South Sound Housing Affordability Partners
Executive Board
Regular Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room
Dial: 253-215-8782 Meeting ID: 983 7464 3754
Webinar Link: https://piercecountywa.zoom.us/j/98374643754
March 3, 2023 8:30 a.m.

Chair Councilmember Hunter George, Vice Chair Mayor Tracie Markley, Mayor Nancy Backus, Councilmember Kevin Ballard, Mayor Daryl Eidinger, Mayor Kim Roscoe, Councilmember Paul Bocchi, Mayor Shanna Styron Sherrell, Executive Bruce Dammeier, Councilmember Ryan Mello, Councilmember Annette Bryan, Deputy Mayor Ned Witting, Councilmember Charla Neuman, Mayor Dick Muri, Mayor Victoria Woodards, Councilmember Stan Flemming, Deputy Mayor Mike Winkler (Alternate), Councilmember Christi Keith (Alternate), Councilmember Doug Fagundes (Alternate), Mayor Pro Tempore Joe Barrentine (Alternate), Councilmember Mike Brandstetter (Alternate), Councilmember Nancy Henderson (Alternate), Deputy Mayor Kristina Walker (Alternate), Councilmember Edward Wood (Alternate)

I. CALL TO ORDER — 8:30

ROLL CALL

INTRODUCTORY QUESTION

Question: What is your favorite park in your community?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

Action: Motion to approve the Consent Agenda

ATTACHMENTS: Minutes February 3, 2023 Executive Board meeting — **Document Link**

IV. PUBLIC COMMENT

This is the time set aside for the public to comment on Resolutions, Ordinances, and Final Action. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone; if speaking in person, please sign in on the on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak.

The Executive Board meeting can be heard by dialing 253-215-8782 or through Zoom at https://piercecountywa.zoom.us/j/98374643754 and entering the Meeting ID 983 7464 3754. Written comments may be submitted to jason.gauthier@piercecountywa.gov Friday before 8:00 a.m. prior to the monthly Executive Board meeting for the Public Comment period. Comments will be compiled and sent to the Executive Board and posted on the SSHA^{3}P website at: southsoundaffordablehousing.org

V. PRESENTATIONS

A. Local Success of the Multifamily Property Tax Exemption Program — 8:45

Purpose: Presentation by Mike Stanger, Senior Planner for A Regional Coalition for Housing (ARCH)

Action: Executive Board questions for Mike Stanger

ATTACHMENTS: ARCH Presentation — **Document Link**

B. Advisory Board Work Plan Presentation **9:10**

Purpose: Presentation by SSHA^{3}P Program Specialist II Mary Connolly on Advisory Board work plan priorities

Action: Executive Board discussion and direction for staff on the SSHA^{3}P Advisory Board work plan priorities

ATTACHMENTS: Advisory Board Work Plan Presentation **Document Link**

C. 2024 Work Plan and Budget Development Process Presentation **9:35**

Purpose: Presentation by SSHA^{3}P Manager Jason Gauthier on the 2024 Work Plan and Budget Development Process.

Action: Executive Board discussion and direction for staff on development of SSHA^{3}P's 2024 Work Plan and Budget.

ATTACHMENTS: 2024 Work Plan and Budget Development Process Presentation **Document Link**

VI. REPORT BY THE SSHA^{3}P MANAGER

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN

SSHA³P

South Sound Housing Affordability Partners
Executive Board Meeting Minutes

February 3, 2023
8:30 – 9:57 a.m.

Executive Board:
Mayor Nancy Backus, City of Auburn – present
Councilmember Kevin Ballard, City of DuPont – present
Deputy Mayor Mike Winkler, City of DuPont - present
Mayor Daryl Eidinger, City of Edgewood – present
Councilmember Christi Keith, City of Edgewood (alternate) - absent
Mayor Kim Roscoe, City of Fife – excused
Councilmember Doug Fagundes, City of Fife - absent
Councilmember Hunter George, City of Fircrest – present
Mayor Pro Tempore Joe Barrentine, City of Fircrest - present
Mayor Tracie Markley, City of Gig Harbor – present
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused
Councilmember Paul Bocchi, City of Lakewood - present
Mayor Shanna Styron Sherrell, City of Milton – absent
Executive Bruce Dammeier, Pierce County - excused
Councilmember Ryan Mello, Pierce County – present
Deputy Mayor Ned Witting, City of Puyallup – present
Councilmember Annette Bryan, Puyallup Tribe – present
Mayor Dick Muri, Town of Steilacoom – present
Councilmember Charla Neuman, City of Sumner – absent
Chair, Mayor Victoria Woodards, City of Tacoma – present
Councilmember Kristina Walker, City of Tacoma (alternate) - present
Councilmember Stan Flemming, City of University Place – absent

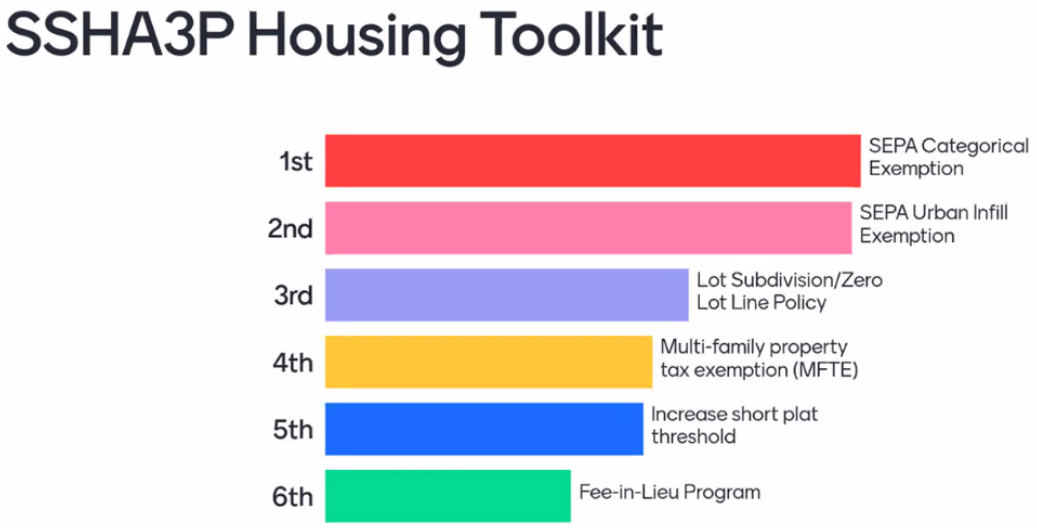
Staff:
Jason Gauthier, SSHA³P Manager
Mary Connolly, Program Specialist
Becki Foutz, Administrative Assistant

Guests:
Ryan Windish, Debbie Bingham, Jason Wilson, Kennith George, LeighBeth Merrick, Patti Spaulding-Klewin, Taylor Jones, Tiffany Speir, Trish Crocker, Alex Harrington, Kristin Mitchell, John Howell, Kevin Briske, Bryan Schmid, Cynthia Stewart, Katie Baker, Jason Gano, Eric Clute, Ted Richardson, Master Builders, Jayne Westman, Jason Wilson

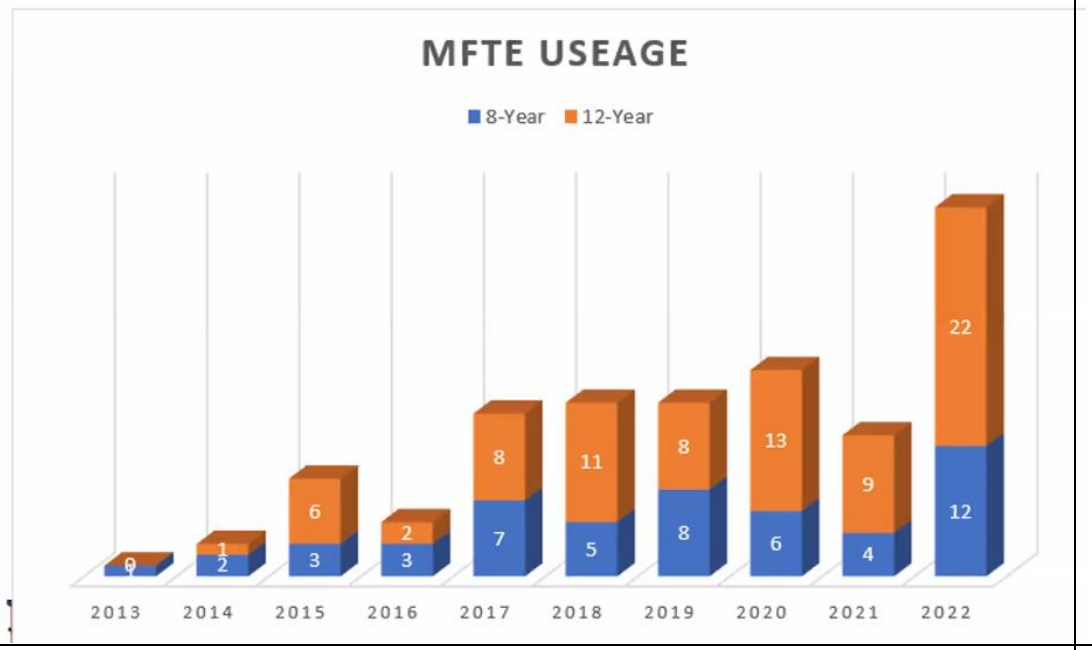
MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Woodards called the meeting to order at 8:34. SSHA³P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Consent Agenda	Any additions to the agenda? None. Mayor Backus moved to approve the consent agenda. Councilmember Bryan seconded. The group voted to approve the consent agenda.	The agenda was approved.

TOPIC/WHO	DISCUSSION	ACTION
Public Comment	Mayor Woodards invited the public to comment. None.	
Election of 2023 Chair & Vice Chair	Mayor Woodards opened for nominations for 2023 SSHA^{3}P Executive Board Chair. Mayor Backus nominated Councilmember Hunter George. It was seconded. Mayor Woodards asked for any additional nominations; none. Mayor Markley moved that nominations be closed. Mayor Backus seconded. Mayor Woodards called for a vote to elect Councilmember George Chair. All in favor; none opposed. Deputy Mayor Witting nominated Mayor Markley for 2023 SSHA^{3}P Executive Board Vice Chair. Mayor Backus seconded. Mayor Woodards asked for any additional nominations; none. Mayor Backus moved to close nominations. Witting seconded. Mayor Woodards called for a vote to elect Mayor Marley Vice Chair. All in favor; none opposed. Mayor Woodards said that it was an honor to serve as Chair for SSHA^{3}P's first year. She's not stepping down from the group, however, she's quite busy. She thanked the group for their support. She's currently in Washington, DC meeting with other elected officials from around the country where she had the opportunity to brag about our local model. We're moving the needle together! Like Executive Dammeier says, we're a coalition of the willing, working together on things, even when we may disagree on some points. Mayor Backus thanked Mayor Woodards for her leadership and willingness to continue, through COVID, brainstorming, and setting up SSHA^{3}P. She appreciates Mayor Woodards' dedication to ensuring everyone has affordable housing in Tacoma and the region. Chair George thanked Mayor Woodards for her hard work to get us where we are. He recalled the very first meeting of SSHA^{3}P in which Executive Dammeier encouraged everyone, especially those in small cities, to participate. He's excited to serve with Mayor Markley in continuing to unite around this critical community issue. Mayor Markley echoed what's been said and thanked Mayor Woodards for leading the charge, even at times when it seemed hopeless. Mayor Markley likes to work with people who aren't afraid to stand up and do the right thing. Councilmember Bryan thanked Mayor Woodards; she's grateful for the pandemic, in the sense that it gave the group time to think through ideas without pressure. She's happy with the success around Mayor Woodards' leadership and looks forward to the work we'll continue to do.	Con-gratu-lations to Council member George, 2023 SSHA^{3}P Execu-tive Board Chair and Mayor Markley, Vice Chair!

TOPIC/WHO	DISCUSSION	ACTION
Resolution 2023-01 Adopt Housing Toolkit	The housing toolkit is Strategy 1A of SSHA^{3}P's workplan. The Board is asked to adopt the toolkit for member governments to refer to when considering best practice. Some members have previously adopted recommendations included in the kit, which encourages appropriate regional development and alignments. The toolkit is on the SSHA^{3}P website. The Executive Board will receive quarterly reports.	
		
	Categorical exemptions knock off a minimum of three weeks and usually more. The website details municipal action required to implement the exemptions. Some member governments have already voted on threshold status, others are in the process. SEPA urban infill exemption can provide significant relief. It does require an environmental impact statement. It encourages residential or mixed-use development in urban growth areas in which the density and intensity goals of the comprehensive plan are not being met. SSHA^{3}P Manager Gauthier opened for questions. Councilmember Mello moved to approve Resolution the housing toolkit. Mayor Markley seconded to approve Resolution 2023-01, the housing toolkit. Chair George asked for any questions or comments; none. Chair George called for the vote; all in favor; none opposed.	Resolution 2023-01, Housing Toolkit accep-ted!

TOPIC/WHO	DISCUSSION	ACTION
Local Success of the Multifamily Property Tax Exemption Program Debbie Bingham & Ryan Windish	Jason welcomed Debbie Bingham, the City of Tacoma's Business & Economic Development Program Manager, and Ryan Windish, the City of Sumner's Community & Economic Development Director, to present on their MFTE programs. Multifamily Property Tax Exemption programs help accommodate housing targets for 2044 planning. Debbie's been managing MFTEs in Tacoma for about ten years. They provide incentive to create housing in desired areas of the city. Each city's local government must designate areas for housing, per an identified lack of housing. Four or more units must be created, and property tax on all residential improvements is exempt. The land is still taxed, and commercial/mixed use of the property is also taxed. 8-year exemption – all market rate 12-year exemption must provide 20% of units to low- to moderate-income households 20-year exemption - 25% of units must be permanently affordable Tacoma's MFTE program began in 1995 as a 10-year property tax exemption. In 2007, it changed to 8- and 12-year exemptions. In 2020-21, SB 5287 updated the program with a new stated purpose, and a 12-year extension for current projects was added, as well as a new 20-year exemption for permanently affordable housing. Increased reporting requirements were also added at that time. Tacoma's Affordable Housing Action Strategy was adopted in 2018, to create more homes for more people. The strategy aims to: 1. Create more homes for more people; 2. Keep housing affordable and in good repair; 3. Help people stay in their homes and communities; and 4. Reduce barriers for people who often encounter them. Per the Tacoma Equity Index, the 8-year option was removed from very high equity areas; this will be reviewed every three years. If they want the option, they should be adding affordable housing in those areas. Tacoma's also expanding use of 12- and 20- year MFTEs through their Home in Tacoma II program, to be finalized at the end of 2023. Tacoma adopted the MFTE program in 1996. They took it to the legislature for almost 10 years to get it passed. Prior to 1995, Tacoma hadn't had any new development in 20 years; they needed the economic incentive to create housing. In 2009, hundreds of units were added. Currently, to qualify for the 12-yr exemption, 20% of units must be occupied by households earning a maximum of 70% AMI. Pierce County has a higher AMI than the City of Tacoma. The figures will be revisited over time. Units must be spread across unit type.	Informa-tional

TOPIC/WHO	DISCUSSION	ACTION
Local Success of the Multifamily Property Tax Exemption Program Debbie Bingham continued	Between 1998 and 2022, 5402 units built with the 8-yr exemption and 251 affordable units were built with the 12-year exemption. A total of 6689 units have been built, in 178 projects. Future projects: 3147 units at 8-yr exemption, 474 affordable units at 12-yr exemption. Total of 5495 units, in 67 projects.	Informa-tional
		
	The average number of units has increased, from 30 to 60 units. The 12-yr plan does add administrative burden to the city, as they must monitor the units. They've had to bring on more staff to do that.	

TOPIC/WHO	DISCUSSION	ACTION
Local Success of the Multifamily Property Tax Exemption Program Ryan Windish	Ryan thanked Debbie for her help in administering the program. They expanded last year. Sumner has about 10,200 people, however, they have a large industrial area and employ 17,000. About half of their units are rentals. Historically, it's been pretty affordable. They also have some middle housing stock. As in other areas, prices have gone up over the last several years. They adopted the MFTE program in 2019 with their adoption of a Town Center planned area, to encourage development. Density's only limited by height. They have projects of 90-100 units per acre. Developers are looking at 8-yr exemptions; Sumner also allows for the 12-year exemptions. A home's considered affordable when the total housing costs (rent or home payment/dues & utilities) don't exceed 30% of the gross household income. Sumner completed a housing action plan in 2021, including a housing needs assessment. With it, they demonstrated to their City Council and community that 37% of Sumner renters are cost-burdened, 13% severely so. Twelve% of homeowners are cost-burdened, 13% severely so. Bonney Lake has an average rent of $1327, and Sumner's is $1305. The median home sale price in both cities is about $400,000. Costs are higher South of Main Street; North lower. Sumner's City Council was concerned by lost tax revenue for the city, school and fire districts, and staff time for administering MFTE. The program was narrowed down to the East Sumner area. Density was increased there, and a number of projects are proposed. The city received a letter from East Pierce Fire & Rescue, concerned with increased services and reduction in tax revenue. The school district felt the same but didn't officially comment. Citizens were concerned about more apartments changing the character of the area. Sumner lost revenue. The value of the MFTE program is when developers look at their bottom line. If you want developers to build affordable housing, they're going to look at the bottom line. Implementation included setting up a website complete with applications, and reporting. Debbie was very, very helpful. Commerce has a great MFTE coordinator and website. Ryan's not sure how much time the reporting will take. If they get half a dozen MFTE projects in 20 years, they'll be excited. Debbie and Ryan opened for questions. Chair George asked how the Sumner City Council did with the loss of tax revenue. They have a project with 166 units, and 33 will be affordable. There are also more projects in the pipeline. The Council was explained that the taxes return; the drop's temporary. It's a $20M build for the 166 units, so there will be sales tax revenue and fees that the city will receive, to offset their loss. More people will be living in the community and purchasing things, creating revenue.	Informa-tional Discus-sion

TOPIC/WHO	DISCUSSION	ACTION
Local Success of the Multifamily Property Tax Exemption Program Debbie Bingham & Ryan Windish continued	Councilmember Mello noted that Ryan did a great job explaining the potential revenues and temporary loss. The development wouldn't happen if not for the incentive. The further argument that will take political leadership to tout are all the other benefits that come when affordable stable housing's provided to the community. Costs to government of people not being housed properly are tremendous. In Tacoma, have there been any takers on the new 20-yr exemption with 25% permanently affordable housing? Debbie said no one's been interested in that option yet in Tacoma. In Seattle it's been done by Habitat. If a private developer builds the units, they have to be sold to government or a nonprofit, to ensure they're affordable forever. Councilmember Mello asked Ryan about his slide illustrating the AMI levels and what people can afford to rent or own. Are those figures for WA, or Pierce County specifically? They're Pierce County AMI. Ryan said that the group's welcome to use his slide to illustrate AMI. Councilmember Bocchi added that when it comes to the loss of tax revenue, Lakewood's along the lines of Sumner. Their staff goes through the exercise of trying to figure out the other taxes like utility taxes, and you'd be amazed at the number that comes out. He agreed with Councilmember Mello about AMI; it's confusing. The neighborhood breakdown's important. Lakewood has some very poor neighborhoods and some above average. Mayor Markley thanked Debbie and Ryan. She appreciated the example of a small city. She'll use the AMI slide with Gig Harbor figures for her City Council. Ryan said that the data used was 2019. Jason provided a link to updated data (at right). Jason noted that if jurisdictions are interested in implementing an MFTE program, Jason's happy to help them. Next month there will be a presentation from ARCH in King County. One of their primary programs is helping member cities with MFTE compliance. Looking at more member services that SSHA^{3}P can offer, MFTE compliance might be one to consider. Chair George thanked Debbie and Ryan for the report on their successes! .	Discus-sion Current AMI Data Thank you, Debbie & Ryan!!

TOPIC/WHO	DISCUSSION	ACTION
Advisory Board Appointment Process Mary Connolly	Mary refreshed the group on the Advisory Board process. Having an Advisory Board's a requirement of SSHA^{3}P's intergovernmental agreement. The Advisory Board will advise and make recommendations to the Executive Board on several points, including input on program design and development, and legislative advocacy. The Board will consist of 15-20 members, and represent geographic and demographic diversity. 1/3 will be consumers of affordable/attainable housing, both rental and ownership. 1/3 will be developers, designers, planners and managers of affordable/attainable housing, and 1/3 will be advocates and advisors who work on land use and housing issues. Upon establishing the Board, members' terms will be staggered, 1/3 for one year, 1/3 for two years and 1/3 for three years. Following that, terms will be three years. Previously, input was requested via a poll about how much involvement the Executive Board would like to have in interviewing and recommending Advisory Board members. Option 3 was favored by one vote: Step 1 – initial app review by SSHA^{3}P staff Step 2 – phone screening interview by SSHA^{3}P staff Step 3 – panel interview – SSHA^{3}P staff plus 2 Executive Board members Step 4 – recommendation – Executive Board subcommittee will recommend Step 5 - appointment – at 4/7 Executive Board meeting Member governments expressed a desire for emphasis on diversity of expertise and experiences. Staff will aim for having a staff workgroup member from at least two of these groups at panel interviews: One staff workgroup member from at least two of these groups – Pierce County + Large Cities (Auburn, Lakewood, Pierce County, Puyallup, Tacoma, and University Place), Small Cities & Towns (DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Milton, Steilacoom, and Sumner) and Tribal Government. Timeline – applications will be reviewed, and phone screens and panel interviews will be held between now and mid-March. Today the appt process will be finalized. In late March, an Executive Board subcommittee will meet to review applicants and recommend 15-20 applicants for appointment. Appointments will be made at the 4/7 Executive Board meeting. Next steps: need final direction from the Executive Board on the appointment process, as well as formation of the Executive Board subcommittee. Staff would prefer that each member government's represented by one person. Chair George asked if staff's working on a proposal for compensating Advisory Board members? Yes, they're researching best practices on compensation and working with Pierce County on internal compensation processes. Options will be shared.	Informational Discussion

TOPIC/WHO	DISCUSSION	ACTION
Advisory Board Appointment Process Mary Connolly	34 applications have been received thus far. Chair George asked the Board if they had questions or comments about the process and next steps. None. Any volunteers to be on the subcommittee? Councilmember Ballard, Chair George and Deputy Mayor Witting. Jason suggested asking for volunteers after the meeting, since some members had to leave. Mayor Markley volunteered if there aren't enough volunteers; she's quite busy. Mary will reach out to recruit more volunteers; she's looking forward to going through this process!	Advisory Board Website
SSHA³P Manager Report Jason Gauthier	SSHA3P Manager Gauthier included the quarterly workplan progress report and budget report in the meeting packet; there were no anomalies. Pierce County transferred their membership fees in January. Jason provided hot sheets from the legislative session. Vice Chair Leavitt's working on Bill 1167 which would create a grant program for multiplex housing, including ADUs. If this passes, cities will have an opportunity to apply for grants. Councilmember Ballard had suggested creating a position for ourselves. Bill 5301 is an amendment to create a spot for interlocal housing collaboration on the Washington Housing Board. If this passes, it will create a slot for SSHA³P! HB 1110 is a middle housing bill; its companion bill is 5190. 1110 is in negotiations; it would lift the threshold from 6,000 to 25,000 to provide triplexes. and it looks like it would require cities to hit 6,000 to provide triplexes. There's a natural barrier in the Senate Fiscal committee. Manager Gauthier encouraged member governments to continue to work with lobbyists and pay attention to this one. Chair George invited questions. None.	
Executive Board Updates/ Comments	Chair George invited members to discuss what's going on in their communities. None.	Informational
Good of the Order/ Adjournment	The meeting was adjourned at 9:57 a.m.	Meeting adjourned!

The next SSHA³P Executive Board meeting is scheduled for Friday, March 3, at 8:30 a.m. via Zoom.

Respectfully submitted, Becki Foutz, Administrative Assistant

Member Services

Presentation to SSHA3P

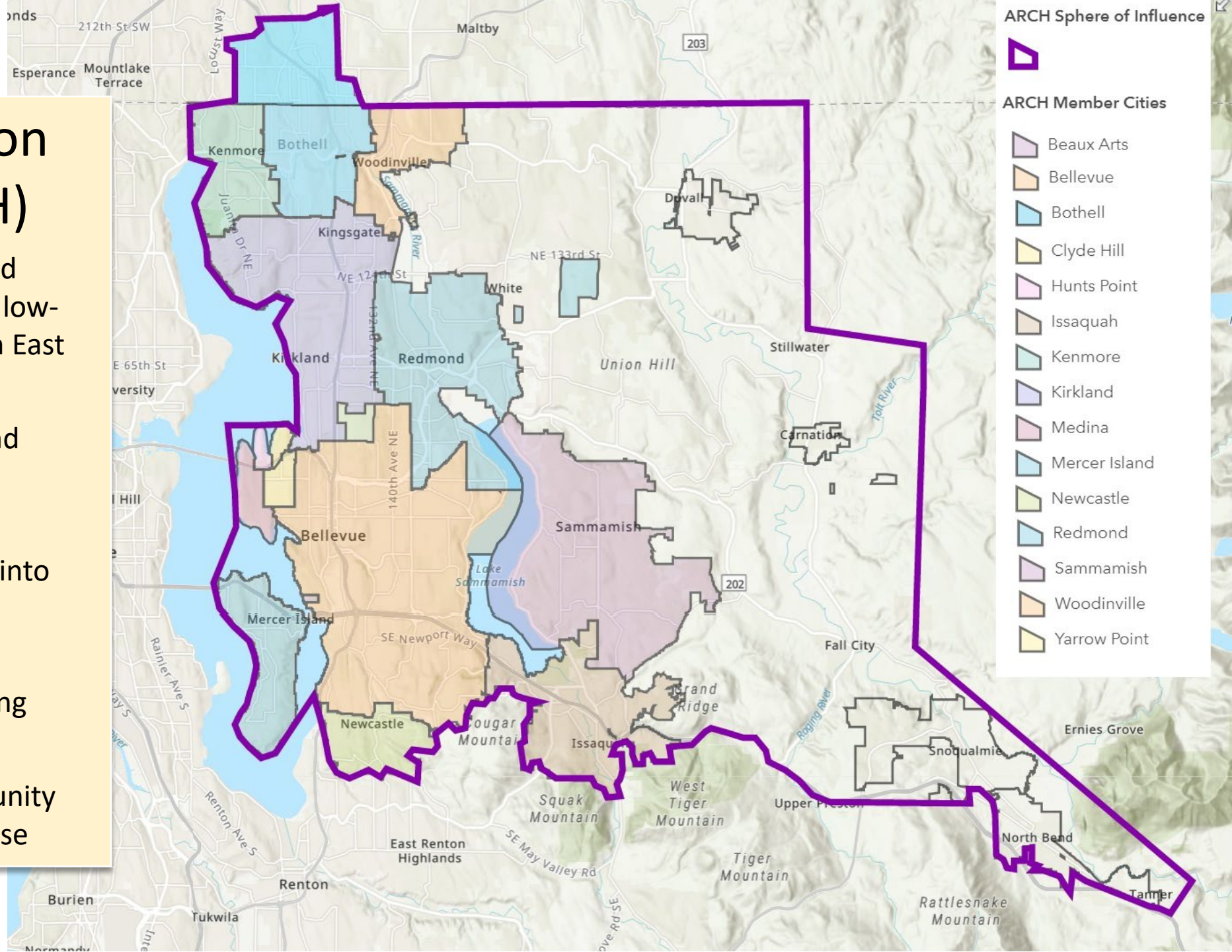
Mike Stanger, Senior Planner, ARCH

March 3, 2023

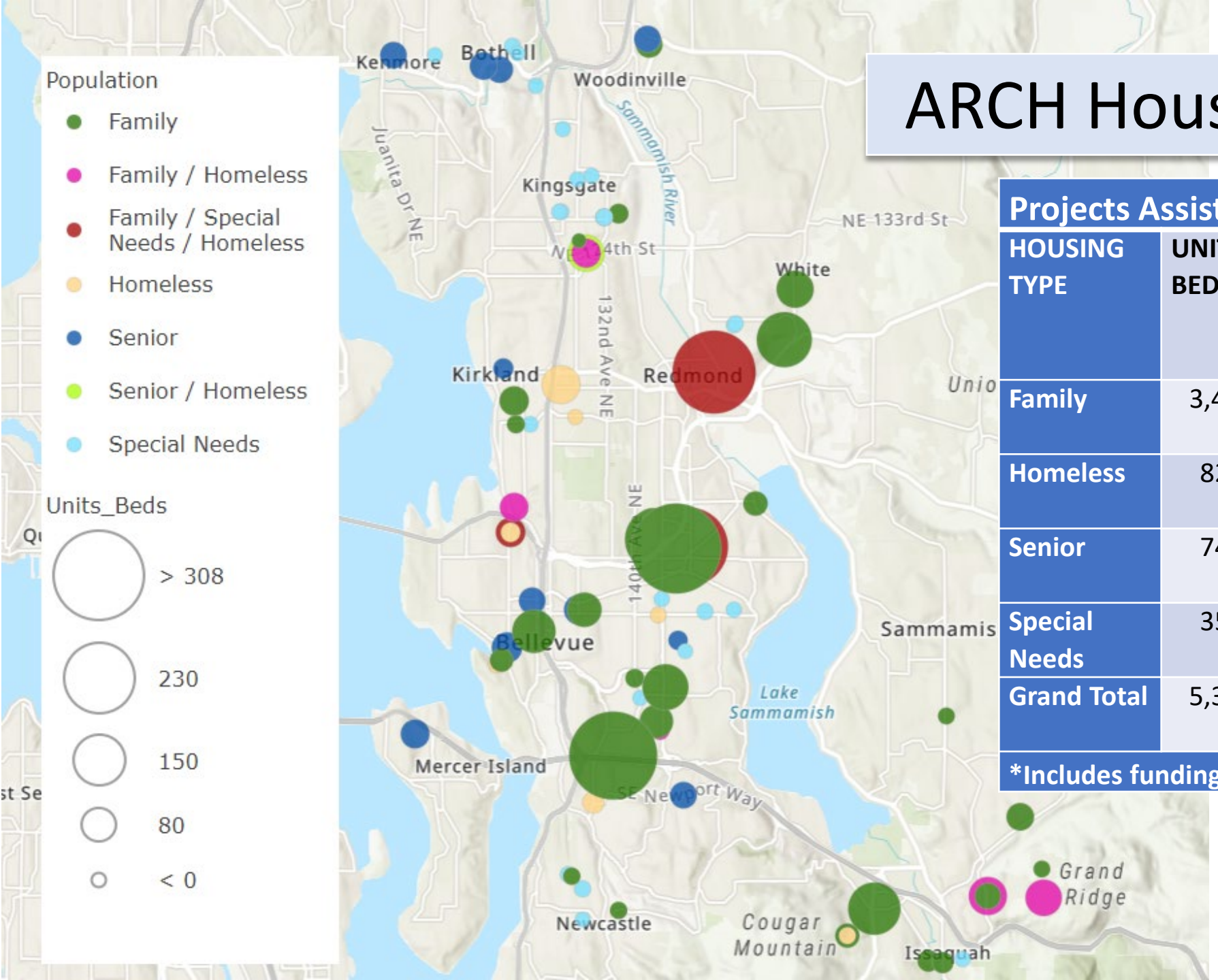
A Regional Coalition for Housing (ARCH)

Established in 1992 to create and preserve affordable housing for low- and moderate-income people in East King County through:

- Supporting housing policy and planning;
- Investing local dollars and leveraging other investment into affordable housing;
- Providing efficient shared administration of local housing programs; and
- Directly engaging the community with information and expertise



ARCH Housing Trust Fund

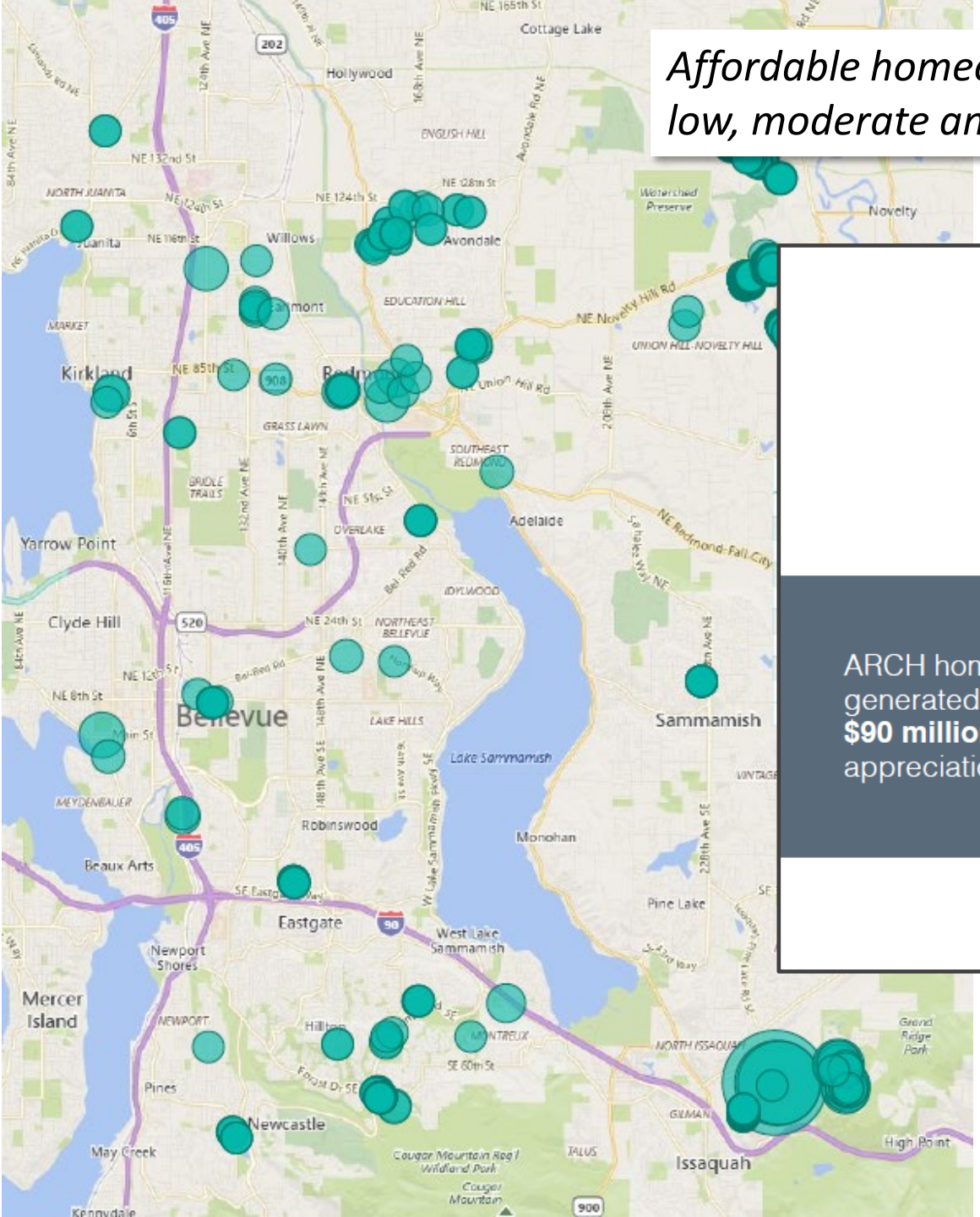


Projects Assisted 1993 - 2021

HOUSING TYPE	UNITS / BEDS	TRUST FUND*	PERCENT TOTAL	GOAL
Family	3,446	$49,973,930	52%	56%
Homeless	829	$21,987,762	24%	19%
Senior	745	$11,728,642	13%	13%
Special Needs	352	$9,394,886	10%	12%
Grand Total	5,372	$90,085,220	100%	100%

*Includes funding, land, fee waivers

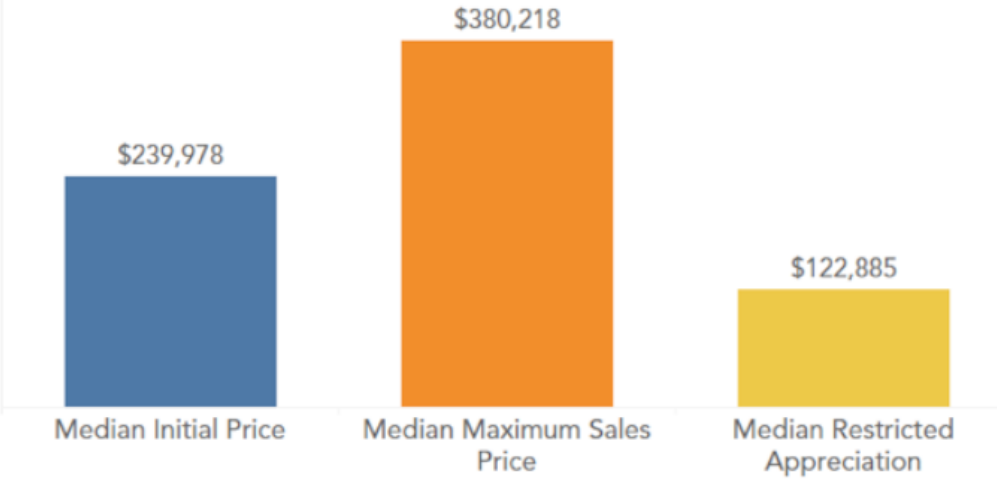
Affordable homeownership opportunities have built equity for families with low, moderate and middle incomes.



ARCH homes have generated more than **$90 million** in appreciation for owners

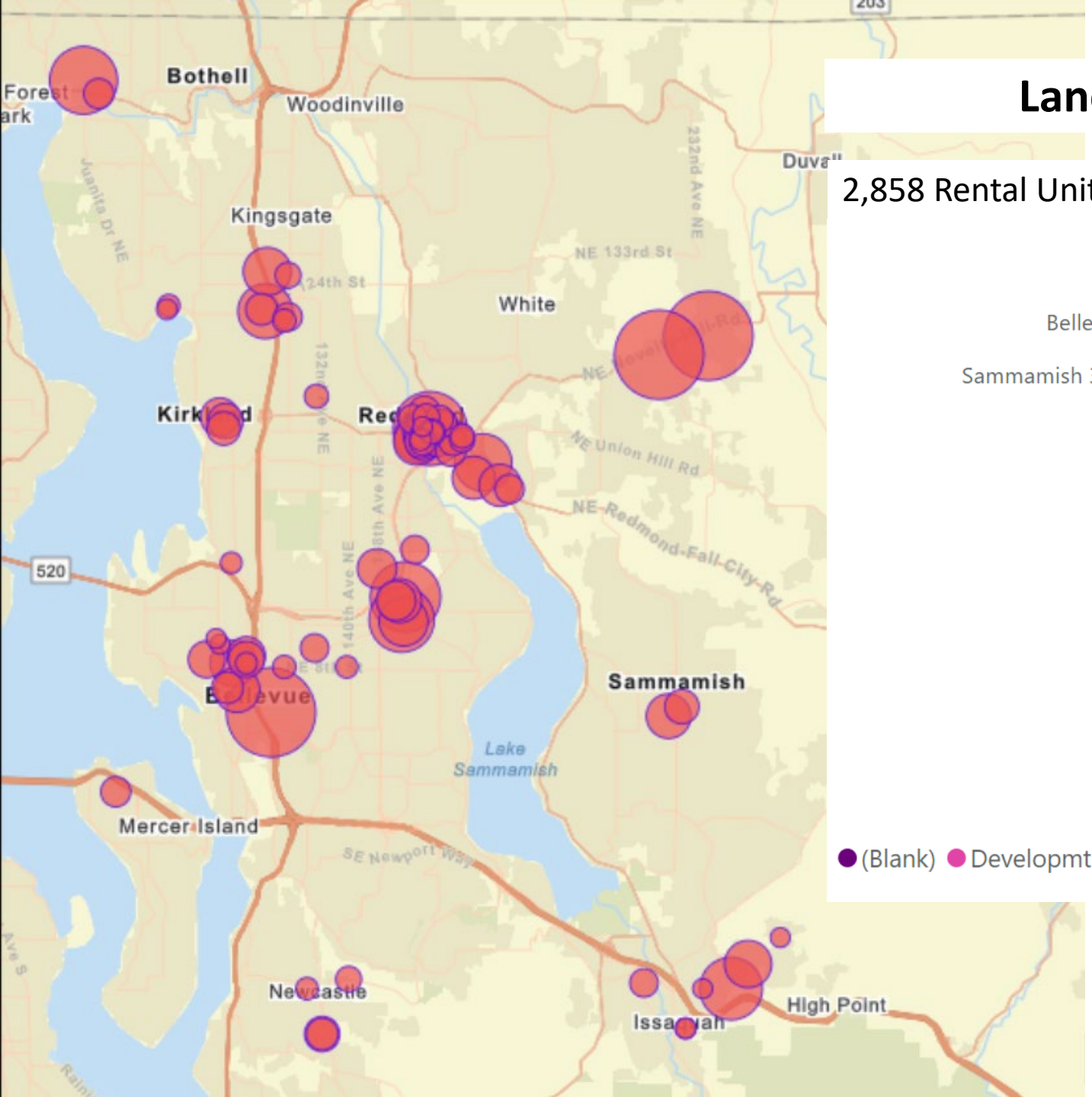
Wealth Creation

Sales Prices and Restricted Appreciation



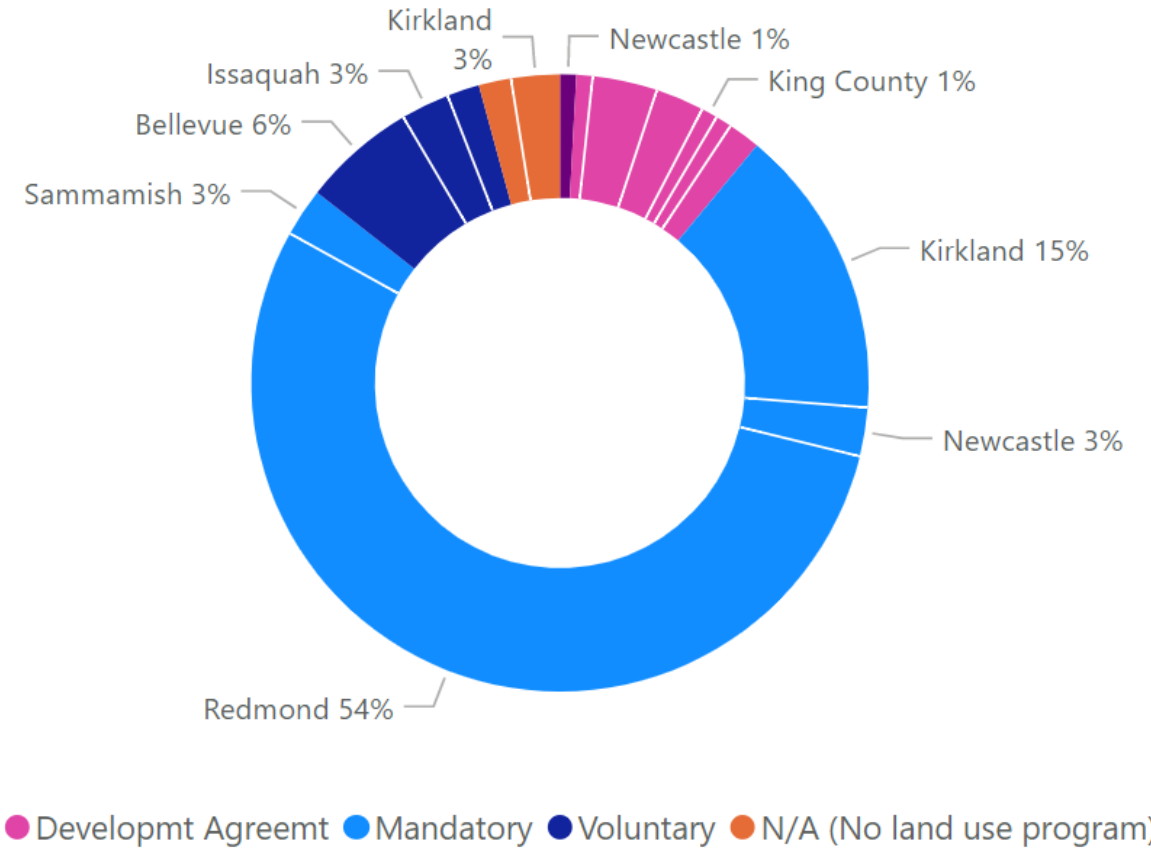
ARCH Program Assessment, 2019 (Street Level Advisors)

ARCH Homeownership Program



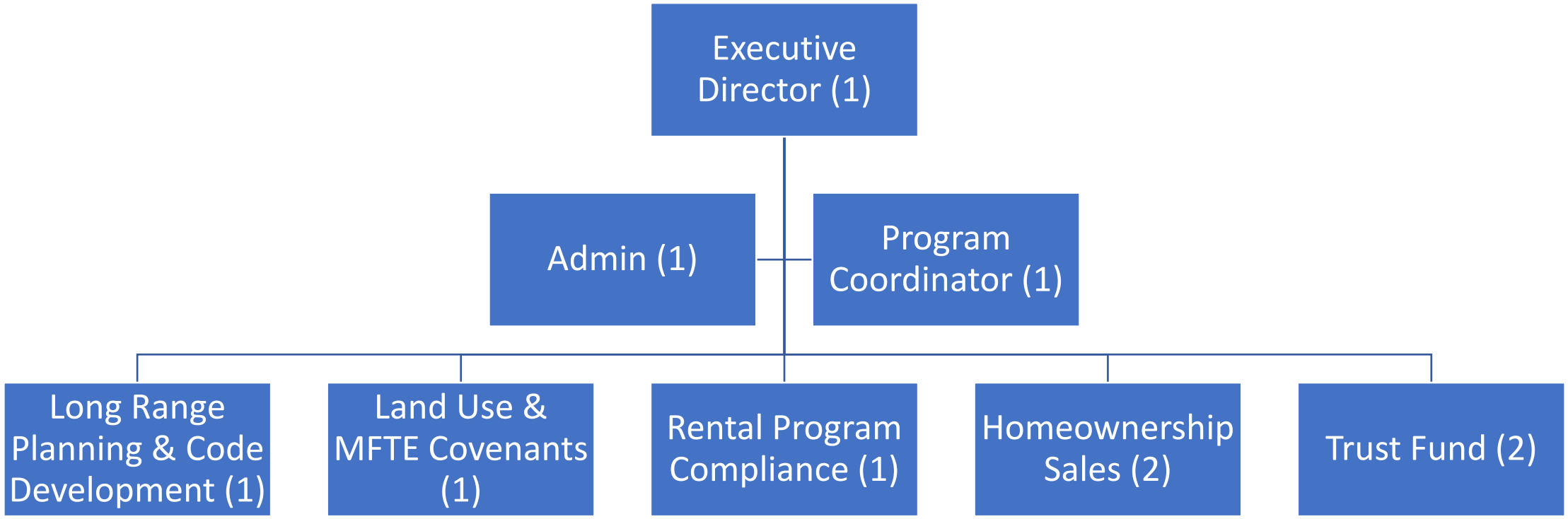
Land Use and/or MFTE Projects

2,858 Rental Units Created Since 2010 by Program Type and City



ARCH Rental Program

ARCH staff org chart (FTEs, approximate)



Land use/MFTE admin services

Rental projects process:

- Affordable unit evaluation and selection.
- Draft MFTE applications for owners; recommend to city staff.
- Draft covenants and contracts from boilerplates; approvals by owners, city attorneys, city staff (and in some cases, city councils).
- See that covenants are executed and recorded.
- Produce conditional and final certificates for cities to execute, then deliver to county assessor.
- Train property managers before lease-up and monitor compliance until 90% leased.
- Report new MFTE projects to state Commerce.
- Monitor compliance annually.

Planning and code development services

- Range of ARCH roles from technical advisors to direct staff:
  - Advise on best practices/lessons from other cities.
  - Incentives modeling.
  - Demographics and housing data and analysis.
  - Represent Eastside in regional planning efforts.
- Example best practices from ARCH members:
  - Inclusionary zoning and MFTE programs.
  - Manufactured housing community preservation.
  - Affordable housing on surplus public property.
  - ADUs and “missing middle” housing in SF zones.

SSHA³P

ADVISORY BOARD 2023-2024 WORK PLAN

SSHA³P EXECUTIVE BOARD REGULAR MEETING

MARCH 3, 2023

Pierce County
Human Services

MARY CONNOLLY, SSHA³P PROGRAM SPECIALIST 2

WHAT IS THE ADVISORY BOARD WORK PLAN?

- A document that will outline work areas for the Advisory Board
- 2023 – 2024 Work Plan
- Timeline
  - April/May: First Advisory Board meeting
  - August/September: Advisory Board finalizes their 2023-2024 work plan
  - September/October: Executive Board approves the Advisory Board's 2023-2024 work plan

WORK AREAS

Advisory Board Operations

- Chair and Vice Chair
- Rules & Procedures Development

Recommendations to the Executive Board

- SSHA^{3}P Budget and Work Plan
- State and Federal Legislative Agendas
- Policies and Programs Recommendations

POLICIES AND PROGRAMS RECOMMENDATIONS

- The Advisory Board may evaluate and develop policy and program recommendations for Executive Board consideration.

What policies and programs are you hoping to see the Advisory Board evaluate and provide recommendations on?

SOME EXAMPLES …

Land Use/Regulatory Reform

- Middle housing menu of strategies
- Short plat threshold increase
- Lot subdivision best practices
- ADUs – e.g. fee structure, parking requirements, maximum sq footage

Affordable housing

- Density bonus & other incentives
- MFTE
- Inclusionary zoning
- Anti-displacement policy

Rental Housing Policy

- Notice periods
- Fair housing/ anti-discrimination

WHAT POLICIES AND PROGRAMS ARE YOU HOPING TO SEE THE ADVISORY BOARD CONSIDER AND PROVIDE RECOMMENDATIONS ON?

SSHA³P

ADVISORY BOARD 2023-2024 WORK PLAN

SSHA³P EXECUTIVE BOARD REGULAR MEETING

MARCH 3, 2023

Pierce County
Human Services

MARY CONNOLLY, SSHA³P PROGRAM SPECIALIST 2

SSHA³P

2024 WORK PLAN & BUDGET DEVELOPMENT

SSHA³P EXECUTIVE BOARD REGULAR MEETING

MARCH 3, 2023

JASON GAUTHIER, SSHA³P MANAGER

Pierce County
Human Services

AGENDA

- Interlocal Agreement Requirements and Background
- 2024 Work Plan and Budget Development Options

INTERLOCAL AGREEMENT REQUIREMENTS

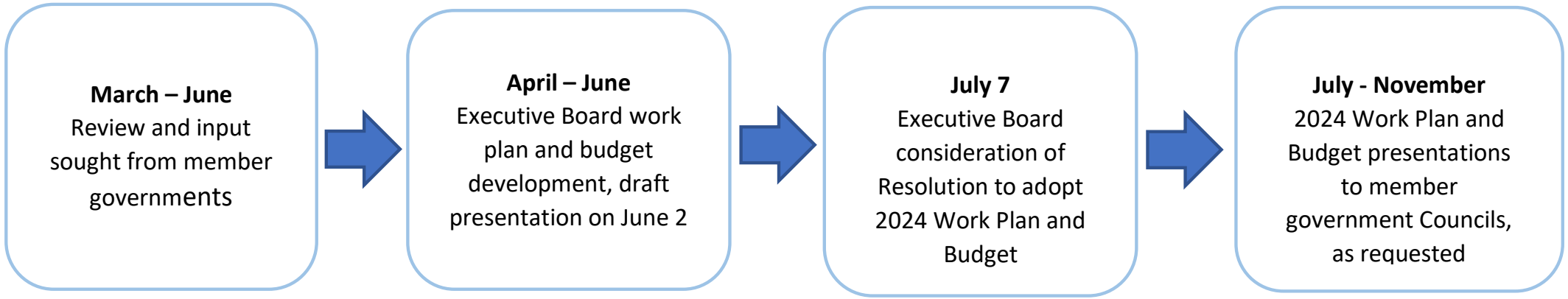
- The SSHA^{3}P interlocal agreement (ILA) created budgets for Fiscal Year (FY) 2021, 2022 and 2023
- SSHA^{3}P FY is January 1 – December 31
- 2024 Budget will be first FY created outside of ILA agreement
- SSHA^{3}P budget requires approval from Executive Board and the legislative body of each member government
- The ILA also requires the creation and Executive Board approval of an annual work plan to guide work of SSHA^{3}P staff

ANNUAL WORK PLAN

- SSHA^{3}P adopted 2022 Work Plan in July 2022
- SSHA^{3}P adopted 2023 Work Plan in December 2022
- SSHA^{3}P 2024 Work Plan should be adopted prior to or concurrent with FY 2024 Budget

WORK PLAN & BUDGET DEVELOPMENT TIMELINE

FY 2024 Budget and Work Plan Development



DEVELOPMENT OPTION A

- **March – April**: SSHA^{3}P staff meets with Executive Board members and staff to discuss anticipated needs in 2024
- **April**: Executive Board subcommittee develops and approves draft 2024 Work Plan and Budget
- **May 5**: Presentation of draft 2024 Work Plan and Budget, including member fee options, for Executive Board feedback and direction
- **June 2**: Presentation of proposed 2024 Work Plan and Budget
- **July 7**: Executive Board action on resolutions to adopt 2024 Work Plan and Budget
- **July – November**: Member government adopt SSHA^{3}P 2024 Budget and SSHA^{3}P staff available for member government Council presentations on work plan and budget

DEVELOPMENT OPTION B

- **March – April**: SSHA^{3}P staff meets with Executive Board members and staff to discuss anticipated needs in 2024
- **May 5**: Presentation of draft 2024 Work Plan and Budget, including member fee options, for Executive Board feedback and direction
- **June 2**: Presentation of proposed 2024 Work Plan and Budget
- **July 7**: Executive Board action on resolutions to adopt 2024 Work Plan and Budget
- **July – November**: Member government adopt SSHA^{3}P 2024 Budget and SSHA^{3}P staff available for member government Council presentations on work plan and budget

DEVELOPMENT OPTION C

- **March – May**: SSHA^{3}P staff meets with Executive Board members and staff to discuss anticipated needs in 2024
- **June 2**: Presentation of proposed 2024 Work Plan and Budget, including member fee options, for Executive Board feedback and direction
- **July 7**: Executive Board action on resolutions to adopt 2024 Work Plan and Budget
- **July – November**: Member government adopt SSHA^{3}P 2024 Budget and SSHA^{3}P staff available for member government Council presentations on work plan and budget

SSHA³P

2024 WORK PLAN & BUDGET DEVELOPMENT

SSHA³P EXECUTIVE BOARD REGULAR MEETING

MARCH 3, 2023

JASON GAUTHIER, SSHA³P MANAGER

Pierce County
Human Services