

RESOLUTION NO R-3763

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE INTERLOCAL AGREEMENT FOR ARCH (A REGIONAL COALITION FOR HOUSING) BETWEEN THE CITIES OF KIRKLAND, BELLEVUE, AND REDMOND, MUNICIPAL CORPORATIONS ORGANIZED UNDER THE LAWS OF THE STATE OF WASHINGTON, AND KING COUNTY, A SUBDIVISION OF STATE GOVERNMENT

WHEREAS, Eastside communities have a common goal to ensure the availability of housing that meets the needs of all income levels; and

WHEREAS, Eastside communities desire to provide a sound base of housing policies and programs on the Eastside and to complement the efforts of existing organizations to address Eastside housing needs, and

WHEREAS, citizen housing task forces were formed by the City of Kirkland and the City of Bellevue to make recommendations concerning how local governments could better meet affordable housing needs on the Eastside, and

WHEREAS, staff from Bellevue, Kirkland, Redmond and King County formed a study group to review the recommendations of the Housing Task Forces and to review the feasibility of addressing such affordable housing needs on a cooperative basis, and

WHEREAS, the parties have determined that the most efficient and expeditious way for the parties to address Eastside affordable housing needs is through cooperative action by the parties, and

WHEREAS, the intent of this cooperative undertaking is not to duplicate efforts of non-profit corporations and other entities already providing affordable-housing-related services, and


WHEREAS, the parties hereto are authorized to enter into this Agreement pursuant to RCW 39 34, the Interlocal Cooperation Act,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kirkland as follows

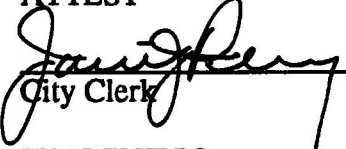
Section 1. The City Manager of the City of Kirkland is hereby authorized and directed to sign on behalf of the City an Interlocal Agreement substantially similar to that attached as Exhibit A

PASSED by majority vote of the Kirkland City Council on the  
15th day of September, 1992

SIGNED IN AUTHENTICATION thereof on the 15th day of  
September, 1992

  
\_\_\_\_\_  
Mayor

ATTEST

  
\_\_\_\_\_  
City Clerk

**Interlocal Agreement for ARCH  
A Regional Coalition for Housing**

This Interlocal Agreement ("Agreement") is entered into by and between the Cities of Bellevue, Kirkland and Redmond, municipal corporations organized under the laws of the State of Washington, and King County, a subdivision of state government. This Agreement is made pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, and has been authorized by the legislative body of each jurisdiction.

WHEREAS, Eastside communities have a common goal to ensure the availability of housing that meets the needs of all income levels; and

WHEREAS, Eastside communities desire to provide a sound base of housing policies and programs on the Eastside and to complement the efforts of existing organizations to address Eastside housing needs; and

WHEREAS, citizen housing task forces were formed by the City of Bellevue and the City of Kirkland to make recommendations concerning how local governments could better meet affordable housing needs on the Eastside; and

WHEREAS, the City of Redmond adopted policies supporting an active approach to increasing the supply of affordable housing for Redmond residents; and

WHEREAS, staff from Bellevue, Kirkland, Redmond and King County formed a study group to review the recommendations of the Housing Task Force and to review the feasibility of addressing such affordable housing needs on a cooperative basis; and

WHEREAS, the parties have determined that the most efficient and expeditious way for the parties to address Eastside affordable housing needs is through cooperative action by the parties; and

WHEREAS, the intent of this cooperative undertaking is not to duplicate efforts of non-profit corporations and other entities already providing affordable-housing-related services; now therefore,

IT IS HEREBY AGREED AS FOLLOWS:

1. PURPOSE. All parties to this Agreement (hereinafter referred to as "Parties") have responsibility for local and regional planning for the provision of housing affordable to citizens that work and/or live on the Eastside. The Parties desire to act cooperatively to formulate affordable housing goals and policies and to foster efforts to provide affordable housing by combining public funding with private-sector resources. The Parties further intend that this interlocal agreement serve as the legal basis for all Eastside communities to cooperate in planning for and providing affordable housing; the Parties therefore encourage other Eastside communities to join the initial Parties in this endeavor.

2. STRUCTURE. To accomplish the purposes of this Agreement, the Parties hereby create an administrative entity to be called A Regional Coalition for Housing ("ARCH"). ARCH shall be governed by an Executive Board composed of the

chief executive officer from each Party. The Executive Board shall be assisted by an administrative staff and by a Citizens Advisory Committee. The organizational structure of ARCH shall be generally as set forth in the diagram attached hereto as Exhibit A.

3. RESPONSIBILITIES AND AUTHORITY. In order to carry out the purposes of this Agreement, ARCH shall have the following responsibilities and authority:

a. To provide recommendations to the Parties regarding the allocation of public funding for affordable housing purposes.

b. To provide recommendations to the Parties regarding local and regional affordable housing policies. ARCH will assist the Parties in developing strategies and programs to achieve Growth Management Act housing goals. ARCH will provide technical assistance to any Party adopting land use incentives or affordable housing programs. ARCH staff will research model programs, develop draft legislation, prepare briefing materials and make presentations to planning commissions and councils upon request by a Party. ARCH will assist Parties in developing strategies and programs to implement county-wide affordable housing policies to meet affordable housing "fair-share" objectives of the Growth Management Act.

c. To facilitate cooperation between the private and public sector with regard to the provision of affordable housing. ARCH will work directly with private developers, financial institutions, non-profit corporations and other public entities to assist in the implementation of affordable housing projects. ARCH will work directly with any Party to provide technical assistance with regard to the public funding of affordable housing projects and the implementation of affordable housing regulatory agreements for private developments. ARCH will also provide assistance in making surplus sites available for affordable housing and in developing affordable housing alternatives for such sites.

d. To develop standard regulatory agreements acceptable to private and public financial institutions to facilitate the availability of funding for private and public projects containing affordable housing.

e. To provide other technical advice to any Party upon request and to enter into agreements to provide technical assistance to other public entities on a reimbursable basis.

f. To provide support and educational activities and to monitor legislative and regulatory activities related to affordable housing at the state and federal levels.

g. To develop and to carry out procedures for monitoring of affordable units and to administer direct service housing programs on behalf of any Party. Such direct service housing programs may include but are not limited to relocation assistance programs, rent voucher and/or deposit loan programs, etc.

h. To work directly with other public and private entities for the development of affordable housing policies and to encourage the provision of affordable housing.

1. Pursuant to the direction of the Executive Board, to take other appropriate and necessary action to carry out the purposes of this Agreement.

4. EXECUTIVE BOARD.

a. Membership. ARCH shall be governed by an Executive Board composed of the chief executive officer of each Party. The Executive Board shall administer this cooperative undertaking pursuant to the terms of this Agreement and pursuant to any procedures adopted by the Executive Board.

b. Chair. The Chair of the Executive Board shall be elected by the members of the Board from the Board membership; shall preside over all meetings of the Executive Board; and shall, in the absence of a Program Manager, process issues, organize meetings and provide for administrative support as required by the Executive Board.

c. Alternate Member. Each member of the Executive Board shall be entitled to designate one alternate member who shall serve in the place of the member on the Executive Board during the member's absence or inability to serve.

d. Powers. The Executive Board shall have the power to (1) develop and recommend a budget and work program to the Parties; (2) adopt procedures for the administration of ARCH and for the conduct of meetings; (3) make recommendations to the Parties concerning planning, policy and the funding of affordable housing projects; (4) establish policies for the expenditure of budgeted items; (5) establish a special fund with one of the participating cities as authorized by RCW 39 34.030, (6) hold regular meetings on such dates and at such places as the Executive Board may designate; (7) enter into contracts and agreements for the provision of personnel and other necessary services to ARCH, including accounting and legal services and the purchase of insurance, and authorize the Chair or Program Manager of ARCH, if any, to execute any such contracts, agreements or other legal documents necessary for ARCH to carry out its purposes; (8) establish the responsibilities and direct and oversee the activities of the Program Manager; and (9) take whatever other action is necessary to carry out the purposes of this Agreement.

5. ADMINISTRATION AND OVERSIGHT. The Executive Board shall have final decision-making authority over all legislative and administrative matters within the scope of this Agreement. The Executive Board may delegate responsibility for general oversight of the operations of ARCH to a Program Manager. The Program Manager shall submit quarterly budget performance and progress reports on the status of the work program elements to the Executive Board. Such reports and contents thereof shall be in a form acceptable to the Executive Board.

The Executive Board may, with the consent of the parties, designate one of the parties to provide administrative support services on behalf of ARCH.

ARCH shall be staffed with personnel provided by the Parties and/or independent contractors contracting directly with ARCH. Any Party providing personnel to ARCH shall remain solely responsible for the continued payment of any and all compensation and benefits to such personnel as well as for any worker's compensation claims or any other claims arising from the negligence or omissions of the employee in performing his duties for ARCH. In the case of personnel directly contracting with ARCH, the Parties shall be jointly and

severally responsible for any claims, not otherwise covered by insurance, arising as a result of the negligence or omissions of such personnel. All Parties shall cooperate fully in assisting ARCH to provide the services authorized herein.

6. MEETINGS OF EXECUTIVE BOARD.

a. Frequency. The Executive Board shall meet as often as it deems necessary, but not less often than quarterly.

b. Quorum. A quorum at any meeting of the Executive Board shall consist of the Board members (or alternates) who represent a simple majority of the Board's membership.

c. Action. No action may be taken except at a meeting where a quorum exists. Action by the Executive Board requires an affirmative vote by a majority of the Board's membership. No action shall be taken except at a meeting open to the public.

7. CITIZEN ADVISORY BOARD. A Citizen Advisory Board is hereby created to provide advice and recommendation to the Executive Board on land and/or money resource allocation for affordable housing projects and to provide public relations and educational outreach services. The Citizen Advisory Board shall consist of not more than fifteen (15) and not less than twelve (12) citizen members. The Executive Board shall recommend a list of citizens to the Parties for their confirmation. In the event a citizen(s) recommended by the Executive Board is not confirmed by each Party, the Executive Board shall recommend additional citizens for confirmation by the Parties. Citizen members appointed to the Citizens Advisory Board must have a knowledge and understanding of affordable housing and be committed to the furtherance of affordable housing on the Eastside. Appointments shall be for a four-year term with service limited to a total of two consecutive terms. The Executive Board shall adopt procedures for the convening and administration of the Citizen Advisory Board. A citizen member may be removed from the Citizen Advisory Board by the Executive Board with or without cause upon a majority vote of membership of the Executive Board.

8. MEETINGS OF CITIZEN ADVISORY BOARD.

a. Frequency. The Citizen Advisory Board shall meet as often as it deems necessary, but not less often than quarterly.

b. Quorum. A quorum at any meeting of the Citizen Advisory Board shall consist of the Board members who represent a simple majority of the Board's membership.

c. Action. No action may be taken except at a meeting where a quorum exists. Action by the Citizen Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a quorum exists. No action shall be taken except at a meeting open to the public.

9. DURATION AND TERMINATION. This Agreement shall be of ten years' duration but 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 not sooner than six months before, nor later than three months before, the end of the initial ten-year term or any

subsequent 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.

10. WITHDRAWAL. Any Party may withdraw from this Agreement by giving one year's written notice to the Executive Board, by December 31 in any year, of its intention to terminate, effective December 31 of the following year. Any Party withdrawing from this Agreement shall remain legally and financially responsible for any obligation incurred by the Party pursuant to the terms of this Agreement during the time the withdrawing Party was a member of ARCH.

11. BUDGET. The budget year for ARCH shall be January 1 to December 31 of any year. On or before June 1st of each year, a recommended budget and work plan for ARCH for the next budget year shall be prepared, reviewed and recommended by the Executive Board and transmitted to each Party; provided that, for budget years 1992-93, a single budget and work plan shall be prepared for review and approval by each Party. The recommended budget shall contain an itemization of all categories of budgeted expenses and shall contain an itemization of the amount of each Party's contribution, including in-kind services, toward that budget. No recommended budget or work plan shall become effective unless and until approved by the legislative body of each Party and finally adopted by the Executive Board. Approval of the budget by a Party shall obligate that Party to make whatever contribution(s) is budgeted for that Party. Such contribution(s) shall be transmitted to ARCH on a quarterly basis at the beginning of each quarter unless otherwise provided in the budget document. In the event that any party is delinquent by more than three months in the payment of its budgeted contribution, such party shall not be entitled to vote on matters before the Executive Board until such delinquency has been paid.

12. DUES, ASSESSMENTS AND BUDGET AMENDMENTS. Funding for the activities of ARCH shall be provided solely through the budgetary process. No separate dues or assessments shall be imposed or required of the Parties except upon unanimous vote of the membership of the Executive Board and ratification by the legislative body of each Party to the Agreement. An approved budget shall not be modified unless and until approved by the legislative body of each Party and finally adopted by the Executive Board; provided that, in the event a Party agrees to totally fund an additional task to the work program, not currently approved in the budget, the task may be added to the work plan and the budget amended to reflect the funding of the total cost of such task by the requesting Party, upon approval by a majority of the membership of the Executive Board without approval by the individual Parties.

13. LIABILITY OF MEMBERS. Each Party shall be jointly and severally liable for any claims, damages or other causes of action arising from the activities of ARCH, its officers, employees and agents except as expressly set forth in Section 5 of this Agreement with regard to personnel directly provided to ARCH by such Party; provided that, ARCH shall take all steps reasonably possible to minimize the potential liability of the Parties, including but not limited to the purchase of liability, casualty and errors and omissions insurance and the utilization of sound risk management techniques. To the extent reasonably practicable, all Parties shall be named as additional insured on all insurance policies.

14. AMENDMENTS. Any amendments to this Agreement must be in writing, authorized by the legislative bodies of all Parties to this Agreement, and evidenced by the Authorized signatures of all Parties as of the effective date of the amendment.

15. ADDITIONAL PARTIES. Any Eastside jurisdiction having responsibility for planning or for providing affordable housing may, upon execution of the Agreement and approval of the budget and work plan by its legislative body, become a Party to this Agreement upon affirmative vote of a majority of the membership of the Executive Board. The Executive Board shall determine by a vote of a majority of its membership what, if any, funding obligations such additional Party shall commit to as a condition of becoming a Party to this Agreement.

16. SEVERABILITY. The invalidity of any clause, sentence, paragraph, subdivision, section or portion thereof, shall not affect the validity of the remaining provisions of the Agreement.

17. COUNTERPARTS. This Agreement may be signed in counterparts and, if so signed, shall be deemed one integrated Agreement.

18. FILING AND EFFECTIVE DATE. This Agreement shall become effective upon approval by the legislative bodies of at least three cities and upon filing with the city clerk of each city which is a party to this Agreement, the King County Auditor, and the Secretary of State.

Approved and executed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_.

\_\_\_\_\_  
Name of Party

Approved as to form

\_\_\_\_\_  
By:

\_\_\_\_\_  
City Attorney

# A Regional Coalition for Housing (ARCH)

## City Councils Establish Agency

Legend ——— Line of Control  
 - - - - - Advisory Relationship

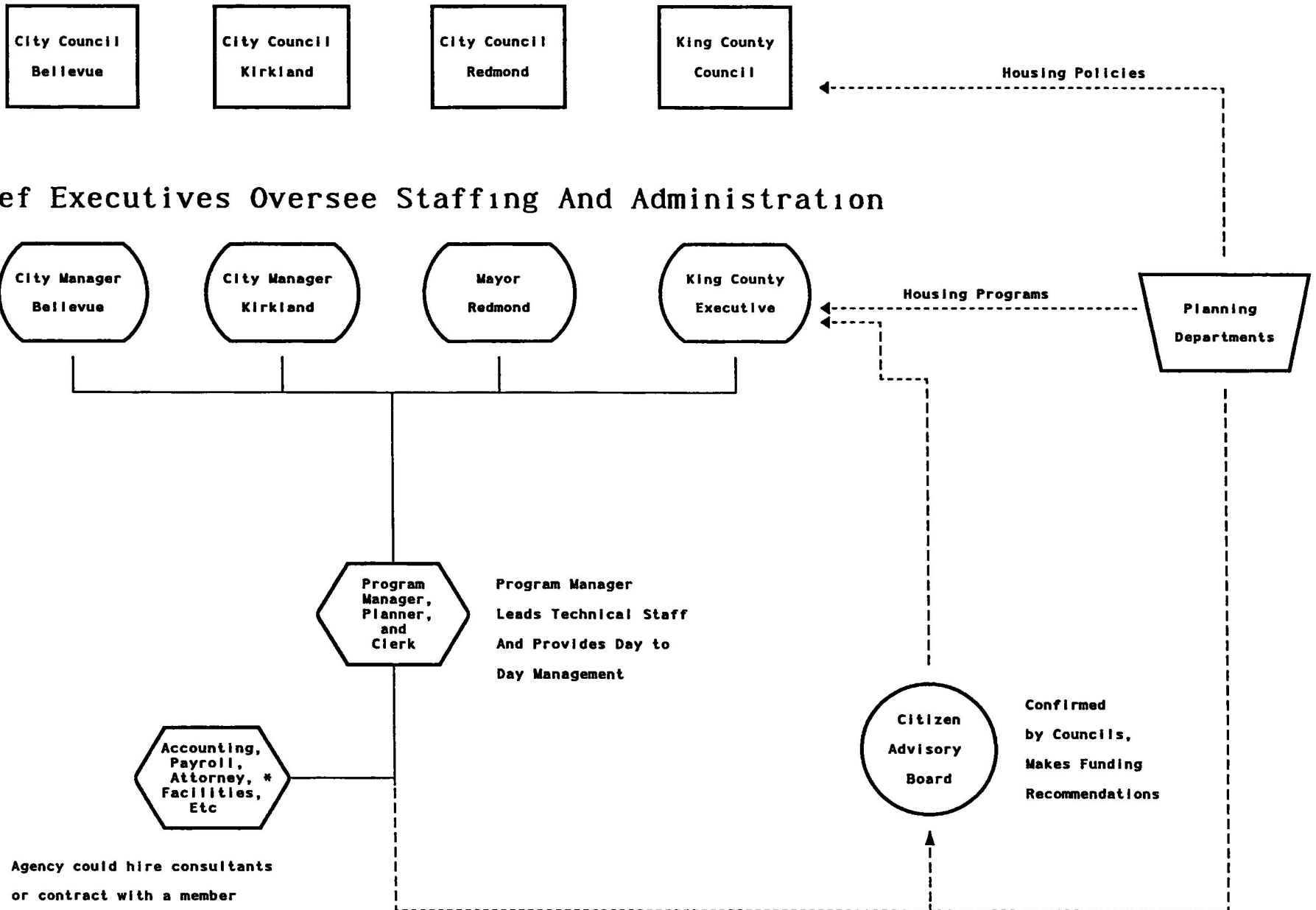


Exhibit A to ARCH Interlocal Agreement (File CC-92-60)

\* Agency could hire consultants or contract with a member jurisdiction for these services



## ARCH WORK PROGRAM THROUGH 1993

### I. PROJECT ASSISTANCE

#### A. Oversight of Local Monetary Assistance

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

- o Bellevue Housing Trust Fund (including CDBG Capital funds set aside for housing) 1992 funds approximately \$600,000. 1993 Funds to be determined.
- o Redmond Trust Fund: \$100,000. Assist with allocation of 1992 allocation and to assist with establishing guidelines for ongoing program.
- o King County HOF: Review and make recommendations for Eastside projects that apply for HOF funds.

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

#### B. Projects on Surplus Property

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

- o Kirkland: Assistance on project with Habitat for Humanity with which is expected to proceed in 1993.
- o Redmond: Assist with developing a Land Grant program involving City sites.
- o Bellevue: Assist with one site to be determined by late 1992.

#### C. Review of Other Projects

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

No specific projects identified at this time.

D. Technical Assistance

Development assistance including feasibility analysis, fundraising, advice on approval process. Provide assistance to two projects beginning in 1992 and an additional 2 projects in 1993. Assistance provided by King County time-share staff person. One 1992 project is Friends of Youth Teen Shelter.

II. HOUSING POLICY PLANNING

A. GMA/Housing Elements

The entity will provide technical assistance to member jurisdictions adopting Comprehensive Plan elements and affordable housing programs pursuant to the Growth Management Act housing goals. Will include researching model programs, preparing briefing materials, and making presentations to planning commissions and councils. (See Appendix B, Item 3) Involves all three Cities and the County, but primarily Kirkland and Redmond.

Conduct a forum to address fair share housing requirements with participation by King County and eastside jurisdictions.

B. Technical Assistance for Planning Programs

Review proposed inclusionary requirements for Redmond downtown plan and provide support at Council meetings.

III. PROGRAM ADMINISTRATION

A. Monitoring Affordable Units

Oversee administrative procedures to ensure ongoing compliance of affordability requirements. Includes helping to develop administrative procedures in cooperation with local jurisdictions for new programs. (See Appendix B, Item 4. Monitoring of Affordable Units.)

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

Redmond: Projects include Riverpoint, Cinnamon and possibly others.

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

King County: In 1993 determine what role will be played in assisting the County to monitor affordability agreements for projects in the County.

B. Mailing List of Low/Moderate Income Households

Maintain a list of families potentially interested in affordable housing units created through the efforts of the participating jurisdictions. Involves maintaining a list of families and forwarding names of potentially eligible families to developers on an as needed basis.

IV. SUPPORT/EDUCATION ACTIVITIES

A. Education/Outreach

Provide outreach on housing issues to a wide variety of groups such as community associations and professional organizations. No specific program defined at this time.

B. Advice to Interested Groups.

Provide short term technical assistance to community groups and churches interested in housing efforts. Meet with groups and provide suggestions on ways they could become more involved.

C. Administrative Procedures

Prepare quarterly budget performance and work program progress reports. Prepare 1994 budget and work program.

APPENDIX B  
EXAMPLES OF ARCH/JURISDICTION ROLES

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

1. Assist with Developing Surplus Site

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

2. Review/Approve Applications for Local Financial Assistance

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

### 3. Planning Technical Assistance (Comprehensive Plan)

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

### 4. Monitoring of Affordable Units

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

## ARCH ADMINISTRATIVE BUDGET AUGUST 18, 1992

## I ONE-TIME CAPITAL EXPENSES

Item	Cost
Furniture	\$6,000
Computers/Software	\$7,500
Telephone System	\$2,000
Copier	Incl
FAX	Incl
Consulting	\$5,000
Misc	\$1,000
<b>TOTAL</b>	<b>\$21,500</b>

## II ANNUAL OPERATING EXPENSES

Item	Annual Cost	Quarterly Budget	1992-1993 Budget
<b>Staffing</b>			
Housing Manager	\$54,600	\$13,650	\$68,250
Benefits @ 28%	\$15,288	\$3,822	\$19,110
Housing Specialist	\$45,000	\$11,250	\$56,250
Benefits @ 28%	\$12,600	\$3,150	\$15,750
Clerk	\$35,700	\$8,925	\$44,625
Benefits @ 28%	\$9,996	\$2,499	\$12,495
Sub-Total	\$173,184	\$43,296	\$216,480
Rent at Multiservice Center At \$10.5 sq ft /year	\$11,250	\$2,813	\$14,063
Utilities	Incl	\$0	\$0
Telephone at \$200 per month	\$2,520	\$630	\$3,150
<b>Miscellaneous</b>			
Travel/Training	\$2,100	\$525	\$2,625
Auto Mileage @ 200 miles/month and \$0.25/mile	\$600	\$150	\$750
Copier Costs	\$1,050	\$263	\$1,313
Office Supplies	\$1,050	\$263	\$1,313
Office Equipment	\$525	\$131	\$656
Equipment Repair	\$315	\$79	\$394
Periodical/Membership	\$1,500	\$375	\$1,875
Misc	\$1,050	\$263	\$1,313
Insurance			
Legal	\$4,500		
Sub-Total	\$12,690	\$2,048	\$14,738
<b>TOTAL</b>	<b>\$199,644</b>	<b>\$48,786</b>	<b>\$248,430</b>

## II ARCH ADMINISTRATIVE BUDGET IN-KIND CONTRIBUTIONS

A CAPITAL COSTS		VALUE OF IN-KIND CONTRIBUTIONS				REQUIRED CASH
Item	Cost	Redmond	Kirkland	Bellevue	County	
Furniture	\$6,000					\$6,000
Computers/Software	\$7,500					\$7,500
Telephone System	\$2,000					\$2,000
Copier	Incl					\$0
FAX	Incl					\$0
Consulting	\$5,000					
Misc	\$1,000					\$1,000
<b>TOTAL</b>	<b>\$21,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,500</b>
B OPERATING BUDGET		VALUE OF IN-KIND CONTRIBUTIONS				REQUIRED CASH
Item	Annual Cost	Redmond	Kirkland	Bellevue	County	
Staffing						
Manager	\$54,600		\$54,600			\$0
Benefits @ 28%	\$15,288		\$15,288			\$0
Housing Specialist	\$45,000			\$16,000		\$29,000
Benefits @ 28%	\$12,600			\$4,000		\$8,600
Clerk	\$35,700					\$35,700
Benefits @ 28%	\$9,996					\$9,996
Sub-Total	\$173,184	\$0	\$0	\$69,888	\$20,000	\$83,296
Rent at Multiservice Center At \$10.5 sq ft /year	\$11,250					\$11,250
Utilities	Incl					\$0
Telephone at \$200 per month	\$2,520					\$2,520
Miscellaneous						
Travel/Training	\$2,100					\$2,100
Auto Mileage @ 200 miles/month and \$0.25/mile	\$600					\$600
Copier Costs	\$1,050					\$1,050
Office Supplies	\$1,050					\$1,050
Office Equipment	\$525					\$525
Equipment Repair	\$315					\$315
Periodical/Membership	\$1,500					\$1,500
Misc	\$1,050					\$1,050
Insurance						
Legal	\$4,500					\$4,500
Sub-Total	\$12,690	\$0	\$0	\$0	\$0	\$12,690
<b>TOTAL</b>	<b>\$199,644</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,888</b>	<b>\$20,000</b>	<b>\$109,756</b>

## ARCH ADMINISTRATIVE BUDGET RESOURCE DISTRIBUTION

A Cash Contributions	1992	1993	TOTAL
Bellevue	\$30,000	\$30,000	\$60,000
Kirkland	\$15,000	\$30,000	\$45,000
Redmond	\$10,000	\$20,000	\$30,000
King County	\$0	\$30,000	\$30,000
TOTAL	\$55,000	\$110,000	\$165,000

B In-Kind Contributions	1992	1993	TOTAL
Bellevue	\$17,472	\$69,888	\$87,360
Kirkland	\$0	\$0	\$0
Redmond	\$0	\$0	\$0
King County	\$5,000	\$20,000	\$25,000
TOTAL	\$22,472	\$89,888	\$112,360

C Total Contributions	1992	1993	TOTAL
Bellevue	\$47,472	\$99,888	\$147,360
Kirkland	\$15,000	\$30,000	\$45,000
Redmond	\$10,000	\$20,000	\$30,000
King County	\$5,000	\$50,000	\$55,000
TOTAL	\$77,472	\$199,888	\$277,360

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VS TOTAL COSTS	\$70,286	\$199,644	\$269,930
(Includes initial capital costs)			

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BALANCE	\$7,186	\$244	\$7,430
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