits councilmembers from directing the appointment or removal of any staff member and prohibits councilmembers from giving orders to any member of the staff, either publicly or privately. However, state law explicitly does not prohibit the Council, while in open session, from fully and freely discussing with the City Manager anything pertaining to appointments and removals of city officers and employees and city affairs.](#) The City Manager thus functions as a chief executive officer, responsible for directing the daily operations of City government and all of its administrative actions, departments and functions.

2.52.6 Medina Municipal Code

The Medina Municipal Code (Code) is the repository for the local laws and regulations adopted by the Council, typically through ordinances and sometimes resolutions. Title 2 of the Code addresses the role of the Medina Council and describes its organization, its meetings and responsibilities, and the appointment of the City Manager, City advisory boards and City commissions. The Code compiles the broad array of local laws adopted by the Council, including zoning and land use standards, health and safety issues, police and traffic regulations, building standards, and revenue and finance issues.

2.62.7 Medina Personnel Policy Manual

The City maintains a Personnel Policy Manual which covers many subjects pertinent to City employees. While they are not employees, Councilmembers shall follow applicable policies, provisions and requirements of the Manual including but not limited to travel on City business, overnight stays, and expense reimbursement for transportation, accommodations, meals, per diem limits, incidental expense limits, use of personal vehicles, and expense reporting.

2.72.8 Medina Annual Budget

The City's annual budget is the primary tool and road map for accomplishing the goals of the City. The annual budget is prepared and proposed by the City staff and then reviewed, altered as appropriate, and approved by the Council. It comprises one of the most important processes the City undertakes because it sets City priorities and policies, and establishes and allocates funding levels and tax revenues. All of that in turn provides the framework for the governmental and administrative operations of the City for the coming year.

2.82.9 Medina Comprehensive Plan; Coordinated Growth and Development

The authority for and requirements related to the City's comprehensive plan derive from the Washington Growth Management Act (GMA; codified primarily at RCW 36.70A). The GMA was enacted in 1990 in response to rapid population growth and concerns with suburban sprawl. It recognized the need for comprehensive and coordinated planning within and among adjacent jurisdictions, the need for environmental regulation to protect Washington's resources and quality of life, and related issues. Counties and cities planning under the GMA are required to adopt formal planning policies in their comprehensive plan that will then guide their respective land use and development activities. Nearly all western and some eastern Washington cities and counties are required to plan under the GMA.

The Medina Comprehensive Plan is the blueprint for the City's physical character, its future development and changes, and look and feel of the City. It is updated once annually and creates the conceptual starting point for the City's specific development regulations and

procedures. The City's development regulations must be consistent with the City's comprehensive plan, which must in turn be consistent with the comprehensive plans of surrounding cities, ~~and~~ King County, [and the Puget Sound Regional Council](#).

2.92.10 Medina Comprehensive Emergency Management Plan

The City maintains a Comprehensive Emergency Management Plan (CEMP) that outlines actions to be taken during times of extreme emergency. When the Mayor is called upon to declare the emergency, the Police Chief then directs all disaster response activities per the CEMP. Because the Council may be called upon during an emergency to establish policies related to a specific incident, Councilmembers should become familiar with the CEMP.

2.102.11 Medina City Council Core Values

The Medina City Council ~~annually~~ periodically adopts or reaffirms core values for its actions and the actions of its Councilmembers, as follows:

- The Council will listen to the community with a goal of achieving the community's interests and objectives.
- Councilmembers hold public trust and are fiduciaries of public funds. The Council will strive for sustainable policies that support City finances and goals, and the local economy.
- Councilmembers will be respectful at all times, and use their best efforts to collaborate with each other and seek consensus wherever possible.
- Councilmembers will exhibit respect for the professionalism and expertise of the City Manager and staff.
- Councilmembers will comply with open government laws, including the Public Records Act, ~~and~~ Open Public Meetings Act, [and the State Code of Ethics for Municipal Officers](#) to promote transparency and maintain trust in government.
- Councilmembers will come to meetings prepared. Council meetings will be focused and expeditious, and the Council will strive to make decisions efficiently and with an eye toward finality.
- [Councilmembers will engage in debate and discussion with civility, will treat their colleagues, the public, and staff with respect, and will refrain personalizing deliberations.](#)
- Councilmembers are community leaders. They will listen and act fairly, will strive to avoid conflicts of interest, and will set a good example by following City codes and policies.

2.112.12 New Councilmember Orientation

It is important for the members of the City Council to gain an understanding of the full range of services and programs provided by the City. As new members join the Council, the City Manager and City Clerk will host an orientation program that provides an opportunity for members to tour municipal facilities and meet with key staff within the first quarter of taking office. Another training opportunity for new members is the Association of Washington Cities-sponsored newly elected officials' orientation. At any time, if there are facilities or programs about which you would like more information, arrangements will be made to increase your awareness of these operations.

Chapter 3

COUNCILMEMBER ROLES AND DUTIES

3.1 Introduction

The City Council is the policy and lawmaking body of the City. State law and local ordinances grant the powers and responsibilities of the Council. The Council may only act as a body and pursuant to consensus or majority vote of the applicable quorum requirements (colloquially “majority”). No Councilmember has any extraordinary powers beyond those of other Councilmembers. While the Mayor has some additional responsibilities [such as developing the Council agenda and chairing meetings as described in Section 3.3.2 below](#), when it comes to establishing policies, voting, and other matters all members are equal. It is also important to note that policy is established by at least a majority vote of the Council.

Although individual Councilmembers may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. Councilmembers should respect adopted Council policy [and legislation](#). In turn, it is Staff’s responsibility to ensure the policy of the Council is carried out.

The City Council is responsible for appointing one position within the City organization—the City Manager. The City Manager serves at the pleasure of the Council. The City Manager is responsible for all personnel within the City organization, including the city attorney, city engineer, and hearing examiner.

Except for the purpose of inquiry, the Council and its members must deal with the administrative personnel solely through the City Manager or the manager’s designee in accordance with law. Neither the Council nor any Councilmember may give orders to any subordinate of the City Manager.

3.2 Duties of City Council

The following is a non-exclusive outline of City Council duties and responsibilities:

1. Establish Policy
 - a. Adopt goals and objectives
 - b. Establish priorities for public services
 - c. Approve/amend the operating and capital budgets
 - d. Approve contracts over \$50,000
 - e. Adopt resolutions
2. Enact Local Laws
 - a. Adopt ordinances
3. Supervise Appointed Officials
 - a. Appoint City Manager
 - b. Evaluate performance of City Manager
 - c. Establish advisory boards and commissions
 - d. Make [or confirm \(as applicable\)](#) appointments to advisory bodies
 - e. Provide direction to advisory bodies
4. Provide Public Leadership

- a. Relate wishes of constituents to promote representative governance
- b. Mediate conflicting interests while building a consensus
- c. Call special elections as necessary
- d. Communicate the City's vision and goals to constituents
- e. Represent the City's interests at regional, county, state, and federal levels consistent with City policy and/or as authorized by Council, setting aside individual opinions as necessary to do so effectively

5. Decision-Making

- a. Study problems
- b. Review alternatives
- c. Determine best course of public policy

3.3 Selection and Role of Mayor

3.3.1 Selection of Mayor

Biennially at the first meeting of the new Council, the Councilmembers shall select a Mayor using the following procedure. The City Clerk shall preside over the election.

1. Any Councilmember may nominate him or herself or a fellow member. No second is required. Councilmembers may decline their nominations if desired. When all nominations have been received, the nomination period shall be closed.
2. Nominees and nominators may make a brief statement in support of their nominations before the City Clerk closes the nomination period.
3. If more than one nomination is received, the Clerk shall ask the Councilmembers by roll call vote~~one by one~~ to express their votes. A nominee must receive a majority vote to be selected as Mayor. Once a nominee has received at least four votes, voting ceases and that nominee is deemed elected.
4. If a roll call vote fails to garner a majority of votes for a single nominee, motions may be made, and seconded, to: (1) continue the vote to the next meeting, with the incumbent Mayor remaining until then; or (2) remove the nominee with the lowest number of votes and call for a re-vote; or (3) re-open the floor for additional nominations; or (4) continue voting until a single nominee receives a majority vote. In lieu of motions, the Council may reach a consensus on how to proceed.

3.3.2 Role of Mayor

The Mayor serves as the presiding officer and acts as chair at all meetings of the City Council and will act as the representative of the City and City Council to the public. The Mayor will assist with facilitating effective functioning of the Council as its chair. The Mayor may participate in all deliberations of the Council in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The Mayor has no veto power. The Mayor may not move an action, but may second a motion. Responsibility to act as the City Council's ceremonial representative at public events and functions has been assigned to the Mayor. The Mayor is vested with the authority to ~~initiate~~

~~and~~ execute proclamations. The Mayor shall serve as a member of all Council standing committees. The Mayor appoints Councilmembers to Council Committees and to external boards or commissions, appoints all members the Development Services Committee, and, with Council concurrence, appoints the members of the Planning Commission and Parks Board.

The Mayor has the following regular externally facing duties:

- Represent the City and the City Council in ceremonial roles (e.g., helping to host annual Arbor Day celebration);
- Attend local and regional meetings to which Medina's Mayor is invited, both regularly scheduled and ad hoc;
- Advocate for the City's legislative agenda and other Council priorities when attending meetings or events as Mayor, setting aside individual opinions as necessary to do so effectively; and
- Meet with city residents as requested, involving City Manager when concerns have an operational element.

The Mayor has the following regular internally facing duties:

- Chair meetings of the City Council;
- Meet with City Manager and other staff designated by City Manager to prepare for upcoming City Council meetings, including review of draft agenda and discussion of meeting logistics;
- Participate in all Council committees;
- Serve as primary liaison to Planning Commission and Park Board; and
- Serve on all City Council committees.

3.4 Selection and Role of Deputy Mayor

3.4.1 Selection of Deputy Mayor

Biennially at the first meeting of the new Council, the Council shall decide by majority vote whether to select a Deputy Mayor, or whether to appoint a Councilmember to serve as mayor pro-tempore as the need arises. *See* RCW 35A. 13.035 (“Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor.”). If the Council decides to appoint a deputy mayor, he or she shall be selected through the same process for electing the mayor.

3.4.2 Role of Deputy Mayor

The Deputy Mayor shall fulfill the Mayor’s duties in the absence of the Mayor. In the absence of both the Mayor and Deputy Mayor, the Council shall appoint another Councilmember to fulfill the duties.

3.5 Council Vacancies

When a council vacancy occurs, the position is filled by the remaining members of the Council. To be eligible for appointment, the person appointed must be a registered voter residing within the city limits of Medina and must have lived in Medina for the preceding one year. The City Council will have only ninety (90) days from the date of vacancy to fill the vacancy. If the Council fails to appoint before the deadline, then the right to appoint is lost and is transferred to the King County Council. See RCW 42.12.070, 35A.12.030, 35A.12.050.

In order to obtain a broad range of applicants to fill a council vacancy, whenever a vacancy occurs, the process will be as follows:

Notice.

The notice of the vacancy and the solicitation for applications shall be widely distributed and posted on the City's website, included in the city emailed newsletter when possible, posted on the city website, posted at City Hall, posted on all of the City's social media channels, and such other places or by such other means as to reasonably provide information to the public, including the procedure and deadline for applying for the position. The vacancy application period shall be between 7 and 14 days. The solicitation for applications shall encourage diversity of background and viewpoints. The required application materials shall include:

- Statement of interest (why Medina, and why now)
- Relevant experience summary, including submission of a resume or CV
- Disclosure of conflicts of interest

Structured Screening.

Once the application period has closed, staff will do the initial screening to verify residency, voter status, and eligibility under state law. Staff will also review the applicants for prior public service, known conflicts, etc. Following the staff work, staff will assemble all application materials and forward them to the Council personnel committee for review. The personnel committee will review the applicants' resumes and qualifications. The personnel committee will attempt to provide a recommended interview list for the Council of approximately 3 to 8 applicants.

Selection of applicants for interview.

The Council during a regular or special council meeting may adjourn into executive session to discuss the qualification of the applicants for the appointment to the Council. RCW 42.30.110(1)(g). Following the executive session, the Council in open session will discuss the applicants and vote on who to invite for an interview. The candidates selected for interview will be notified by the City Clerk. The interviews will be scheduled during a regular or special council meeting and will take place in public.

Interview procedure.

The council during a regular or special council meeting open to the public may interview all or some of the candidates. Council interviews will be conducted in public. Council applicants will be asked to remain outside the council chambers and not watch the meeting on videoconference while other applicants are being interviewed. Applicants will be asked to answer questions by the Council. The Councilmembers will ask the same questions of each

candidate. Each candidate will be allowed two minutes for closing comments.

The Council may allow public comment following completion of all interviews.

Selection of new councilmember.

The Council may recess into executive session to discuss the qualifications of candidates at any time during the process, including following the interviews. Nominations, voting, and selection of a person to fill the vacancy shall be conducted during an open public meeting.

Once the Council is ready to make the appointment, it does so by nominating one or more individuals to fill the seat and by voting the nominations in the order taken.

1. Nominations are held by the Mayor calling for nominations. The Mayor opens the floor for nominations and any nominations are offered by any Councilmember. There can be multiple nominations. Once no more nominations are offered, the Mayor asks three times, "are there any other nominations." If after three asks, if no other nominations are offered, then the Mayor says, "The floor is now closed for further nominations."
2. If there is only one nomination, then the Mayor says, "There being only one nomination, may I have a motion to appoint [NAME OF APPOINTEE] as Councilmember of the City of Medina to serve until the certification of the next municipal election?" Once the motion is made and seconded, the floor is open for discussion. After discussion is complete, a vote is taken. If the vote passes by 4 votes, then that person is appointed as the new Councilmember. The Mayor then says, "[NAME OF APPOINTEE] has been appointed to serve as a Councilmember of the City of Medina to serve until the certification of the next municipal election."
3. If there is more than one nomination, then the nominations are voted in the order given. So the first nominee would be voted on as follows: "All in favor of appointing [NAME OF NOMINEE] to serve as Councilmember until after certification of the next municipal election, say 'aye'. All opposed say 'no'." If this nominee receives 4 or more votes, then the voting ends and the other nominees are not voted on. If this nominee does not receive 4 or more votes, then the second nominee is voted on, etc. The voting continues in the order of nomination, including having subsequent rounds on the nominees, until one nominee receives the required 4 votes. If no nominee obtains 4 votes after one or more rounds of voting, then the matter can be postponed until the next council meeting or a special council meeting. In addition, the Council can take breaks between voting rounds as needed and may return to executive session to discuss the qualifications of the nominees.
4. After a nominee receives the required 4 votes, the Mayor declares, "[NAME OF APPOINTEE] has been appointed to serve as Councilmember of the City of Medina to serve until the certification of the next municipal election."
5. The person appointed to fill the Council vacancy would then be sworn in by the Mayor or the Clerk and be seated at that meeting or at the next Medina Council Meeting.

3.53.6 Advisory Boards and Commissions

3.5.13.6.1 Role of Advisory Boards and Commissions

The City Council is empowered to create advisory boards and commissions as the Council deems necessary or advisable pursuant to the provisions of Title 35A RCW, or such

advisory boards or commissions not specifically enumerated, ~~as the Council deems necessary or advisable~~. In the exercise of this power, it is the desire of the Council to establish a consistent policy in its decision-making role to fairly and equitably evaluate those citizens of the community who demonstrate a desire to serve on such boards or commissions.

Boards, commissions, and citizen committees provide a great deal of assistance to the Council when formulating public policy and transforming policy decisions into action. The City currently has a standing Park Board and a Planning Commission. In addition, special purpose committees and task forces may be appointed by the Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special purpose committees and task forces will be dissolved upon completion of the intended task.

The Council may annually develop a work plan for the Council, a statement of the City Manager’s objectives, and work plans for its standing boards and commissions. The Council may assist in coordinating implementation of such work plans.

Standing boards and commissions shall conduct regular meetings that are open to the public in accordance with the Open Public Meetings Act, RCW 42.30 (“OPMA”). Upon formation of any special purpose committee or task force, the Council shall determine, based upon the committee’s structure and function and with advice from the City Attorney, whether such committee shall be subject to the OPMA.

The Council may adopt operating guidelines or bylaws for its standing boards and commissions.

Commented [JR4]: These committees currently do not have operating guidelines, and adoption of guidelines for the PC and PB is recommended.

3.5.23.6.2 Appointments, Qualifications, and Terms of Service

Persons wishing to be considered for appointment or reappointment to the Park Board or Planning Commission shall submit to the City Clerk’s office an application on a form provided by that office. It is the policy of the City Council that each applicant be evaluated on an objective basis utilizing the following criteria:

1. Residency: Members shall be residents of the City of Medina.
2. Sectional Composition: Consideration should be given towards maintaining an equitable balance of community representation on all boards and commissions. Multiple members from the same family or household will not be appointed to a single board or commission in order to avoid the reality or appearance of improper conflict, influence or favor.
3. Occupation: A broad mix of occupational backgrounds on all boards and commissions will be attempted as appointments are considered.
4. Knowledge of Municipal and Planning Process: When ranking equally qualified applicants, consideration shall be given to background experience and knowledge of the municipal process as appropriate to the position in reaching a decision.
5. Contributive Potential: Consideration will be given to the potential contribution that each applicant may make if appointed to a board or commission. Criteria to guide this evaluation may include:
 - a. Ability to communicate effectively

- b. Desire to perform public service
 - c. Ability to express ideas, concepts, or philosophies
 - d. Desire to participate in decision-making process
6. **Leadership Potential:** Since each appointee may be called upon to serve as a chair, consideration will be given to each applicant’s leadership abilities, including:
- a. Past or present leadership experience (current employment, special interests, etc.)
 - b. Past or present participation in community services
 - c. Expressed interest in a leadership role

No person shall be appointed to serve as a member of more than one board or commission at the same time. Persons serving on a board or commission who have requested appointment to another board or commission position may be appointed to such position if they, concurrent with the appointment, resign from the board or commission position they are then holding.

3.5.33.6.3 Appointment Process

The following process shall govern the appointment of persons to advisory boards and commissions.

1. The Mayor, together with two other Councilmembers designated by the Mayor, shall constitute a personnel committee to perform the interviews and recommendations for appointments to the Planning Commission and Park Board. The personnel committee shall interview the applicants, although the committee may make recommendations after reviewing applications and without conducting interviews. Upon completing its review, the personnel committee shall make a recommendation of appointment (or no appointment) to the Council.
2. After the personnel committee has forwarded its recommendation to the Council, the Council will be given copies of all applications and will have at least ten days to review and evaluate the applicants and committee’s recommendation prior to the meeting at which the Council will be asked to make an appointment or confirm a recommendation. The City Clerk will promptly notify each applicant and the chair of the affected board or commission of the Council’s decision made at step 2 above.

3.5.43.6.4 Councilmember Roles and Relationship with Advisory Bodies

Councilmembers, in their capacity as private citizens, should refrain from providing comment or testimony in matters pending before an advisory board that will receive, or could potentially receive, future review or other action before the Council. Where a Councilmember believes they may wish to provide such comment or testimony, the following shall apply:

1. The Councilmember shall timely advise the City Manager of their desire to provide comment or testimony so the Manager may obtain input and advice from the City Attorney and transmit that to the Councilmember before any comment or testimony is provided.

Commented [JR5]: If the Council would like to establish term limits for commissioners/board members, it may do so. Many cities do have limits and/or require a break of a certain duration (2 years/4 years) before a member may be reappointed after hitting term limits. This helps ensure that more residents have the opportunity to serve.

2. If comment or testimony is not prohibited by law, the Councilmember will declare in the submitted comment and/or at the outset of any testimony upon the record that the Councilmember is present and acting in his or her private capacity as an interested citizen, and not on behalf or at the request of the City Council.
3. The Councilmember shall refrain from stating or implying that the Councilmember's position or opinion is or may be that of the City Council.
4. The Councilmember shall refrain from directing City Staff or the advisory body to take any action on behalf of the Councilmember or his/her comment or testimony.
5. In addition to these Guidelines, the Councilmember shall observe all rules of procedure and protocol that apply to any other private citizen making such comment or testimony to the advisory board.

3.63.7 City Council Committees

Council committees are policy review and discussion arms of the Council, made up of no more than three Council members, that discuss issues and develop recommendations for consideration by the full Council. Committees may be ad hoc or standing.

The City Manager or Council by majority vote or consensus may send items to committees for review on an as-needed basis. Committees shall meet as needed to carry out their purpose. Committee meetings shall be open to the public as required by the Open Public Meetings Act (OPMA).

Membership on each Council committee shall include the Mayor. The Mayor shall make appointments to each committee after asking each Councilmember's preference and taking those preferences into account.

Committees may be formed on any topic, and currently include Personnel, Development Services, and Finance committees. Committees are intended to be flexible and may be dissolved and reconstituted by the full Council depending on the needs of the City. A committee may be dissolved upon motion and approval by a majority of Council. Committee topics and structures should be determined in January of each biennium, but may be addressed more frequently.

Each Committee shall select a Chair from among its members present at its first meeting of the new two-year term. The Committee Chair shall call for Committee meetings as needed, generally at least once quarterly, depending on the needs of the Committee and staff constraints. The Chair is responsible for working with lead staff to establish meeting agendas and meeting facilitation. The Chair shall be responsible for periodically reporting the Committee's activities to the full Council during Council meetings.

The Council currently has the following Committees:

- Personnel - Manages recommending appointments for city boards and commissions, oversees the annual City Manager evaluation, and handling other personnel needs. Also includes the Mayor and two council members.
- Finance - Reviews the city's financial status quarterly or as needed, ensures fiscal accountability, and makes budget recommendations. Includes the Mayor and two

council members.

- **Development Services** - provides advisory guidance to the Development Services Director, improves efficiency in council review of planning commission proposals, and provides support for other topics as requested. Composed of the mayor, two council members, and three Planning Commissioners.

Chapter 4

CITY COUNCIL MEETINGS AND RULES

The City Council’s collective policy and law-making powers are put into action at Council meetings. Council meetings are where the Council conducts its business and are governed by the Council. The transparent conduct of City business is required and regulated by statute and provides the opportunity for citizens to be present and to be heard, and for City officials, Staff and Council guests to be available to the Council, press and public. These attributes comprise the essential components of the democratic nature of local government in Washington.

4.1 Regular Council Meetings

“Regular meetings” are scheduled in the Medina Code for the second and fourth Monday of each month at ~~6:30~~ 5:00 p.m. in the City Hall Council chambers, 501 Evergreen Point Road, Medina. The first hour of the regular meeting is typically utilized for a study session. When no study session is needed, the regular meeting will start at 6:00 p.m. When these days are designated as a legal holiday, the Council meeting will be held the next business day or on an alternative day selected by the Council. As a general rule, at regular meetings the Council can consider and take action on any topic regardless of whether it is posted in the meeting agenda.

All Council meetings shall be conducted in accordance with the Open Public Meetings Act, RCW 42.30 (OPMA) and these Guidelines. Council meetings are recorded and minutes produced by the City Clerk for Council approval. Regular meetings are broadcast publicly via a video conferencing application and recorded; however, study session portions of regular meetings are neither broadcast nor recorded.

4.2 Special Council Meetings

“Special meetings” may be called by the Mayor or by a majority of the Councilmembers pursuant to the OPMA and require posting and distributing a meeting notice and agenda at least 24 hours in advance of the meeting time. The notice and agenda must be distributed by the City to a pre-existing list of recipients (which includes news media and others requesting receipt of such notices). Other requirements for special meetings are set forth in the OPMA.

4.3 Council Study Sessions

The Council may meet informally in a “study session” during any regular or special meeting. The study session is the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, to engage in extended discussion of pending topics, and/or to receive and comment on extensive or detailed information from the City Manager and others. Discussions are generally informal and need not follow a particular format nor are they typically broadcast publicly via a videoconferencing application nor recorded. Final action may be taken in a study session in accordance with the OPMA.

4.4 Council Executive Sessions

An executive session of the Council may be called at any time as provided in the OPMA. At

the call of the Mayor or with a majority vote, the Council may convene in executive session to privately discuss and consider matters of confidential concern to the City. Matters discussed and documents reviewed in executive sessions may not be divulged by any Councilmember to any other person without prior authorization of a [vote of the](#) majority of the Council. The purposes for which an executive session may be held are specified in the OPMA (at RCW 42.30.110) and include the following typical reasons:

- Discussion with legal counsel of pending or potential litigation or [legal risk of](#) agency policies and enforcement actions
- Property acquisition/disposition when public knowledge of the discussion could harm the City's bargaining position
- Matters affecting national security
- Performance review of publicly bid contracts when public knowledge of the discussion could lead to a likelihood of increased price
- Review of complaints or charges against a public officer or employee
- Review of qualifications and performance of employees and certain applicants
- Evaluation of qualifications of candidates for appointment to an elective office

Before convening in executive session, the Mayor shall publicly announce the purpose for the executive session by citation to the OPMA, and the anticipated time when the executive session will be concluded. The Mayor shall indicate whether Council action is likely to be taken (or not) after the executive session. An executive session may be extended to a stated later time by announcement of the Mayor. At the conclusion of an executive session, if it is the last item of business on the Council's agenda, the Council shall reconvene to regular session, take action if appropriate, and adjourn its meeting.

4.5 Public Notice of Council Meetings and Hearings

Cities are charged by statute with establishing and following procedures for notifying the public of upcoming Council meetings, hearings and agendas. The City Clerk is responsible for publishing and posting all notices and agendas required by law and these Guidelines.

4.5.1 Notice of Council Meetings and Agendas. The public shall be notified of the preliminary agenda for each regular City Council meeting by posting a copy of the agenda at City Hall and on the City's official website at least 24 hours in advance of the meeting. Earlier notice is typically given by the Clerk.

4.5.2 Notice of Council Hearings. Except where a specific means of notifying the public of a hearing is provided by law or ordinance, public hearings before the City Council or the City's boards and commissions shall be noticed through one publication on the City's website and in its official newspaper notice, at least ten days before the hearing date, and shall contain the time, place, date, subject, and body before whom the hearing is to be held. RCW 35.22.288.

4.6 Council Meeting Agendas

The City Manager shall have primary responsibility for placing items on the Council agenda. The City Manager, Mayor and often the Deputy Mayor will review the agenda prior to each regular meeting. Items of City business may be added by request of two or more Councilmembers. So that staff have time to prepare and Councilmembers are not prejudiced by addition of last-minute agenda items, Councilmembers must notify the City Manager of desired agenda items at least seven calendar days in advance of the meeting.

The Council shall use a consent agenda for routine items not requiring in-depth discussion. Any Councilmember may make give notice to the City Manager by noon the day of the Council meeting to request removal of an item from the consent agenda and the item will be moved to council business. In addition, any Councilmember may make a motion to remove an item from the consent agenda during the meeting for full consideration by the Council. Upon a second and a vote of the Council, the item will be removed from consent and moved to council business for discussion.

Commented [JR6]: For Council discussion.

Councilmembers shall review the agenda and packet in advance of the meeting, and shall address any questions to Staff ahead of time if possible to facilitate productive and efficient meetings.

4.7 Council Meeting Rules for Councilmembers

- Councilmembers shall act in a courteous, professional and respectful manner toward each other, the staff and the public.
- Councilmembers shall have reviewed the agenda materials and be prepared to substantively address all items on the Council agenda in a reasonable manner.
- Councilmembers shall use their best efforts to maintain a balanced and open perspective, and a sense of humor, in conducting Council and public business.
- Councilmembers shall avoid surprising one another or Staff with relevant issues or questions that could be researched, evaluated, and individually discussed before the meeting.
- Councilmembers will respect and abide the majority vote of the Council and speak with one voice on such topic going forward. Councilmembers should not work to undermine the decision of the Council.
- Councilmembers shall move forward expeditiously with Council decisions without rehashing previously discussed information or engaging in conversation with the public during the business meeting.
- Other than making a timely motion for reconsideration, after the Council makes a decision on an issue, Councilmembers should not bring up the issue for discussion to change Council direction for at least a six-month period.
- Councilmembers ~~shall are encouraged to~~ use their City-provided electronic device to view the agenda packet and perform and complete the Council's business. See Guidelines at Chapter 6. ~~Councilmembers may use personal or other electronic devices with advance notice and permission of the Mayor. In the event a change of device during a meeting is necessitated by, for example, a dead battery, the Councilmember will contemporaneously advise the Mayor thereof.~~
- Councilmembers should use "I" statements during deliberations and shall refrain from argumentative behaviors, shall not be making repetitive arguments or points, and or discussion or from personally attacking other members who may have contrary views.
- Councilmembers should strive not to take debate or different perspectives personally and should always assume the best intentions of other members.

4.8 Council Meeting Rules for Public Participants

4.8.1 Written Communications

All persons may address the Council by written communications, including via e-mail. Written communications timely received by the City pertaining to items for which a public hearing has been scheduled will be made a part of the public record by the City Clerk who shall read the comment aloud and submit the communication into the record.

4.8.2 Verbal Communications.

Council meetings are recorded. Each person addressing the Council at a regular or special meeting (if allowed) will do so from the [podium-lectern](#) and will speak in an audible tone of voice. Public comments shall be allowed only during the designated comment period(s) of Council meetings and public hearings. Speakers shall comply with the following rules:

Prior to making comments the speaker shall fill out the Clerk's comment card, and [shall](#) first give his/her name and address before starting comments.

1. Comments shall relate to matters of Council action and City business.
2. Comments shall be limited to three minutes unless a greater length of time is requested and approved by the Mayor.
3. All comments shall be addressed to the Council as a body and not to any member thereof. No comments shall be directed to Staff without the Mayor's permission.
4. Speakers may be asked to keep their remarks courteous and respectful. Speakers shall not engage in conduct that unreasonably disrupts the meeting, nor make comments for commercial or other purposes unrelated to the Council's business.
5. Councilmembers shall not engage in debate or conversations with speakers or each other during the comment period or otherwise, but may ask clarifying questions when recognized by the Mayor. Public comments or questions requiring a Staff response shall typically be referred to the City Manager for follow-up.

[When the Council is holding a hybrid meeting, members of the public may register to speak via telephone or videoconferencing application by submitting their request online by 2 PM on the date of the meeting. Unless timely registered, members of the public attending the meeting via videoconference or telephone shall not be permitted to make public comment during the meeting.](#)

Commented [JR7]: For Council discussion.

4.9 Council Meeting Recordings

The City Clerk shall make and keep audio recordings of all [regular](#) meetings of the City Council. [Audio recordings will not be made of Study Sessions, Council Retreats, Council Workshops, or, except those meetings or portions of meetings that are thereof conducted in executive session or to which the OPMA does not apply.](#) Recordings [\(when made\)](#) and related records of ~~all~~ Council meetings shall be retained by the City in accordance with the Washington State Records Retention Schedule, the Public Records Act, and other applicable statutes.

Chapter 5

CITY COUNCIL MEETING PROCEDURES

5.1 Parliamentary Procedure

Unless otherwise addressed by these Guidelines, Council meetings shall be conducted in accordance with traditional rules of parliamentary procedure, ~~for which~~ The most current edition of Roberts Rules of Order (RRO) is adopted as the applicable parliamentary standard rules and will be consulted when necessary. Parliamentary rules are intended to assist the Council in conducting business in an orderly manner, but strict adherence to parliamentary procedure shall not be required. Councilmembers are encouraged to work through discussions by consensus wherever possible. The general practice for business items is less formal than RRO and includes first listening to the staff report, then taking turns in asking questions and requesting clarifications. After questions have been addressed, the floor is opened for motions. In addition, although motions are not prohibited during study sessions, the Council will typically use discussion and consensus to progress an item rather than use motions.

In the event that the procedure for considering a matter is unclear or in dispute after referencing RRO, the following procedure shall be employed: (a) a motion shall be made proposing a course of action; (b) a second shall be required; (c) thereafter, each Councilmember shall be afforded the opportunity for discussion; and (d) the Mayor shall call for a vote. The Council shall be bound by the results of the vote.

The Mayor or a Councilmember may ask the City Attorney for clarification or guidance on matters of parliamentary procedure. The City Manager, City Clerk, and City Attorney shall have the ability to raise points of order as necessary to clarify the record or a point of contention, or assist the Council in avoiding improper or legally deficient action.

5.2 Council Meeting Decorum and Order

The Mayor shall preserve decorum and decide all questions of order, subject to appeal to the full Council. During Council meetings, Councilmembers shall preserve order and decorum, shall not delay or interrupt the proceedings nor refuse to obey the legitimate directives of the Mayor or the requirements of this Guidelines and the rules of protocol. Any person ~~making personal, impertinent, or slanderous remarks and/or~~ who creates an unreasonable disruption while addressing the Council shall be directed to cease by the Mayor. If unreasonably disruptive conduct continues, the person shall be removed from the meeting by the City's Police Department.

5.3 Order of Discussion

The Mayor should follow the prepared agenda as much as possible but may seek Council consensus to rearrange the order of the agenda for necessity or convenience. In addition, ~~a~~ Councilmember may propose by motion that the order of agenda items be rearranged for necessity or convenience.

5.4 Discussion Limits

Councilmembers are encouraged to discuss items during the decision-making process and before taking action. A Councilmember should not speak more than once on a particular

subject until every other Councilmember has had the opportunity to speak.

5.5 Ordinances, Resolutions and Motions

Ordinances, resolutions, and motions are the general mechanisms used by the Council to take action. Motions are the most common form of Council action and must be made and seconded before discussion. They are approved by a majority vote and should be handled generally as provided in RRO. Ordinances are the most formal of Council actions and used to adopt local laws, regulations, substantive policies, budgets, taxes, etc. Ordinances are prepared by the Staff in advance and are presented to Council for consideration and possible action. They may be introduced in the form of a motion and a second but must in every case be adopted via motion. Resolutions are the next most formal Council action and used to document Council actions and decisions that do not comprise the subject matter of an ordinance and are not required to be in ordinance form. Resolutions are handled using the same procedure as ordinances.

5.6 Council Voting and Conflicts

Each Councilmember shall vote on all motions and questions put to the Council unless an actual or potential conflict of interest under state law, appearance of fairness or otherwise requires recusal of the Councilmember. *See* Guidelines at Chapter 7. In such event, the Councilmember shall so advise the Mayor and Council when the matter giving rise to the actual or potential conflict is called on the agenda, [the Councilmember recusing will then leave the Council meeting until the agenda item is completed. thus enabling the Councilmember and Council to consider the issue and take the appropriate action.](#)

Council vote tallies and procedures are as follows:

5.6.1 Affirmative and negative votes will be cast in an audible and clear voice when called by the Mayor, unless the City has installed and is using an electronic voting board, in which case each Councilmember shall cast and record their vote electronically and the Mayor shall announce the vote total.

5.6.2 A Councilmember may abstain from voting on a motion or question, but shall advise the Mayor thereof and state the reason when declaring her/his abstention. Abstentions shall not be counted for or against any question or motion, and a majority of the affirmative or negative votes cast shall be determined by ignoring abstentions, unless RRO or State law requires a different calculation of the majority.

~~**5.6.25.6.3** If a Councilmember does not vote and does not abstain, then the Councilmember will be considered to have voted in the affirmative.~~

~~**5.6.35.6.4** A tie vote results in the question or motion having failed. The Mayor should explain the effect of the tie vote to the audience.~~

~~**5.6.45.6.5** Reconsideration of a Council decision may be obtained by a majority vote of the Council upon a new motion made by a Councilmember voting on the prevailing side of the previous vote on the matter. Such motion shall be brought no later than the next regular Council meeting after which the previous vote was taken. If the vote to reconsider is approved, the previous matter is thereupon reopened for Council discussion and further action.~~

5.7 Attendance at Council Meetings Required

Commented [JR8]: For Council discussion.

It is important that Councilmembers personally attend all Council meetings. A Councilmember may forfeit their office by failing to attend three consecutive Council meetings without being excused by the Council. To be excused the Councilmember shall advise the Mayor and City Manager prior to the meeting and state the reason for their unavailability. During roll call at the meeting the Mayor shall inform the Council of the absence and reason therefor. The Mayor may call for a nondebtable motion or seek Council consensus on granting or denial of the absence. *See* RCW 35A.13.020 and 35A.12.060. Unless informed about the absence in advance and the basis therefore, absences will not be excused.

5.8 Remote Participation at Council Meetings

Councilmembers may periodically be unable to personally attend a Council meeting for reasons such as accidents, illness, emergencies, unforeseen urgent out-of-town business, or similar circumstances. In such ~~infrequent~~ event, Councilmembers may participate in and vote during all or part of a regular or special Council meeting using electronic means provided that when all of the following conditions are met:

~~At least four Councilmembers are present in person at the meeting to establish a quorum.~~

~~The majority of the entire Council membership consents to remote participation, which consent shall not be unreasonably withheld.~~

~~All~~ persons participating in the meeting, including the public and the remote Councilmember(s), are able to talk and hear each other simultaneously so that they are full participants in the meeting, ~~and such connection is periodically confirmed during the meeting by the Mayor and remote Councilmember.~~ In addition, when a Councilmember is participating remotely, the following standards apply:

A. Electronic connection devices such as speaker phones, computer video and speakers, video connections, and/or other transmission options and devices are available and fully functioning; and, if confidentiality is required for the subject matter of any part of the meeting (such as an executive session), the transmission medium is a verifiable secure link.

B. The remote Councilmember(s) shall bear the cost of the electronic equipment, connections and transmission except for equipment and connections currently available at City Hall but may use their City-provided electronic device to participate in the meeting.

Chapter 6

COUNCILMEMBER ACTIONS AND LEGAL DUTIES

6.1 Importance of Open Public Meetings

The City and Council shall comply with the Open Public Meetings Act at RCW 42.30 (OPMA). Councilmembers shall be mindful of OPMA laws when communicating with each other by any means outside of a Council meeting. The OPMA mandates that four or more Councilmembers may not discuss any item of City business outside an open public meeting, including by phone calls or electronic means such as email, texting, and social media. Councilmembers are discouraged from sending communications concerning City or Council business to fellow members as this tends to provoke electronic discussion that could violate the OPMA. Councilmembers are instead encouraged to place items on the meeting agenda for discussion, and to individually discuss matters with Staff or one-on-one, [but avoiding serial meetings with a quorum of the Council](#).

6.2 Representatives of City Act in Accordance with City Policies

It is a duty of Councilmembers, the Mayor, and City Staff who represent the City to advocate positions that are consistent with the Council's adopted or approved policies, projects, and plans.

When making official comments on City businesses, Councilmembers shall state the majority position of the Council, if known, on an issue. Personal opinions and comments that differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. Before presenting the views of another Councilmember, the Councilmember must obtain consent from that member.

If a Councilmember represents the City on a regional board or commission, the Councilmember has the obligation to regularly attend such meetings and to consult with Staff on the City's position or policies ahead of such regional meetings to obtain guidance on the issues presented. If there is no City position, the Councilmember has an obligation to seek the input of the Council on the issues presented ahead of such regional meeting. Councilmembers may represent the City on regional boards or commissions when supporting the established position of the City and shall set aside individual opinions as necessary to do so effectively. The Mayor may also represent the City in other circumstances when supporting the established position of the City.

The Mayor and Councilmembers have an obligation to periodically report to the Council on positions and communications made when that member was representing the City.

Should a circumstance occur in which a Councilmember or Staff member is in a position of leadership in a professional association, they shall make it clear as to which entity (the City or the professional association) s/he is representing.

Councilmembers should not be the point of contact with the media on matters of City business. It is preferable for the City Manager or his/her designee to handle media inquiries on matters of City business.

~~When making official comments on City businesses, Councilmembers shall state the~~

~~majority position of the Council, if known, on an issue. Personal opinions and comments that differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. Before presenting the views of another Councilmember, the Councilmember must obtain consent from that member.~~

In the occasion a Councilmember is expressing their personal interest or that of another organization, the identity of the interest being expressed shall be made clear during the speaking of such comments.

6.3 City Council Communications and Records

All elected officials, officers and employees shall comply with the Public Records Act, RCW 42.56 (PRA), and the Open Public Meetings Act, RCW 42.30 (OPMA). To help ensure that City business communications submitted to, from, and by Councilmembers and City Staff complies with these acts, the following is emphasized:

6.3.1 Communications Generally. All “writings” in whatever form, including letters, memoranda, text messages, emails, photographs, videos, social media postings, and recordings, the subject of which relates to the conduct of government or the performance of any governmental function, are public records, unless a legal exception applies. Public records must be retained by the City, including the City Council, and disclosed upon request. It is unlawful to destroy or conceal a public record while a request for it is pending.

To enable the City to fulfill its core function of retaining and providing public records upon request, each Councilmember shall be responsible for the following:

1. Promptly fForward all requests for records or documents they receive from the public to the City Clerk for follow-up.
2. Avoid using personal email accounts, ~~and never use~~ and text messaging, to discuss, send, receive, create, or store public records. Councilmembers should perform City business using their City-issued personal devices. *See Guidelines at Chapter 4.*
3. Promptly transfer all received or created materials meeting the definition of a “writing” or “public record” including emails, texts and social media postings from personal devices or accounts to a City-owned account, device, or server.
4. In the event of a public records request, cooperate with directions from City Staff to access and search personal accounts and electronic devices, provide all responsive public records and writings that may be contained thereon, and execute a *Nissen* declaration provided by City Staff evidencing such facts.
5. Refrain from deleting any public records and writings from personal accounts and devices, and transfer ~~them~~ these records promptly to the City upon request.
6. Prior to completion of their term of office or other separation from office, return all City equipment and devices, and transfer all public records and writings from personal accounts and electronic devices, to the City and execute a *Nissen* declaration provided by City Staff evidencing such facts.

6.3.2 Communications from Non-City Sources. Letters, memoranda, emails, materials and all other communications received by the City which are addressed to a Councilmember or the Council as a body will be provided to all Councilmembers, and a copy retained according to the Records Retention Schedule and PRA.

6.3.3 Transitory Hardcopy Records. Hardcopy records that have no retention value, such as drafts, reminders, telephone messages, informal notes, and duplicate records may be deleted or discarded when no longer needed, provided that Councilmembers shall first confer with the City Clerk to ascertain that the particular records have no retention value and may be deleted and, if requested, provide copies of such records before deletion.

6.3.4 Transitory Electronic Communications

A. Informal messages with no retention value and that do not relate to City business or the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages and informal notes, either do not constitute a public record or have no retention value and may be deleted once their administrative purpose is served.

B. All other messages that relate to City business or the functional responsibility of the recipient or sender as a public official constitute a public record and shall be treated as such. All public records are subject to retention, public inspection, and copying.

C. Email, text or other electronic communications that are intended to be shared among four or more Councilmembers and which deal with City business, whether directly or indirectly, and whether concurrently or serially, shall presumptively comprise public records and shall be treated as such. If the intended purpose of the email is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. Further, the use of e-mail or other forms of communication to form a collective decision of the Council is prohibited.

D. Email should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business because of the ease of transmission and dissemination. When sending an email to the City Attorney, it is a best practice to mark it as "Attorney Client Privileged" in the subject line to avoid inadvertent release of that communication. Deleted email is not necessarily removed from the user's system. Emails between Councilmembers, and between Councilmembers and Staff, shall not be transmitted to the public or news media unless either an affirmative decision to do so is authorized by the Council or City Manager, or in response to a qualifying public records disclosure request that has been filed with the City Clerk.

6.4 Social Media Policy

Members of City Council and City boards and commissions are subject to the City's Social Media Policy which is located in City's Personnel Manual. All postings made by members of City Council and City boards and commissions, in their official capacity, are subject to disclosure under the Public Records Act.

Chapter 7

COUNCILMEMBER CONFLICTS OF INTEREST

7.1 Conflicts of Interest

Conflicts of interest in a Councilmember's performance of their duties may arise for and from many reasons and situations. There are many statutes concerning conflicts of interest as well as common law judicial decisions and rules concerning such conflicts. In general, Councilmembers should avoid conflicts of interest whenever possible, and if they arise (or a Councilmember thinks they may arise), the Councilmember should advise the City Manager who can confer with the City Attorney as needed. "Recusal" by a Councilmember from the specific matter giving rise to the conflict is the most frequent remedy, which can then prevent legal issues from tainting Council decisions and also protect the Councilmember from facing personal consequences for such conflict.

The Washington State Code of Ethics for Municipal Officers, RCW 42.23 (Ethics Code), is a primary source of regulations concerning conflicts of interest. The Ethics Code is intended to ensure that the judgment of public officers is not compromised or affected by inappropriate conflicts of interest, and that confidential matters are appropriately safeguarded. The Ethics Code has provisions that prohibit:

- Using one's official position to obtain a special privileges or exemptions for oneself or others.
- Receiving compensation or gifts for the officer's services.
- Accepting employment or engaging in activities that could require or induce an officer to disclose confidential information.
- Disclosing confidential information.
- Using or using such confidential information for the officer's personal benefit.
- Being beneficially interested in a contract with the City.

The Ethics Code is applied on a case-by-case basis and is dependent on the facts of the situation. The consequences of violating the Ethics Code can be severe and include: (i) a determination that an action taken by the Council is void; (ii) financial penalties to the City or Councilmember; (iii) consequences assessed by the Council, including censure; and (iv) forfeiture of office through recall.

The Ethics Code is generally not intended to preclude Councilmembers from voting on legislation with City-wide impact, such as area-wide land use regulations; police power and public health, safety and welfare issues; and budget and taxation ordinances; but the legal boundaries of those topics can be ambiguous. In regard to financial conflicts, a Councilmember might be found only to have a "remote interest" in a contract or other arrangement, such that the Council may still act on a contract so long as the interested Councilmember abstains from influencing other members and does not participate in the discussion and vote (i.e., recusal).

Councilmembers are encouraged to consider whether public perception and trust would be best served by disclosure of individual interests or relationships that are related or relevant to a policy or legislative matter under consideration. To understand the effect of the Ethics Code and its applicability to any particular situation, Councilmembers should contact the

City Manager and City Attorney as questions arise.

7.2 Appearance of Fairness

The Appearance of Fairness Doctrine, RCW 42.36, was enacted to ensure that public officers hearing and deciding quasi-judicial matters¹ meet basic elements of procedural and substantive fairness. This Doctrine provides that government decision-makers shall conduct quasi-judicial hearings in a way that is fair and unbiased in both appearance and in fact. In other words, such hearings must not only be procedurally fair but also appear to be conducted by impartial decision makers.

The Council rarely acts in its quasi-judicial capacity, but Councilmembers should be aware of the issues raised in those situations:

A. Prior to a quasi-judicial hearing before the City Council, the City Attorney will read the responsibilities and obligations of Councilmembers and ask them to make any disclosures regarding their ability to be impartial decisions makers in order that they may avoid, at the outset, any violation of the Appearance of Fairness Doctrine.

B. Councilmembers may be challenged on their disclosure or lack thereof, but the challenge must be raised as soon as the basis for disqualification is made known or reasonably should have been made known.

C. The Mayor shall have sole authority to request that a Councilmember excuse him/herself on the basis of an appearance of fairness violation. However, if two or more Councilmembers believe that an appearance of fairness violation exists, such individuals may move to request that a Councilmember excuse or recuse themselves on the basis of an appearance of fairness violation. In arriving at these decisions, the Mayor or other Councilmembers shall give due regard to the opinion of the City Attorney.

D. Notwithstanding the request of the Mayor or other Councilmembers, the potentially offending Councilmember may decide to participate in the affected proceeding, but such participation may render the Council's action null and void and give rise to legal claims.

¹ A quasi-judicial matter is one where the Council acts in the manner of court to decide specific rights, duties, and responsibilities between specific parties.

Chapter 8

INTERACTION BETWEEN CITY STAFF & COUNCILMEMBERS

8.1 Overview

City Council policy is implemented through dedicated and professional Staff. Therefore, it is critical that the relationship between Council and Staff be well understood so policies and programs may be implemented successfully. To support effective relationships, roles and applicable law must be clearly recognized.

8.2 City Manager

A. The employment relationship between the City Council and City Manager honors the fact that the City Manager is the chief executive of the City. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the City Manager.

B. The City Council will evaluate the City Manager on an annual basis to ensure that both the City Council and City Manager are in agreement about performance and goals based upon mutual trust and common objectives. The City Manager's performance shall be evaluated, at a minimum, in the following areas: leadership, teamwork, job knowledge, attitude, accountability, communication, problem-solving skills, quality of service, safety/risk-taking, implementation and administration of adopted Council policy.

8.3 Council Rules for Interacting with City Staff

A. Councilmember contact with Staff, inclusive of the City Manager, will be during regular business hours, except in the case of an emergency. The City Council is to work through the City Manager when dealing with administrative services of the City. In no manner, either directly or indirectly, shall a Councilmember attempt to influence personnel matters that are under the direction of the City Manager. [RCW 35A.13.120 prohibits Councilmembers from directing the City Manager or Staff in the hiring or firing of employees and also prohibits Councilmembers from giving orders to Staff, publicly or privately.](#)

B. Councilmembers may ask the City Manager for up to one hour of research on a City-related issue as long as the cumulative effect does not take Staff away from accomplishing their core duties in a timely manner. In the event that more than one hour of staff time is required, a request for additional time may be brought to the full Council for consideration.

C. Councilmembers shall not publicly criticize Staff. If there are concerns with Staff performance, they should be discussed with the City Manager privately. If members of the public complain about Staff conduct or actions directly to a Councilmember, the Councilmember shall refer the matter to the City Manager for review.

D. Information generated by Staff at the request of a Councilmember shall be shared with all Councilmembers.

E. Councilmembers shall focus on policy and legislative matters and not

administrative matters. Councilmembers shall not attempt to coerce or influence Staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, the granting of City licenses or permits, the interpretation or implementation of Council policy, or in any other matter involving the administration of City business.

F. Staff shall bring grant opportunities that would require material matching dollars, or materially impact City policy, to the Council for authorization prior to application for such grant. Councilmembers are encouraged to bring any grant opportunities they discover to the attention of Staff so they may be properly handled.

8.4 City Attorney

Pursuant to recommendation of the City Manager, the City Council shall make provision for obtaining legal counsel for the City, either by appointment of a City Attorney on a full-time or part-time basis, or by any reasonable contractual arrangement for such professional services. At present, the City Attorney is a contracted position appointed by the City Manager with the contract confirmed by the Council.

The City Attorney represents the City as a corporate entity and in doing so is the legal advisor for and provides legal advice to the City, the Council, the City's committees, commissions and boards, the City Manager, and City officers and employees with respect to legal questions involving an official duty or any legal matter pertaining to the affairs of the City. However, the City Attorney does not represent individual Councilmembers or City employees or Staff in their individual or personal capacities.

Chapter 9

CONSEQUENCES OF VIOLATING RULES

9.1 Consequences of Violation

The Council expects and trusts that all Councilmembers elected or appointed to this important office will act with integrity, honesty, and in accordance with the Oath of Office and these Guidelines. Nevertheless, the Council adopts the following consequences for violations of the Guidelines. This process should only be used for serious violations such as deliberate or knowing breaches of confidentiality; violations of the Code of Ethics; repeated overstepping of authority; abuse of office or disregard for conflicts of interest; dishonesty; or refusal to follow open government protocols and requirements. Less serious violations should be addressed with reminders and requests for compliance. In addition, Councilmembers may be removed from internal or external committees for violation of these Guidelines by a majority vote of the Council. Censure may occur prior to removal from committees, but censure prior to removal is not required.

9.2 Process for Censure

Step 1: Notice and opportunity to cure

A Councilmember suspected of violating the Guidelines shall be provided notice and an opportunity to remedy the alleged violation prior to the implementation of any further consequence. As a first step, two Councilmembers familiar with the facts shall confer with the City Manager and City Attorney about the matter; and may then discuss the violation directly with the suspect Councilmember. Councilmembers shall not use email that is not shielded by attorney-client privilege (i.e., emailing with the City Attorney for advice is permitted) to discuss the substance of any suspected violations.

Step 2: Council meeting discussion

If Step 1 does not remedy the alleged violation, an executive session shall be called pursuant to RCW 42.30.110(1)(f) to consider and evaluate the complaint. All Councilmembers (including the suspect Councilmember), the City Manager, and the City Attorney shall receive advance written notice of the general nature of the complaint and the date, time and place of an executive session called to discuss the complaint. If the suspect Councilmember requests that the discussion be held in a public meeting or that a public hearing be scheduled in lieu of an executive session, the request shall be honored.

Step 3: Censure motion

If Step 2 fails to resolve the alleged violation, a motion may be made and seconded at a regular Council meeting to censure the Councilmember. The proposed motion shall identify the suspect Councilmember and specific violation alleged. The censure motion may be made no sooner than thirty (30) days after the completion of Step 2, and the suspect Councilmember must receive advance written notice that such motion will be proposed. If the proposed motion is seconded, the suspect Councilmember shall make a statement or decline the opportunity to do so at that time. At the conclusion of Council discussion, the

suspect Councilmember shall be officially censured upon an affirmative vote of at least five members of the Council.



2027 Preliminary Budget Calendar City of Medina, Washington

Statutory Dates	Planned/Actual Dates	2027 Budget Process
July 1, 2026	June 22, 2026	Council holds Public Hearing on 6 year Capital Improvement Plan (CIP/TIB/Non-TIB)
July 31, 2026	July 13, 2026	Council approves 6 year Capital Improvement Plan, file w/ Sec of Transp. by 7/31
No legal requirement	August 24, 2026	Staff and Council will participate in a budget retreat to make sure community needs are heard prior to the preliminary budget being put together.
Sept 11, 2026	July 27, 2026	Department Directors begin preparing 2027 Budget Requests.
Sept 24, 2026	August 27, 2026	Department Directors 2027 Budget requests submitted to Finance Director. RCW 35.33.031 and RCW 35A.33.030.
Oct 2, 2026	August 27, 2026	2027 Preliminary Budget estimates are presented to the City Manager by Finance Director for modification, revision or addition. RCW 35.33.031 and RCW 35A.33.030.
No legal requirement	September 14, 2026	Council holds a Public Hearing to gather input on 2027 Preliminary Budget.
Oct 2, 2026	September 14, 2026	City Manager provides City Council with 2026 Revenue projections for the current year. City Manager provides a 2027 Preliminary Budget showing 2027 Revenue and Expenditures by Department.
No legal requirement	Sept 28, 2026	City Council holds a study session on 2027 Preliminary Budget. <i>Balancing decisions made if necessary.</i>
Nov 2, 2026	October 12, 2026	City Manager files 2027 Updated Preliminary Budget & Budget Message with the City Clerk and the City Council.
Prior to November 25, 2026	October 12, 2026	City Council holds Preliminary Public Hearing on 2027 Budget & Revenue Sources (Property Tax Levy)
No legal requirement	October 14, 2026	Council holds an Open House to engage the public on the 2027 budget process and preliminary numbers.
No later than Nov 2, through Nov 20, 2026	Dates as needed prior to Nov 9 th meeting	City Clerk publishes notice of filing of 2027 Budget and publishes notice of public hearing on final budget once a week for two consecutive weeks.
Nov 21, 2026	Nov 9, 2026	Copies of 2027 proposed final budget are made available to the public at the Regular City Council meeting.



Nov 30, 2026 (KC due date) (Hearing due date 12/4/26)	Nov 9, 2026	Council holds Final Public Hearing and sets the 2027 Property Tax Levy to certify property tax levy to King County Assessor's Office
Dec. 31, 2026	Nov 9, 2026	Council adopts Final 2027 Budget at the Regular Monthly City Council meeting.
After Adoption	After Adoption	Copies of 2027 Final Budget Ordinance are filed with the Washington State Auditor's Office, MRSC and AWC.