

Memo

To: King County Affordable Housing Committee Members
From: McCaela Daffern, Regional Affordable Housing Implementation Manager
cc: Housing Interjurisdictional Team
Date: January 22, 2021
Re: Proposed Affordable Housing Committee Charter Amendments

Background

According to the Affordable Housing Committee (AHC or Committee) Charter, the Committee should periodically review and evaluate the effectiveness of the Committee in furthering the Regional Affordable Housing Task Force's Five Year Action Plan and, based on this evaluation, recommend to the GMPC revisions to the Charter that may be needed to better accomplish the Action Plan and Committee goals.

Recommendation

Housing Interjurisdictional Team members propose a small set of AHC Charter revisions reflected in Appendix 1. After more than year of Committee operations, staff identified revisions to the Charter needed to provide greater clarity and to better reflect how the practices and operations of the Committee. Proposed revisions include the following:

1. Committee Membership Categories

- a. King County will retain three seats on the Committee, but one of those seats can now be filled by the County Executive or their designee
- b. City of Seattle Councilmembers/Mayor will retain two seats on the Committee, but the language now reflects that a designee of the Mayor can serve
- c. Updated membership table and descriptive language to clarify that a housing authority has a dedicated seat on the Committee but the housing authority seat is considered a "non-elected stakeholders." Updated membership numbers of subcategories. The total number of Committee members (18-20) remains unchanged.
- d. Updated membership table and descriptive language to show all membership categories

2. Committee Membership Selection

- a. Updated language to clarify that the elected GMPC caucus groups have the authority to recommend members, but not select them. Selection authority rests with the GMPC Chair with concurrence from GMPC members.

3. Meeting Schedule and Locations

- a. Updated language to reflect current practice followed by staff to schedule meetings
- b. Members participating in meetings remotely do not need to alert the Chair and lead Committee staff in advance of virtual meetings

4. Clarification for Posting of Materials

- a. Meeting materials will be posted in advance on the Affordable Housing Committee website, not the GMPC website

5. Minor Edits

- a. Corrected minor typographical errors

Next Steps

At the January 29th Affordable Housing Committee meeting, members will discuss and potentially adopt a recommendation to the GMPC to adopt AHC Charter amendments. On February 24th, the AHC Chair will brief the Growth Management Planning Council on AHC Charter revision recommendations and the GMPC will vote to the adopt recommended Charter amendments.

Exhibits

Exhibit 1: Draft Proposed Affordable Housing Committee Charter Amendments

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The Affordable Housing Committee of the King County Growth Management Planning Council

Charter

1. Background

In July 2017, the Regional Affordable Housing Task Force convened to develop a regional approach to addressing the affordable housing crisis in King County. The Task Force was composed of 12 elected officials—six from King County, two from Seattle, and four from other cities. In December 2018, the Task Force approved a Five Year Action Plan (Action Plan) with the overall goal to “strive to eliminate cost burden for households earning 80% Area Median Income and below, with a priority for serving households at or below 50% Area Median Income.” The Action Plan contains seven goals to accomplish the overall goal, with supporting strategies and actions for each goal. Goal 1 is to “create and support an ongoing structure for regional collaboration.” The Affordable Housing Committee of the Growth Management Planning Council (GMPC) implements Goal 1. This Committee is charged with overseeing the implementation of the Action Plan and tracking the region’s progress toward meeting the goals in the Action Plan.

2. Purpose and Activities

The Affordable Housing Committee of the Growth Management Planning Council (GMPC) serves as a regional advisory body with the goal of recommending action and assessing progress toward implementation of the Regional Affordable Housing Task Force Five Year Action Plan. The Committee functions as a point of coordination and accountability for affordable housing efforts across King County. The Committee will:

- hold regular meetings
- adopt an annual work plan
- release an annual report to measure the following:
 - qualitative and quantitative metrics regarding countywide and jurisdictional progress to implement the Regional Affordable Housing Five Year Action Plan, and
 - the countywide need and/or cost-burden gap, including a measurement plan that, at a minimum, tracks the percentage of housing supply at various levels of Area Median Income (AMI) and track the region’s progress to meeting the goal to build or preserve 44,000 units affordable to households earning 50 percent or less of AMI by 2024.
- review and make recommendations to other governing bodies regarding actions to implement the Action Plan, including:
 - funding/pursuing new and innovative financing strategies to significantly address the affordable housing need in King County
 - revising land use policies
 - recommending State legislative agenda items, such as increasing state funding for affordable housing, expanding options for local funding, supporting the creation and preservation of affordable housing, and creating uniform statewide laws for tenant protections
- recommend implementation actions for the Puget Sound Regional Council’s Growth Management Policy Board’s consideration and approval

- review and provide guidance regarding alignment between the Action Plan and comprehensive plans
- recommend amendments to the Countywide Planning Policies including regional goals/metrics and land use policies
- coordinate support for increased federal funding for affordable housing
- coordinate with existing and new sub-regional collaborations, such as A Regional Coalition for Housing (ARCH) and South King County Housing and Homelessness Partnership (SKHHP)
- recommend/review incentives for regional solutions which promote strategies that are broader than one jurisdiction at a time
- meet at least through the end of the five-year time frame for the Action Plan and at the end of that five-year period, the committee will consider recommendations to the GMPC to continue the work of the Affordable Housing Committee, including development of a new Five Year Action Plan
- periodically review and evaluate the effectiveness of the GMPC Affordable Housing Committee in furthering the Five Year Action Plan and, based on this evaluation, recommend to the GMPC potential alternative governance structures and/or revisions to this Charter that may be needed to better accomplish the Action Plan and Committee goals. The annual report may be an appropriate time to consider this review

3. Membership

Members of the Committee are selected every odd numbered year in January by the Chair of the GMPC, with concurrence from the GMPC membership. Members serve two-year terms, and there is no limit on the number of times members can be re-appointed to two-year terms.

The membership of the Committee includes both elected officials and non-elected representatives. Committee membership ~~The first ten members are from the~~ categories are listed in Table 1.

Each caucus of GMPC is responsible for recommending selecting its own committee members for appointment by the GMPC Chair with concurrence from the GMPC membership. There are three GMPC caucuses: King County, Sound Cities Association, and the City of Seattle. Selected members should represent diverse regions of the ~~C~~county. At least two of the elected officials on the Committee must also be members of the GMPC and at least one member must also serve on the Sound Transit Board.

Table 1

Committee Membership Categories	
Category	Number
King County Councilmembers/ <u>County Executive or their designee</u>	3
Sound Cities <u>Association</u> Councilmembers/Mayors	4
City of Seattle Councilmembers/Mayor <u>or their designee</u>	2
<u>Housing Authority</u>	<u>1</u>
<u>Non-elected Stakeholders</u>	<u>8-109-11</u>
<u>Total Members</u>	<u>18-20</u>

Commented [DM1]: Updated to be consistent with first paragraph under "Membership" that outlines that the GMPC chair has the authority to select

Commented [DM2]: Added a description of caucus composition since the GMPC caucuses aren't widely known

Commented [DM3]: Added to reflect that the Executive's designee can be represented on the Committee

Commented [DM4]: Added to reflect accurate organizational name

Commented [DM5]: Added to reflect Seattle's practice of designating OH's director as the Mayor's designee

Commented [DM6]: Removed housing authorities as its own category and grouped them in with the "non-elected stakeholders" caucus

Commented [DM7]: Increased membership of non-elected stakeholders to reflect addition of housing authorities as a contingent of the "non-elected stakeholders" caucus

The ~~non-elected stakeholders remaining members~~ will be ~~9-118-10~~ individuals with expertise in affordable housing, including displacement. ~~One of these members must be represent a housing authority operating in King County. Other~~ Example stakeholder perspectives include, but are not limited to, ~~housing authorities~~, nonprofit and for profit housing developers, landlords and renters, smart growth, business community, and anti-displacement. If any of these individuals are unable to complete their term, a represented organization may suggest a replacement for consideration by the GMPC. The GMPC may select any qualified candidate that maintains a balance of diverse demographic and geographic representation and expertise.

Commented [DM8]: Included to maintain intent of original charter.

Members are expected to alert the Committee Chair when they have a conflict of interest on a topic under consideration for a Committee decision and recuse themselves from relevant votes.

4. Leadership

At the first meeting of each odd-numbered year, the Committee will select a Chair, who must be an elected official, and a Vice Chair, who must be a non-elected representative. The Chair of the Committee must also serve on the GMPC.

The Chair's responsibilities include:

- setting meeting agendas in consultation with the Vice Chair
- developing the draft annual work plan and meeting schedule, in consultation with the Vice Chair and with staff support, for adoption by the full ~~C~~committee
- working with staff to recommend and approve meeting materials
- chairing meetings
- providing guidance to staff as needed
- providing regular oral reports to the GMPC, as requested by the GMPC Chair

The Vice Chair will serve in the Chair's stead when the Chair is unable to perform the duties of the Chair.

5. Meetings

Committee ~~members will agree on a regular meeting place and time for the Committee~~ ~~staff will work with Committee members to establish a meeting calendar~~ each year. A quorum is 50% of total members, plus one for voting purposes.

Commented [DM9]: Updated to describe the process staff currently follow

Committee members are encouraged to attend meetings in person, but can participate and vote via telephone or other electronic means as technology allows. Members participating remotely should alert the Chair and lead ~~C~~committee staff in writing at least 24 hours in advance of the meeting, ~~unless the Chair and lead committee staff have determined that the meeting will be held remotely.~~

Committee members may select an alternate to participate when they are unable to attend meetings. To the extent possible, elected officials should select alternates that are also elected officials. Each GMPC caucus may also establish their own protocol for alternate selection. Members sending alternates should alert the Chair and lead ~~C~~committee staff in writing at least 24 hours in advance of the meeting. Alternates have full voting rights when the ~~C~~committee member is absent.

Meeting agendas will be distributed at least ~~72-~~hours in advance of meetings. Meeting materials will be distributed at least ~~24-~~hours in advance of meetings.

Meeting materials will be posted in advance on the ~~Affordable Housing Committee~~ ~~GMPC~~ website.

Commented [DM10]: Updated to describe the process staff currently follow

Meeting cancellation notifications will be distributed at least 72-hours in advance of scheduled meetings.

Changes to meeting location will be distributed at least 72 hours in advance of the meeting.

6. Decision Making

The Committee will strive to make decisions by consensus. If consensus is not possible, then decisions can be put to a vote and require the majority of the members present. Voting can only occur when a quorum is present.

~~Meeting decisions put to a vote will be documented in meeting minutes with a vote tally. Meeting minutes will be posted to the Affordable Housing Committee website for public access. When decisions are reported to the GMPC, the report should include a vote tally, as well as a summary of Committee deliberations and the final language approved.~~

Commented [DM11]: Updated to accurately reflect current process for reporting meeting decisions and vote tallies online, which are accessible to the public, including GMPC members

7. Staffing

The Committee will be supported by a Housing Interjurisdictional Team (HIJT) composed of staff from King County, the City of Seattle, other cities, transit agencies, and nonprofit and stakeholder groups. This includes representatives from sub-regional collaborations such as ARCH (A Regional Coalition for Housing) and SKHHP (South King Housing and Homelessness Partnership). King County Executive staff will be tasked with convening and leading the work of the HIJT. The Interjurisdictional Team (IJT) to the GMPC will work closely with the HIJT to ensure coordination among their work and effective staffing for the GMPC.

Staff work will be directed by the Committee and the annual work plan and will include:

- drafting the Committee's annual work plan and schedule
- preparing draft agendas and materials for meetings
- providing technical assistance to the cities and the County on affordable housing policy including identification and sharing of best practices and model legislation
- preparing a data dashboard
- preparing the annual report