



**South Sound Housing Affordability Partners
Executive Board**

Amended 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>

April 7, 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's your favorite Spring Break vacation destination you've been to?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: Minutes March 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 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 SSHA³P website at: southsoundaffordablehousing.org

V. RESOLUTIONS

A. Resolution No. 2023-02, Establishing the SSHA³P Advisory Board

8:45

Purpose: Presentation by SSHA³P Program Specialist II Mary Connolly of Resolution No. 2023-02 to establish the SSHA³P Advisory Board.

ATTACHMENTS: Resolution No. 2023-02

[Document Link](#)

SSHA³P Advisory Board Establishment Memorandum

[Document Link](#)

B. Resolution No. 2023-03, Appointing Members to the SSHA³P Advisory Board

9:00

Purpose: Presentation by SSHA³P Program Specialist II Mary Connolly of Resolution No. 2023-03 to appoint members of the SSHA³P Advisory Board.

ATTACHMENTS: Resolution No. 2023-03 Presentation

[Document Link](#)

Resolution No. 2023-03

[Document Link](#)

Recommended Applicant Profile Memorandum

[Document Link](#)

VI. REPORT BY THE SSHA³P MANAGER

A. Legislative Update

B. Property Tax Exemption Seminars

ATTACHMENTS: April 2024 SSHA³P Manager Report

[Document Link](#)

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

A. Councilmember Mello Update on the Sales and Use Tax for Affordable Housing

ATTACHMENTS: Ordinance 2022-81s (The Maureen Howard Affordable Housing Act)

[Document Link](#)

VIII. ADJOURN



**South Sound Housing Affordability Partners
Executive Board Meeting Minutes**

March 3, 2023

8:30 – 10:00 a.m.

Executive Board: Mayor Nancy Backus, City of Auburn – present
Councilmember Kevin Ballard, City of DuPont – excused
Deputy Mayor Mike Winkler, City of DuPont - present
Mayor Daryl Eidinger, City of Edgewood – present
Councilmember Christi Keith, City of Edgewood (alternate) - excused
Mayor Kim Roscoe, City of Fife – present
Councilmember Doug Fagundes, City of Fife - excused
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 – present
Councilmember Paul Bocchi, City of Lakewood -
Mayor Shanna Styron Sherrell, City of Milton – present
Executive Bruce Dammeier, Pierce County - present
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 Nancy Henderson, Town of Steilacoom, (alternate) - present
Councilmember Charla Neuman, City of Sumner – present
Chair, Mayor Victoria Woodards, City of Tacoma – present
Councilmember Kristina Walker, City of Tacoma (alternate) - excused
Councilmember Stan Flemming, City of University Place –

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

Guests: Mike Stanger, Alex Harrington, Trish Crocker, Cynthia Stewart, Heather Moss, Tiffany Speir, Megan Smedsrud, Taylor Jones, Bryan Schmid, Ryan Windish, Katie Baker, Patti Spaulding-Klewin, Paul Loveless, Evan Hietpas

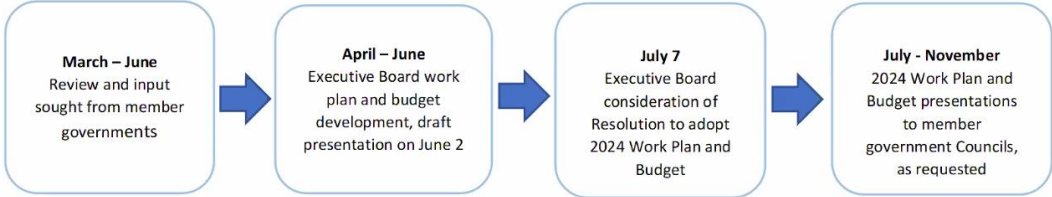
MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair George called the meeting to order at 8:30. SSHA ³ P Manager Gauthier called roll, per above; a quorum was present.	Wel- come!
Consent Agenda	Any additions to the agenda? None. Mayor Markley moved to approve the consent agenda. Mayor Roscoe seconded. The group voted to approve the consent agenda.	The agenda was ap- proved.

TOPIC/WHO	DISCUSSION	ACTION
Public Comment	Chair George invited the public to comment. None.	
Local Success of the Multifamily Property Tax Exemption Program Mike Stanger, ARCH	<p>Mike Stanger, Senior Planner at A Regional Coalition for Housing (ARCH) in East King County provided an informative presentation. ARCH has just celebrated its 30th anniversary! Mike congratulated the group on forming SSHA³P and wishes us success; ARCH would like to assist the group in any way they can. ARCH currently encompasses 15 cities in King County. ARCH was formed to help cities find a way to address housing requirements. They're probably best known for co-mingling funding to invest in capital projects for affordable housing. They're also responsible for administering tax exemption programs. It's less well-known that they also provide staff expertise in long-range planning.</p> <p>Members voluntarily contribute to the ARCH Housing Trust Fund. When it comes time to award projects, cities approve funding for each project. 2,858 rental units have been created since 2010, three-quarters of those have come through mandatory programs.</p> <p>Lindsay Masters has been ARCH's Executive Director for about four years. Mike works in planning and code development, assisting cities with their comprehensive plan updates and co-development, such as amendments, revising codes, etc. They currently have about two dozen active projects. Two staff are dedicated to trust fund projects.</p> <p>ARCH's approach is to be the staff for the cities they represent. They have standard agreements and templates, to the extent it's possible. Developers refer cities to ARCH. ARCH prepares paperwork. If it's an MFTE project, there's a separate application process; ARCH will create the application in collaboration with the developer and notify the city when it's ready for approval.</p> <p>Once an MFTE project's opened, ARCH will conduct the compliance review and prepare the certificate to ensure it's exempt from tax rolls. When reports are due, ARCH completes them. They have a similar process for home ownership; ARCH conducts eligibility for home buyers, whereas property managers conduct eligibility for rentals.</p> <p>Mike's been working closely with Kirkland, Kenmore, and Bothell recently; they have varying programs for zoning/MFTE. He helps them with policies, special projects, formulating code amendments, etc., as requested.</p>	<p>Wel-come, Mike!</p> <p>Informa-tional</p>

TOPIC/WHO	DISCUSSION	ACTION
Local Success of the Multifamily Property Tax Exemption Program continued	<p>Chair George opened for questions/thoughts. Deputy Mayor Witting asked how many MFTE units are market-rate at this point? Mike said that with the exception of Woodinville, all MFTE projects require 10-20% affordable units. Requirements overlap with land use programs. For example, in Redmond they're required to set aside 10% of the units and they used MFTE to buy down affordability. Affordability doesn't expire.</p> <p>Councilmember Brandstetter asked about the trust fund. Fee waivers are somehow considered part of the balance in the trust fund; how does that work? How is it calculated, and how does it contribute to the value of developing? Fee waivers are not included in the accounting per se, but they're counted towards the city's investment toward affordable housing. Do all cities within ARCH agree to a consistent fee waiver policy? No, ARCH hasn't sought or recommended that. They can suggest it as an option, but it's a local decision whether governments want to offer fee waivers.</p> <p>What's ARCH's role if they discover non-compliance? ARCH tries to settle it the best they can without escalating it. It could be property manager error; there may have been misunderstanding. If it's something more significant or systematic, ARCH might advise the city to take bigger actions. Usually, it's a home ownership situation in which ARCH has to turn to the city for more support. For example, a home might be sold at market price without advising ARCH. ARCH would then need help from the city to take legal action against the seller or buyer.</p> <p>Executive Dammeier thanked Mike for coming and presenting. He asked how many affordable units ARCH has been associated with creating over 30 years. Roughly 9,000. Pierce County's about ten years into this – what are the number one things that ARCH recommends, both to do and to avoid? Mandatory, inclusionary zoning, if done right, works best; it compels developers to use the MFTE program. Don't get caught understaffing compliance monitoring. ARCH got some bad press a few years ago for that on the home ownership side.</p> <p>Councilmember Neuman expressed her appreciation for the slide demonstrating the spread of the projects across East King County demonstrating how eventually everyone had a project. Her council had questions during Jason's presentation around how to best use their 1406 funding, and whether to pool them to leverage them. They're concerned about making sure they get a return on them.</p>	Discus- sion

TOPIC/WHO	DISCUSSION	ACTION
Advisory Board Work Plan Mary Connolly	<p>SSHA³P's working on a conservative timeline for the Advisory Board. They plan to finalize the Advisory Board Work plan in late Summer. The work plan will cover two areas: Advisory Board Operations and Recommendations to the Executive Board.</p> <p>What policies and programs are the Executive Board hoping to see the Advisory Board evaluate and provide recommendations on? Examples include land use/regulatory reform, affordable housing or rental housing policy.</p> <p>Mary opened for questions/direction. Councilmember Bryan asked if the Board feels they are doing enough to ensure housing equity? Jason's working with the Executive Board Chair and Vice Chair to add an equity note.</p> <p>Executive Dammeier added that Pierce County has adopted an equity note and is in the process of implementing it. We need the capacity to pull demographic data to demonstrate that SSHA³P policies are working towards equity.</p> <p>Councilmember Brandstetter suggested that the Advisory Board could recommend structure of inspection programs of rental programs, to standardize them across membership.</p> <p>Executive Dammeier said that he was struck by the figure that ARCH has produced 9,000 units in 30 years – we need 50,000 units within 10 years. We need to produce them at a much higher rate. He's interested in the Advisory Board's thoughts on scalability. How do we get to the point where we're creating/facilitating adequate numbers of affordable units in time? It almost needs to double every year. The Advisory Board's in the best position to advise the Executive Board on what's possible.</p> <p>Mayor Roscoe agreed with Executive Dammeier regarding the expediency of building units. She hopes that the Advisory Board comes up with creative for the Executive Board.</p> <p>Chair George acknowledged that we need to recognize the individual needs of each of our communities. He's interested to see how SSHA³P will be able to meet the need without changing our character.</p> <p>Deputy Mayor Winkler said that DuPont has the same concern, for example, where will all the cars go? There must be some control at the local level. Chair George added that Fircrest is so small; they don't know all that they don't know. We all have a lot to learn, particularly the smaller cities that haven't done this before.</p>	Discus- sion

TOPIC/WHO	DISCUSSION	ACTION
Advisory Board Work Plan continued	<p>Executive Dammeier pointed out that one of the things ARCH does is consolidate MFTE reporting, compliance, application/admin that's associated with projects, taking the burden off member cities and jurisdictions. His question is, is that a problem today, in our community? Is it a problem for those trying to apply for MFTE projects? Or for jurisdictions? Is there value in consolidated management of required admin, or not? Chair George noted that Jason was hoping that the Executive Board would recognize this.</p> <p>Mary thanked the group for their input.</p>	Discus- sion
2024 Work Plan and Budget Development Process Jason Gauthier	<p>Jason explained that staff seek Executive Board direction on the timeline for the 2024 work plan and budget. The timeline is hoped to serve as a foundation for future work plans and budgets moving forward. The ILA created budgets for fiscal years 2021 through 2023. The 2024 budget is the first one created outside the ILA, and it will require approval of the Executive Board and the legislative body of each member government. The 2024 work plan will be the third work plan, and should be adopted prior to or concurrently with, the 2024 budget.</p>	Informa- tional
	<p style="text-align: center;">FY 2024 Budget and Work Plan Development</p>  <pre> graph LR A["March – June Review and input sought from member governments"] --> B["April – June Executive Board work plan and budget development, draft presentation on June 2"] B --> C["July 7 Executive Board consideration of Resolution to adopt 2024 Work Plan and Budget"] C --> D["July - November 2024 Work Plan and Budget presentations to member government Councils, as requested"] </pre>	
	<p>Jason requested feedback and direction from the Executive Board.</p> <p>Option A – staff meets with Executive Board members and staff to discuss needs; Work plan and budget are developed and approved in April, presented to the Executive Board in May, presented in June for final Board feedback, for action on resolutions to adopt in July. The months of July to November will be used to seek member government approvals.</p> <p>Option B differs in that it won't include a Board subcommittee. Staff would present the work plan and budget for Board approval.</p> <p>Option C – no subcommittee and Board wouldn't receive its first briefing until June.</p>	

TOPIC/WHO	DISCUSSION	ACTION
<p>2024 Work Plan and Budget Development Process continued</p>	<p>Jason opened for feedback and direction. Chair George asked what if someone doesn't approve it? It's not spelled out in the ILA what would happen if a member government doesn't approve the work plan or budget. If presented in May, Jason wouldn't expect a great deal of deviation. There would be plenty of time for members to brief their Councils.</p> <p>Councilmember Brandstetter said that all proposals have the July to November window for jurisdictions to approve the budget and work plan. Perhaps that window could be divided, wherein part of the time could be used for education, so that member governments could be asked for approval beginning in September. The Executive Board could then incorporate feedback in the final drafts.</p> <p>Chair George asked Jason how much he thinks the work plan will change? Jason doesn't anticipate significant changes. Chair George asked if the Board would like to have a subcommittee that helps develop the draft work plan to bring to the full Board, or would they prefer to leave that to staff?</p> <p>Mayor Roscoe has confidence in staff. Executive Dammeier commented that he appreciates Councilmember Brandstetter's comments. He feels that jurisdiction approval will incorporate the SSHA³P budget into their budgets. His team has the ability to incorporate it, and they submit their budget in September. He thinks we will want to use this as an opportunity to add member accountability. We need to demonstrate accomplishments – what's happened as a result of SSHA³P activities? He doesn't want to see 25% of staff's time doing budgets each year; he wants to see them facilitating unit production. He's hoping that the budgeting can become a streamlined process.</p> <p>Mayor Markley echoed Executive Dammeier's comments; she's concerned about staff time. She doesn't want to put more on them than needed. If the Board's willing to form a subcommittee, she thinks that would be good.</p> <p>Chair George said that creating a subcommittee from the Board might actually add work to staff as they would need to manage the subcommittee. Mayor Backus doesn't want to the Board to bog down the process. Members' schedules are quite full already. Is there a hybrid approach, for the Board Chair and Vice Chair to identify whether Board members need to be involved?</p> <p>Mayor Markley asked Jason if we could poll the Work Group on this to streamline the process so as not to bog down either staff or members. Jason said that Executive leadership and the work group both meet regularly.</p>	<p>Jason will follow up with Council member Brandstetter outside the meeting</p> <p>Jason will produce a document for the Board to lay out the proposal based on today's feedback.</p>

TOPIC/WHO	DISCUSSION	ACTION
SSHA³P Manager Report Jason Gauthier	Jason will be sending out a Manager's Report highlighting a number of topics in detail. Chair George noted that the legislative hot sheet that Jason's been sharing is quite helpful and he's been sharing it with others.	Informa- tional
Executive Board Updates/ Comments	Chair George invited members to comment. None.	Informa- tional
Good of the Order/ Adjourn- ment	The meeting was adjourned at 10:00 a.m.	Meeting ad- journed!

The next SSHA³P Executive Board meeting is scheduled for Friday, April 7, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant



RESOLUTION NO. 2023-02

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P), ESTABLISHING A SSHA³P ADVISORY BOARD, PROVIDING FOR THE PURPOSE AND DUTIES OF THE BOARD, AND ESTABLISHING QUALIFICATIONS FOR THE BOARD.

WHEREAS, SSHA³P was formed on October 12, 2021 by Interlocal Agreement (ILA); and

WHEREAS, SSHA³P is governed by an Executive Board composed of representatives of SSHA³P's member governments; and

WHEREAS, the SSHA³P ILA calls for the establishment of a SSHA³P Advisory Board to provide advice and recommendations on the work of SSHA³P; and

WHEREAS, the SSHA³P ILA requires the Advisory Board to be created before the end of the first year of SSHA³P operations (with the start of the year defined as the hiring of the SSHA³P Manager); and

WHEREAS, the SSHA³P Manager was hired on April 11, 2022;

WHEREAS, the SSHA³P ILA calls for the Executive Board to adopt procedures for the convening and administration of the Advisory Board; and

WHEREAS, SSHA³P is committed to amplifying and ensuring community voices inform policy, programming, and funding decisions that help increase affordable, attainable, and accessible housing throughout the Pierce County community; and



WHEREAS, the SSHA³P Advisory Board structure is iterative in nature and subject to revision as inherent in dynamic advisory board best practices.

NOW, THEREFORE, THE SSHA³P EXECUTIVE BOARD RESOLVES as follows:

Section 1. Creation of the Advisory Board.

A. There is hereby established an advisory board, to be known as the SSHA³P Advisory Board. Appointment of members to the Advisory Board shall be in a manner set forth herein, and members shall be appointed by the SSHA³P Executive Board.

Section 2. Purpose of the Advisory Board.

A. Generally, the purpose the SSHA³P Advisory Board is to:

1. Provide advice and recommendations to the SSHA³P Executive Board on the work of SSHA³P by drawing on a variety of relevant experiences and expertise;
2. Provide connection and advancement of the broader interests of the local community(ies) and/or interests they represent;
3. Strengthen Executive Board, staff workgroup, and other interested parties' understanding of community needs and interests related to affordable/attainable housing in Pierce County.

Section 3. Role of the Advisory Board.

A. The initial Advisory Board members shall work with SSHA³P staff to adopt bylaws and a decision-making structure consistent with the SSHA³P Interlocal Agreement.

B. Under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board's work areas. The work plan shall be adopted by the Executive Board. The work plan may be amended after review and adoption by the Executive Board.

C. The Advisory Board's initial work plan shall include work areas for 2023 and 2024. Each subsequent work plan shall include work areas for one calendar year.

D. The Advisory Board shall work in collaboration with SSHA³P staff, the SSHA³P staff workgroup, and the SSHA³P Executive Board to develop and implement the SSHA³P Interlocal Agreement and SSHA³P's annual work plan priorities. With SSHA³P staff support, possible areas of focus include:

1. Recommendations on SSHA³P's work plan and budget;
2. Evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and
3. Suggested approaches to federal, state, and regional legislative advocacy.

Section 4. Role of Staff.

- A. The Advisory Board shall be staffed by SSHA³P staff who will provide technical assistance in the form of meeting organization and meeting minutes. SSHA³P staff shall also:
1. Organize recruitment for vacant seats on the Advisory Board and facilitate the selection process for new members.
 2. Build capacity and shared knowledge base among participating Advisory Board members, SSHA³P staff, and Executive Board members.
 3. Facilitate open and transparent communication between members of the Executive Board, SSHA³P staff workgroup, and Advisory Board.
 4. Provide open and transparent communication about upcoming policy recommendations, planning processes, or other projects and programs that are relevant to the Advisory Board.

Section 5. Meetings of the Advisory Board.

- A. The Advisory Board will meet as often as it deems necessary, but not less often than quarterly.
- B. A quorum at any meeting of the Advisory Board will consist of the Board members who represent a simple majority of the Board's membership. Advisory Board members may participate in any meeting by phone and/or video conferencing for all purposes, including but not limited to voting and establishing a quorum.
- C. No action may be taken except at a meeting where a quorum exists. Action by the Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a quorum exists. Official action by the Advisory Board may be conducted by motion, resolution, declaration, or other means as determined to be necessary by the Advisory Board. Proxy voting is not allowed. To the extent applicable to meetings of the Advisory Board, the Advisory Board will comply with applicable requirements of the Washington State Open Public Meetings Act (chapter 42.30 RCW).
- D. Once convened, the Advisory Board may select members to serve as chair and/or vice chair of the Advisory Board.

Section 6. Advisory Board Membership and Eligibility.

- A. The Advisory Board shall consist of not more than twenty (20) and not less than fifteen (15) community members and/or key stakeholders.
- B. Appointed members must have knowledge and understanding of affordable/attainable housing and be committed to the furtherance of improving access to affordable/attainable housing for all in Pierce County.
- C. Membership should reflect a geographic diversity of Pierce County cities, towns, tribes and unincorporated areas.
- D. Membership shall reflect:
 - 1. One-third consumers of affordable/attainable housing (rental and ownership housing), who shall fill “Consumer Seats”
 - 2. One-third developers, designers, planners, managers of affordable/attainable housing, who shall fill “Developer/Manager Seats”
 - 3. One-third advocates and advisors who work on land use and housing issues, who shall fill “Advisor/Advocate Seats”
- E. Advisory Board members may have experiences that align with more than one of the categories listed in section 6.D. When appointed, Advisory Board members shall be assigned to a seat for one of the categories that they represent.
- F. To ensure Advisory Board membership is consistent with the individual and collective membership criteria, parties interested in serving as Advisory Board members shall complete all application forms.

Section 7. Advisory Board Terms.

- A. When the Advisory Board is created, the initial terms of members shall be staggered as follows:
 - 1. One-third shall be appointed for a one-year term.
 - 2. One-third shall be appointed for a two-year term.
 - 3. One-third shall be appointed for a three-year term.The membership categories of the Advisory Board, described in section 6.D, shall be evenly distributed across the three initial terms.
- B. Following the completion of initial appointments, appointments shall be for a three-year term unless otherwise indicated.
- C. Advisory Board members retain the right to resign from their position at any time for any reason.

Section 8. Removal from Advisory Board.

- A. A member may be removed from the Advisory Board by the Executive Board with or without cause on a majority vote of membership of the Executive Board.

Section 9. Conflict of Interest.

- A. A potential conflict of interest arises when an Advisory Board member or an Advisory Board member's immediate family member stands to benefit from an action the Advisory Board takes or has another interest that impairs, or could be seen to impair, the independence or objectivity of the Advisory Board. Potential conflicts of interest may include situations in which an Advisory Board member or an Advisory Board member's immediate family member or business:

1. Has an ownership or investment interest in any third party that SSHA³P is considering dealing with;
2. Serves on the board, participates in the management of, or is otherwise employed by or volunteers with any third party that SSHA³P deals with or is considering dealing with;
3. Receives or may receive compensation or other benefits in connection with a transaction into which SSHA³P enters;
4. Receives or may receive personal gifts or loans from third parties dealing with SSHA³P;
5. Has a close personal or business relationship with a participant in a transaction being considered by SSHA³P;
6. Would like to pursue a transaction being considered by SSHA³P for their personal benefit.

- B. Whenever an Advisory Board member or any of their immediate family members have a financial interest in or any other personal interest in a matter coming before the Advisory Board, they must:

1. Fully disclose the nature of the interest; and
2. Recuse themselves from discussing, lobbying, or voting on the matter.

- C. Advisory Board members must disclose any actual or potential conflicts of interest regarding any business included in the meeting's agenda at the beginning of each Advisory Board meeting. Any matter in which Advisory Board members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any board meeting at which a matter involving an actual or potential conflict of interest was discussed or voted upon shall include: the name of the interested party, the



172 nature of the interest, and the decision as to whether the interest presented a
173 conflict of interest.

174
175 **Section 10. Amendments.**

176 This Advisory Board structure may be amended by a majority vote of the
177 Executive Board.

178
179 **Section 11. Effective Date.**

180 This Resolution will take effect and be in full force on passage and signature.

181
182 Adopted this _____ day of _____, 2023.

183
184 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

185
186
187 _____
188 Hunter George, CHAIR

189
190 ATTEST:

191 _____
192 _____

FROM: Mary Connolly, Program Specialist II
TO: SSHA³P Executive Board
CC: Jason Gauthier, SSHA³P Manager
SUBJECT: SSHA³P Advisory Board Establishment Memorandum
DATE: April 7, 2023

PURPOSE

This memorandum provides background information on Resolution 2023-02, which establishes the South Sound Housing Affordability Partners (“SSHA³P”) Advisory Board.

BACKGROUND

The SSHA³P Interlocal Agreement (“ILA”) states that the Executive Board will create an Advisory Board to provide advice and recommendations on the work of SSHA³P. While the ILA outlines several potential work areas, the primary work of the Advisory Board will be to advise on:

- SSHA³P’s budget and work plan;
- SSHA³P’s state and federal legislative agendas; and
- The evaluation, development, and recommendation of policies and programs for SSHA³P member government consideration.

The ILA includes the following Advisory Board membership requirements:

- The Advisory Board will consist of not more than twenty (20) and not less than fifteen (15) community members and/or key stakeholders.
- Membership should reflect a geographic diversity of Pierce County cities, towns, tribes and unincorporated areas; and
- Membership will reflect
 - One-third consumers of affordable/attainable housing (rental and ownership);
 - One-third developers and managers of affordable/attainable housing; and
 - One-third advocates and advisors who work on land use and housing issues.

Staff interpreted “consumers of affordable housing” to mean people with experience, either currently or previously, living in publicly funded affordable housing.

The ILA outlines that appointments to the Advisory Board will be for a three-year term, except for initial terms, which will be staggered such that one-third of the board is appointed for a one-year term, one-third is appointed for a two-year term, and one-third is appointed for a three-year term. The membership categories of the first Advisory Board will be distributed across the three initial terms.

Because the ILA states that the Executive Board must create the Advisory Board and adopt procedures for the recruiting, convening, and administration of the Advisory Board, action is required to establish the Advisory Board and outline procedures.

RESOLUTION 2023-02

Resolution 2023-02 establishes the Advisory Board and outlines rules and guidelines for its membership and operations.

The resolution outlines the following:

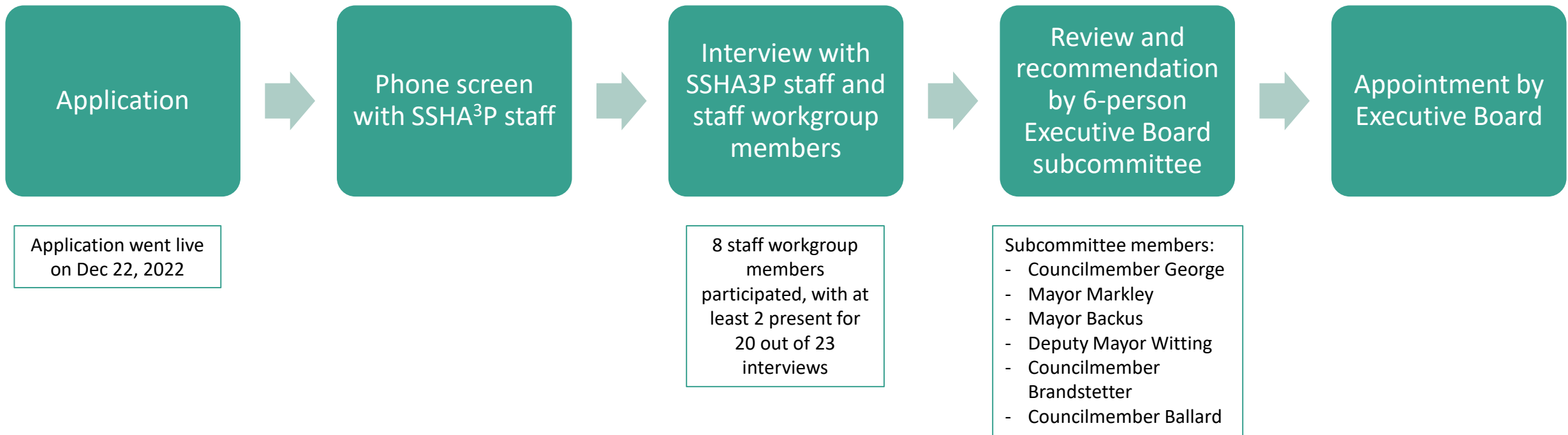
- Creation of the Advisory Board;
- Purpose and role of the Advisory Board;
- Role of staff in relation to the Advisory Board;
- Meeting requirements regarding frequency, voting, and the Open Public Meetings Act;
- Membership requirements and establishment of seats for the three categories in the ILA: “Consumer,” “Developer/Manager,” and “Advisor/Advocate”;
- Term lengths;
- Executive Board’s authority to remove members from the Advisory Board; and
- Conflict of interest policy

SSHA³P ADVISORY BOARD RECOMMENDATIONS

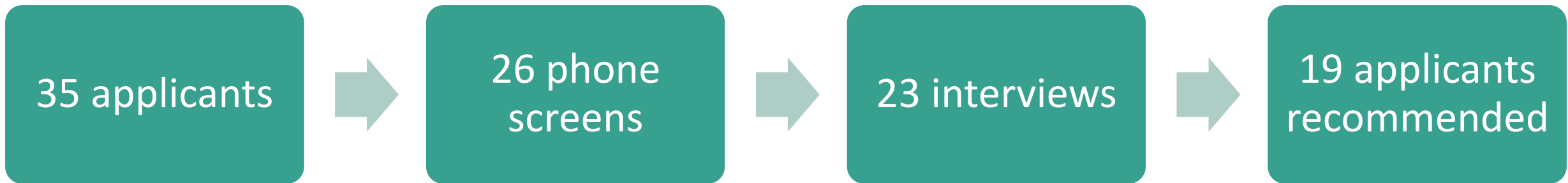
FRI APRIL 7, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II

APPLICATION AND APPOINTMENT PROCESS



PROCESS OUTCOMES



RECOMMENDATIONS

Advisor/Advocate Seats	Developer/Manager Seats	Consumer Seats
Adria Buchanan (3 years)	Judson Willis (3 years)	April Elliott (1 year)
Alex Harrington (2 years)	Kevin Bates (2 years)	Desniege Haywood (3 years)
Amanda DeShazo (3 years)	Nicholas Carr (2 years)	Faaluaina Pritchard (1 year)
Ben Ferguson (1 year)	Rian Booker (1 year)	Jay Worley (3 years)
Corey Orvold (3 years)	Riley Guerrero (3 years)	Noemi Cagatin-Porter (2 years)
Isabella Rivera Kjaer (1 year)	Zac Baker (1 year)	William Towey (2 years)
Jeff Bell (2 years)		

*Initial term length indicated in parentheses.

SSHA³P ADVISORY BOARD RECOMMENDATIONS

FRI APRIL 7, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II



RESOLUTION NO. 2023-03

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH
SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P),
APPOINTING MEMBERS TO THE ADVISORY BOARD.

WHEREAS, SSHA³P was formed on October 12, 2021 by Interlocal Agreement
(ILA); and

WHEREAS, the SSHA³P ILA calls for the establishment of a SSHA³P Advisory
Board to provide advice and recommendations on the work of SSHA³P; and

WHEREAS, on April 7, 2023 the SSHA³P Executive Board adopted Resolution
2023-02, establishing the SSHA³P Advisory Board, providing for the purpose and duties
of the board, and establishing qualifications for the board; and

WHEREAS, the SSHA³P ILA and Resolution 2023-02 require that the SSHA³P
Advisory Board consist of 15 to 20 community members and/or key stakeholders; and

WHEREAS, Resolution 2023-02 requires that SSHA³P Advisory Board
membership reflect one-third consumers of affordable/attainable housing (rental and
ownership housing), who shall fill “Consumer Seats;” one-third developers, designers,
planners, managers of affordable/attainable housing, who shall fill “Developer/Manager
Seats;” and one-third advocates and advisors who work on land use and housing issues,
who shall fill “Advisor/Advocate Seats;” and

WHEREAS, SSHA³P staff and the SSHA³P member government staff members
conducted a recruitment and selection process to identify eligible and qualified applicants
for the SSHA³P Advisory Board; and

WHEREAS, a subcommittee of the SSHA³P Executive Board recommends the
following applicants for appointment to the SSHA³P Advisory Board.



NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. Appointment of Advisory Board Members.

The SSHA³P Executive Board hereby confirms the appointment of the following individuals as stated below:

Adria Buchanan	Advisor/Advocate Seat	First Term
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Term Length: Appointment date through December 31, 2025

Alex Harrington	Advisor/Advocate Seat	First Term
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Term Length: Appointment date through December 31, 2024

Amanda DeShazo	Advisor/Advocate Seat	First Term
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Term Length: Appointment date through December 31, 2025

April Elliott	Consumer Seat	First Term
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Term Length: Appointment date through December 31, 2023

Ben Ferguson	Advisor/Advocate Seat	First Term
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Term Length: Appointment date through December 31, 2023

Corey Orvold	Advisor/Advocate Seat	First Term
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Term Length: Appointment date through December 31, 2025

Desniege Haywood	Consumer Seat	First Term
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Term Length: Appointment date through December 31, 2025

Faaluaina Pritchard	Consumer Seat	First Term
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Term Length: Appointment date through December 31, 2023

Isabella Rivera Kjaer	Advisor/Advocate Seat	First Term
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Term Length: Appointment date through December 31, 2023



Jay Worley Consumer Seat First Term
Term Length: Appointment date through December 31, 2025

Jeff Bell Advisor/Advocate Seat First Term
Term Length: Appointment date through December 31, 2024

Judson Willis Developer/Manager Seat First Term
Term Length: Appointment date through December 31, 2025

Kevin Bates Developer/Manager Seat First Term
Term Length: Appointment date through December 31, 2024

Nicholas Carr Developer/Manager Seat First Term
Term Length: Appointment date through December 31, 2024

Noemi Cagatin-Porter Consumer Seat First Term
Term Length: Appointment date through December 31, 2024

Rian Booker Developer/Manager Seat First Term
Term Length: Appointment date through December 31, 2023

Riley Guerrero Developer/Manager Seat First Term
Term Length: Appointment date through December 31, 2025

William Towey Consumer Seat First Term
Term Length: Appointment date through December 31, 2024

Zac Baker Developer/Manager Seat First Term
Term Length: Appointment date through December 31, 2023

Section 2. Effective Date.

This Resolution will take effect and be in full force on passage and signature.



91 Dated and Signed this _____ day of _____, 2023.

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93

94 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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98 HUNTER GEORGE, CHAIR

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100 ATTEST:

101 _____

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FROM: Mary Connolly, Program Specialist II
TO: SSHA³P Executive Board
CC: Jason Gauthier, SSHA³P Manager
SUBJECT: Recommended Applicant Profile Memorandum
DATE: April 7, 2023

PURPOSE

The purpose of this memorandum is to provide information on each of the 19 people that an Executive Board subcommittee has recommended for appointment to the South Sound Housing Affordability Partners (“SSHA³P”) Advisory Board.

PROFILES OF RECOMMENDED APPLICANTS

1. Adria Buchanan
2. Alex Harrington
3. Amanda DeShazo
4. April Elliott
5. Ben Ferguson
6. Corey Orvold
7. Desniege Haywood
8. Faaluaina Pritchard
9. Isabella Rivera Kjaer
10. Jay Worley
11. Jeff Bell
12. Judson Willis
13. Kevin Bates
14. Nicholas Carr
15. Noemi Cagatin-Porter
16. Rian Booker
17. Riley Guerrero
18. William Towey
19. Zac Baker

Name: Adria Buchanan

Jurisdiction applicant lives in: University Place

Applying as a representative of (if applicable): Fair Housing Center of Washington

- ☐ Person with experience living in affordable housing
- ☐ developer, designer, planner, builder, or manager of housing development projects
- ☒ advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Executive Director, Fair Housing Center of WA
- Member, National Fair Housing Alliance Advocacy Committee
- Member, Pierce County Affordable Housing Consortium
- Member, Washington Low Income Housing Alliance
- Member, Technical Advisory Group, City of Tacoma Affordable Housing Action Strategy (AHAS)
- Member, City of Tacoma Coalition to End Homelessness

What would make this applicant a valuable addition the Advisory Board?

- Applicant brings deep knowledge of and focus on fair housing.
- Applicant has experience in public engagement and working with elected officials on various housing initiatives.
- Applicant has experience in community engagement.
- Applicant has experience working with boards and is a certified mediator.
- Applicant brings a good perspective on community involvement in the development of affordable housing.

Name: Alex Harrington

Jurisdiction applicant lives in: Kent

Applying as a representative of (if applicable): Master Builders Association

- ☐ Person with experience living in affordable housing
- ☐ developer, designer, planner, builder, or manager of housing development projects
- ☒ advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Master Builders Association, Advocacy Associate

What would make this applicant a valuable addition the Advisory Board?

- Applicant has advocacy experience at MBA.
- Applicant has experience serving on boards and advisory committees.
- Applicant has familiarity working with various jurisdictions in Pierce County through work with MBA.
- Applicant is interested in middle housing and permitting process efficiencies.

Name: Amanda DeShazo

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable): Tacoma-Pierce County Affordable Housing Consortium

☐ **Person with experience living in affordable housing**

☐ **developer, designer, planner, builder, or manager of housing development projects**

☒ **advocate and/or advisor on land use and housing issues**

Professional/Community Activities:

- Executive Director, Tacoma-Pierce County Affordable Housing Consortium
- City of Tacoma Rental Housing Code Stakeholder Group
- City of Tacoma Technical Advisory Group for the Affordable Housing Action Strategy
- City of Tacoma's Home in Tacoma Project Planning ONE Home Tacoma Coalition
- City of Puyallup HB 1220 Stakeholder Group
- Pierce County Technical Advisory Group for Housing Action Strategy
- Pierce County Affordable Housing Developer Group
- Department of Commerce Policy Advisory Team
- WA Low Income Housing Alliance Public Policy Committee
- WA State Housing Finance Commission 9% LIHTC/4% Bond Program Stakeholder Groups
- Black Homeownership Initiative
- Tacoma Anchor Network

What would make this applicant a valuable addition the Advisory Board?

- Through work at the Tacoma-Pierce County Affordable Housing Consortium, applicant has a broad network of stakeholders in the affordable housing community in Pierce County. Consortium members include affordable housing developers, nonprofit social services providers, financial institutions, construction companies and businesses.
- Applicant has advocacy experience in the affordable housing arena.
- Applicant sits on many advisory committees related to affordable housing.

Name: April Elliott

Jurisdiction applicant lives in: Milton

Applying as a representative of (if applicable):

- ☒ **Person with experience living in affordable housing**
- ☒ **developer, designer, planner, builder, or manager of housing development projects**
- ☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Construction Administrator, BLRB Architects
- Chair of DEI Committee, BLRB Architects
- Chair, Milton Planning Commission

What would make this applicant a valuable addition the Advisory Board?

- Applicant has experience struggling with housing affordability.
- Applicant has professional experience as a construction administrator, overseeing construction for several schools in King and Pierce County.
- Applicant is the chair of Milton's Planning Commission.
- Applicant identified balancing many interests as a strength.

Name: Ben Ferguson

Jurisdiction applicant lives in: Fircrest

Applying as a representative of (if applicable):

☐ Person with experience living in affordable housing

☒ developer, designer, planner, builder, or manager of housing development projects

☒ advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Architect - Owner/Managing Principal - Ferguson Architecture
- Tacoma Pierce-County Chamber - Board Member / Chair
- Housing Committee Tacoma Board of Building Appeals - Member
- Tacoma Permit Advisory Group - Co-Chair
- Tacoma Urban Design Review Advisory Group - Member
- Fircrest Planning Commission - Member
- PC Affordable Housing Workgroup - Past Member (work is done)
- American Institute of Architects - Member
- National Council of Architectural Registration Boards - Registered
- U.S. Green Building Council - LEED AP Accreditation
- Registered Architect - State of Washington #30420067

What would make this applicant a valuable addition the Advisory Board?

- Applicant brings perspective as an architect.
- Applicant has extensive experience on housing-related boards and commissions, such as the Fircrest Planning Commission and the Tacoma Permit Advisory Group.

Name: Corey Orvold

Jurisdiction applicant lives in: Unincorporated Pierce County (near Puyallup)

Applying as a representative of (if applicable): Tacoma Urban League

- ☐ **Person with experience living in affordable housing**
- ☐ **developer, designer, planner, builder, or manager of housing development projects**
- ☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Realtor, Coldwell Banker
- Tacoma Urban League
- Board Member for Rebuilding Together South Sound
- State Realtor Association DEI Committee
- Local Realtor Association DEI Committee

What would make this applicant a valuable addition the Advisory Board?

- Applicant is a realtor and training to become an appraiser.
- Applicant is a member of the DEI committees at WA Realtors and Tacoma-Pierce County Association of Realtors. She has a deep understanding of housing inequality and DEI.
- Applicant understands the perspective of Black tenants/homebuyers through work with the Tacoma Urban League, supporting Black people in attaining affordable housing.

Name: Desniege Haywood

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable):

☒ **Person with experience living in affordable housing**

☐ **developer, designer, planner, builder, or manager of housing development projects**

☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Development Officer at the Tacoma Rescue Mission
- DREIM Team Committee (Diversity, Racial, Equity, Inclusion, Movement) - Tacoma Rescue Mission
- Search & Rescue Volunteer - Tacoma Rescue Mission

What would make this applicant a valuable addition the Advisory Board?

- Applicant has recent experience living in affordable housing.
- Applicant has 9+ years of experience working with people experiencing homelessness and currently works at the Tacoma Rescue Mission, giving her an up-to-date understanding of the needs of unhoused people.

Name: Faaluaina Pritchard

Jurisdiction applicant lives in: Lakewood

Name of organization (if applicable): Asia Pacific Cultural Center

- ☒ **Person with experience living in affordable housing**
- ☒ **developer, designer, planner, builder, or manager of housing development projects**
- ☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Executive Director, Asia Pacific Cultural Center
- Chair - Asian Pacific Islander Coalition (APIC) of Pierce County
- Board Member - Tacoma Urban League
- Board Member - Pierce County Affordable Housing Consortium

What would make this applicant a valuable addition the Advisory Board?

- Applicant is passionate about representing her community (Asian and Pacific Islander) and understands the housing needs of her community.
- Applicant has extensive experience serving on boards and commissions.
- Applicant has experience in affordable housing development.

Name: Isabella Rivera

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable):

- ☐ Person with experience living in affordable housing
- ☒ developer, designer, planner, builder, or manager of housing development projects
- ☒ advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Self-employed as a community planning researcher
- Master of Community and Regional Planning
- Involvement with multiple chapters of the American Planning Association
- Member of the Equity Committee for the American Planning Association in Washington

What would make this applicant a valuable addition to the Advisory Board?

- Applicant has a planning background with experience using data, community outreach, and policy advocacy to promote housing access and work toward putting an end to homelessness.
- Applicant has a strong understanding of equity in the context of housing.

Name: Jay Worley

Jurisdiction applicant lives in: Gig Harbor

Name of organization (if applicable):

☒ **Person with experience living in affordable housing**

☐ **developer, designer, planner, builder, or manager of housing development projects**

☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Lived experience advocate
- Tacoma Pierce County Coalition to End Homelessness (TPCCEH)
- Gig Harbor Key Peninsula Homeless Coalition
- Three months on the Application committee for Continuum of Care
- Inclement weather Response representative for TPCCEH to Department of Emergency Management

What would make this applicant a valuable addition the Advisory Board?

- Applicant currently lives in affordable housing and has experienced homelessness.
- Applicant has an interest in housing for people with extremely low incomes.

Name: Jeff Bell

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable):

- ☐ Person with experience living in affordable housing
- ☐ developer, designer, planner, builder, or manager of housing development projects
- ☒ advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- 16 years (1981-1997) in leadership roles with the Federal Home Loan Bank of Seattle, including eight years as COO

What would make this applicant a valuable addition the Advisory Board?

- Applicant has extensive experience in public and private affordable housing finance, including 16 years at the Federal Home Loan Bank of Seattle.
- Applicant has extensive experience in leadership and board roles.
- Applicant has skills in large scale financial analytics.

Name: Judson Willis

Jurisdiction applicant lives in: Unincorporated Pierce County (near Roy/Yelm)

Applying as a representative of (if applicable):

☐ Person with experience living in affordable housing

☒ developer, designer, planner, builder, or manager of housing development projects

☒ advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- National Building Account Manager, Cardinal Financial
- Custom home builder, licensed loan originator
- Master Builders Association (MBA) Legislative Strategy Committee, Member
- Subject Matter Expert with Building Industry Association of Washington (BIAW)
- Former Pierce County MBA Board member

What would make this applicant a valuable addition the Advisory Board?

- Applicant brings experience as a custom home builder and licensed loan originator.
- Applicant brings advocacy experience with MBA and BIAW.
- Applicant has an interest in outreach and education for affordable homeownership.
- Applicant has a focus on green building and energy efficiency.
- Applicant has interest in and is connected to the veteran community.

Name: Kevin Bates

Jurisdiction applicant lives in: Unincorporated Pierce County (near Puyallup)

Applying as a representative of (if applicable): Helping Hands House

☐ **Person with experience living in affordable housing**

☒ **developer, designer, planner, builder, or manager of housing development projects**

☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Chief Executive Officer, Helping Hands House, providing emergency shelter and housing solutions
- Member - Advisory Board - Pierce County's Comprehensive Plan to End Homelessness

What would make this applicant a valuable addition the Advisory Board?

- Applicant is the Executive Director of Helping Hands House which serves East Pierce County and manages some permanent supportive housing.
- Applicant has a good understanding of the challenges in affordable housing and understands the connection of addiction recovery to affordable housing.

Name: Nicholas Carr

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable): Tacoma Housing Authority

- ☐ Person with experience living in affordable housing
- ☐ developer, designer, planner, builder, or manager of housing development projects
- ☒ advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Intergovernmental Affairs, Tacoma Housing Authority
- Applicant has experience in housing policy, community engagement, project development, land use policy, and government affairs

What would make this applicant a valuable addition the Advisory Board?

- Applicant has a comprehensive understanding of housing, land use, and development policy.
- Applicant is a legislative advocate at Tacoma Housing Authority.
- Applicant has a variety of policy interests such as land banking, exploring innovative funding sources, and green infrastructure.
- Applicant has experience in natural and agricultural resource land preservation.

Name: Noemi Cagatin-Porter

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable):

- ☒ **Person with experience living in affordable housing**
- ☒ **developer, designer, planner, builder, or manager of housing development projects**
- ☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Founder of a nonprofit that provides housing, onsite mental health, financial literacy and rental reporting.
- Licensed and bonded contractor that has 10 years experience in remodeling, building and now learning about development.
- Residential mortgage loan originator.
- Member, City of Tacoma Human Services Commission
- Member, Pierce County Citizens Advisory Board

What would make this applicant a valuable addition to the Advisory Board?

- Applicant founded a nonprofit that provides housing and other social services. While she doesn't work at the organization anymore, she does own the properties that are used for the nonprofit's housing.
- Applicant is a licensed and bonded contractor and residential mortgage loan originator.
- Applicant has experience in living in affordable housing and being unhoused.

Name: Rian Booker

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable): Golden Goose Homes

☐ **Person with experience living in affordable housing**

☒ **developer, designer, planner, builder, or manager of housing development projects**

☒ **advocate and/or advisor on land use and housing issues**

Professional/Community Activities:

- Manage low-income housing project (Hilltop Hive Home)
- Board member, City Club
- Volunteer, Tacoma Pierce County Homeless Coalition

What would make this applicant a valuable addition to the Advisory Board?

- Applicant is an innovator and idea generator. He is interested in designing and testing small scale solutions, then scaling ones that work.
- Applicant built and manages zero barrier affordable housing in Tacoma for people with extremely low incomes (0-30% AMI).
- Applicant is focused on unhoused people and housing for people with extremely low incomes by increasing the number of units/beds.
- Applicant is a career project manager.

Name: Riley Guerrero

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable): Pierce County Housing Authority

☐ Person with experience living in affordable housing

☒ developer, designer, planner, builder, or manager of housing development projects

☒ advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Pierce County Housing Authority, Administrative Coordinator

What would make this applicant a valuable addition to the Advisory Board?

- Applicant is applying as a representative of Pierce County Housing Authority and brings a network of colleagues with a depth of knowledge and resources. She has a variety of duties at PCHA, including monitoring changes to housing policy, grant writing, working with residents, and coordinating board-related activities.
- Applicant has a good understanding of housing access issues and of DEI in housing policy.

Name: William Towey

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable):

- ☒ **Person with experience living in affordable housing**
- ☒ **developer, designer, planner, builder, or manager of housing development projects**
- ☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Executive Director, Lake City Partners Ending Homelessness, which serves those experiencing homelessness in north Seattle/King County
- Small multifamily developer
- Formerly: Researcher at UW Tacoma

What would make this applicant a valuable addition to the Advisory Board?

- Applicant has a variety of relevant perspectives as a landlord, small multifamily developer, academic researcher, and executive director of a homeless services nonprofit.
- Applicant's academic research at UW Tacoma was focused on gentrification and displacement.
- Applicant also has experience living in affordable housing many years ago.

Name: Zac Baker

Jurisdiction applicant lives in: University Place

Applying as a representative of (if applicable): Southport Financial Services

- ☐ **Person with experience living in affordable housing**
- ☒ **developer, designer, planner, builder, or manager of housing development projects**
- ☒ **advocate and/or advisor on land use and housing issues**

Relevant Professional/Community Activities:

- Development manager – Southport Financial Services (for-profit builder in affordable housing space)
- Developer, owner, builder
- Tacoma-Pierce County Affordable Housing Consortium Board member

What would make this applicant a valuable addition to the Advisory Board?

- Applicant brings perspective of a for-profit developer building affordable housing.
- Applicant brings a focus on workforce housing.

TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: April 2024 Manager Report
DATE: April 5, 2023

AFFORDABLE HOUSING DEVELOPMENT

Department of Natural Resources Property

Facilitating work between Pierce County Human Services/Community Development Corporation staff and the Department of Natural Resources on the acquisition of a transition land property in Frederickson for future affordable housing development. We are in current discussions regarding a timeline for acquisition and acquisition financing options that would make the property viable and attractive for future development. This property shows moderate development capacity for 20-26 low density units, most suitable for a homeownership model.

Pierce Transit Property

Facilitating discussions between Pierce Transit (PT) and an affordable housing developer regarding PT property located near 72nd & Portland and its possible usage for transit-oriented affordable housing development.

Regional Fund Pooling of 1406 Resources

SSHA³P hosted an initial planning and priority meeting with staff from the cities of Auburn, Fife, Sumner, Puyallup, and University Place to consider the pooling of 1406 funds for regional investments. SSHA³P staff are developing pooling agreement options for discussion and consideration and have engaged Pierce County Human Services about a potential fund matching commitment.

Property Tax Exemption Seminars

SSHA³P staff have worked with Assessor – Treasurer's office, member governments, and the Pierce County Human Services Department to host a series of property tax exemption and resource seminars.

<u>LOCATION</u>	<u>DATE</u>	<u># ATTENDEES</u>
Parkland/Spanaway	March 1	25
Fircrest/University Place	March 6	23
Key Peninsula	March 23	60 +
Gig Harbor	April 6	TBD
Mid-County	May 5	TBD
Tacoma	May 24	TBD

HOUSING POLICY & PLANNING

Middle Housing Grant

Progress continues on grant deliverables, in collaboration with the grant cities of Edgewood, Fife, Gig Harbor, Milton, and University Place.

Our consultant has delivered the first draft of an assessment map for middle housing suitability. This map will continue to be refined with input and feedback from grant cities. The map can be viewed [HERE](#).

Grant deliverables include: a public engagement report, racial equity analysis report*, proposed policies to address anti-displacement*, land use assessment for middle housing suitability, and a strategy menu to facilitate the development of middle housing.

**Indicates required elements of the Comprehensive Plan Periodic Update*

Legislative Agenda

Focusing limited capacity on 4 primary legislative priorities:

- Capital budget* support for member identified affordable housing priorities
 - Lakewood | LASA Gravelly Lake Commons project (\$500,000)
 - Funded in both proposed Senate and House capital budgets
 - Tacoma | Acquisition Funds for property on 12th/Tacoma Ave (\$1.95M)
 - Funded in proposed Senate capital budget
 - Pierce County | Tacoma Rescue Mission Village project (\$15M)
 - Not funded in either Senate or House proposed capital budgets
 - Pierce County | Support for PCHA single family home portfolio acquisition)
 - Funded in both proposed Senate and House capital budgets at \$14M
- [SHB 1167](#)
Creating a grant program for cities and towns to develop pre-approved ADU and middle housing plans
- [SSB 5301](#)
Updating housing programs procedures at the Department of Commerce
 - Worked with sponsor, committee Chair, Commerce, and the Governor's office on [amendment](#) to create a new seat on the [Affordable Housing Advisory Board](#) for a regional housing collaboration.
- [SSB 5604](#)
Makes technical updates to [mental health](#) and [affordable housing](#) sales tax
 - SSHA³P worked with WSAC and Snohomish County on an [amendment](#) to allow up to 10% of 1406 funds to be utilized for program administration.

**SSHA³P staff have produced memorandums providing overviews of the proposed Senate (ESSB 5200) and House (HB 1147) capital budgets and their alignment with SSHA³P capital budget funding priorities.*

Thriving Communities Technical Assistance Grant

SSHA³P staff hosted a planning meeting to discuss options for [Thriving Communities Technical Assistance \(TCTA\)](#) requests. This HUD technical assistance program is designed to help local governments ensure housing needs are considered as part of their larger infrastructure investment plans, while also supporting equitable development in disadvantaged communities. We are currently working with two SSHA³P members to consider requests.

EDUCATION & OUTREACH

Philanthropy Roundtables on Affordable Housing

Staff is working with the Greater Tacoma Community Foundation and Bamford Foundation on scheduling regular Philanthropy Roundtables on Affordable Housing for project updates, development education, information sharing between private and public funders, and alignment of affordable housing investments. Private funders plan to invite regional partners and, in alignment with this plan, SSHA³P will invite staff from SKHHP to this upcoming meeting. We expect the first meeting to be scheduled in May.

Affordable Housing Mapping

Beginning Q2, 2023 SSHA³P staff will work with member governments to update SSHA³P's [affordable housing mapping](#) and expect this update to be completed by end of Q2.

Developer Portal

SSHA³P staff will begin working on a long-term project to build out a developer portal on the SSHA³P website. This portal will include information and mapping on affordable housing funding and incentive programs, as well as bonus density, fee waiver, and other policies and programs that member governments have implemented to facilitate the development of housing.

ADMINISTRATION & GOVERNANCE

SSHA³P Advisory Board

Resolution No. 2023-02, to establish the Advisory Board, and Resolution No. 2023-03, to appoint member to the Advisory Board, to be presented for action by the Executive Board at its April 7, 2023, regular meeting.

2024 Budget and Work Plan

SSHA³P staff has received a preliminary budget from our administering agency, Pierce County, and will begin scheduling meetings with Executive Board members and member government staff, April – June, to discuss aligned work plan and budget priorities.

Sponsored by: Councilmembers Derek Young, Ryan Mello, Marty Campbell, Jani Hitchen, and
Robyn Denson
Requested by: County Council

ORDINANCE NO. 2022-81s

An Ordinance of the Pierce County Council Levying an Additional Sales and Use Tax of One-Tenth of One Percent for Housing and Related Services as Authorized by RCW 82.14.530; Amending Pierce County Code Chapter 4.28, "Sales and Use Tax," and Section 4.48.020, "Special Revenue Funds"; and Reaffirming Projects for Funding During 2023. (The Maureen Howard Affordable Housing Act)

Whereas, the cost of housing is a significant and ongoing hardship for many residents and households in Pierce County; and

Whereas, approximately one-third of all households in Pierce County are burdened by housing costs, with more than 40,000 households spending over half their income on housing alone; and

Whereas, the supply of new housing is not keeping pace with demand as our population grows, placing ever increasing upward pressure on housing prices and amplifying housing costs for everyone; and

Whereas, safe, affordable housing is a key component to providing people with stability and ensuring their access to essential needs such as education, employment healthcare, and recreation; and

Whereas, the current housing shortfall places even more members of our community perilously close to the point of displacement, inadequate shelter, homelessness or worse, jeopardizing individuals' and families' mental and physical wellbeing; and

Whereas, the 2022 Point in Time Count identified 1,851 people as homeless but official estimates find 4,300 people are experiencing homelessness in Pierce County with nearly a quarter of these individuals experiencing chronic homelessness; and

Whereas, as of March 2023, there are 4,318 students who are identified as homeless under the federal law known as the McKinney-Vento Act (Education of Homeless Children and Youth) in Pierce County schools making it significantly difficult for these young people to focus on their learning and future, and



1 **Whereas**, without prompt action, worsening housing affordability will lead to
2 more individuals entering the homeless system leading to even greater challenges and
3 pressures placed on our already limited homeless resources; and
4

5 **Whereas**, Pierce County must work to address these problems throughout the
6 entirety of the housing spectrum, taking steps to increase the supply of affordable
7 housing while also finding safe, rehabilitative homes for those already displaced; and
8

9 **Whereas**, with continued investments in shelter and housing, we can
10 accommodate all Pierce County residents in appropriate housing options and eliminate
11 the public health, safety, and welfare concerns that have impacted our communities for
12 far too long; and
13

14 **Whereas**, in 2020, the Washington State Legislature passed House Bill 1590
15 (1590 Sales Tax), which amended Revised Code of Washington (RCW) 82.14.530,
16 Sales and Use Tax for Housing and Related Services; and
17

18 **Whereas**, as amended, RCW 82.14.530 authorizes the governing body of a city
19 or county to impose a local sales and use tax for housing and related services; and
20

21 **Whereas**, pursuant to RCW 82.14.530(2)(a), a minimum of 60 percent of the
22 revenue collected from this tax must be used for constructing or acquiring affordable
23 housing, behavioral health facilities, or facilities providing housing-related services, or to
24 fund the operation and maintenance costs of new units of affordable housing, facilities
25 where housing-related programs are provided, or newly constructed evaluation and
26 treatment centers; and
27

28 **Whereas**, the revenue from the tax that is used to construct, acquire or purchase
29 land for affordable housing must only be provided to housing that serves individuals
30 whose income is at or below 60 percent of the median income of Pierce County and are
31 persons with behavioral health conditions; veterans; senior citizens; persons who are
32 homeless or at-risk of being homeless, unaccompanied homeless youth or young
33 adults; persons with disabilities; or domestic violence survivors; and
34

35 **Whereas**, the remainder of the moneys collected from this tax must be used for
36 the operation, delivery, or evaluation of behavioral health treatment programs and
37 services or housing-related services; and
38

39 **Whereas**, in March 2022, the Pierce County Council approved Resolution No.
40 R2022-22s to adopt the Comprehensive Plan to End Homelessness which estimates
41 Pierce County currently spends \$40 million a year to operate the homeless crisis
42 response system and needs to spend an additional \$117 million a year to fully fund the
43 system and end homelessness in the next five years; and
44
45



1 **Whereas**, in November 2022, the Pierce County Council approved Resolution
2 No. R2022-162s adopting the Housing Action Strategy (Strategy) which identified
3 housing needs and recommended several policies for increasing the availability of
4 affordable housing to residents across the income spectrum; and

5
6 **Whereas**, the adopted Strategy found Pierce County must build at least 50,600
7 housing units at 50 percent of Area Median Income (AMI) or less by 2044 and over half
8 of these units must be affordable to households earning 30 percent AMI or less, and
9 that the private market is not able to build housing for this population without significant
10 public subsidy such as the 1590 Sales Tax; and

11
12 **Whereas**, the Strategy recommends implementing the Housing and Related
13 Services Sales Tax (1590 Sales Tax) as a tool for generating additional local funding to
14 support income-qualified affordable housing; and

15
16 **Whereas**, the Pierce County Council recognizes the 1590 Sales Tax funds are
17 intended to advance the development of projects across the housing needs spectrum,
18 including workforce housing for residents with income between 50 percent and 60
19 percent AMI, in order to make housing more stable and affordable for Pierce County's
20 137,000 cost-burdened households; and

21
22 **Whereas**, Federal Low Income Housing Tax Credits (LIHTC) and the State
23 Housing Trust Fund are the primary federal and state funding tools to build affordable
24 housing projects. Local equity and local matching dollars, such as the 1590 Sales Tax
25 funds, are required to compete for both funding sources, and it has been documented
26 that projects in Pierce County are not competitive for these funding sources due to
27 Pierce County's lack of available local matching funds; and

28
29 **Whereas**, building and preserving affordable housing requires a multitude of
30 stakeholders to come together to provide the incentives and capital necessary to
31 achieve such goals; and

32
33 **Whereas**, with additional local dollars, nonprofit and private developers will be
34 well situated to compete for state and federal funding streams, maximizing the impact of
35 local investments and increasing the number of projects being built specifically for cost-
36 burdened populations; and

37
38 **Whereas**, the scale of our housing shortages is too great for any one
39 government or entity to solve alone; increasing housing supply and reducing
40 homelessness will require investment, participation, and coordination from throughout
41 the housing community, including nonprofit providers, public housing authorities, private
42 developers, builders, real estate professionals, municipal partners, and many more; and
43



1 **Whereas**, more housing of all kinds is needed throughout Pierce County in both
2 incorporated and unincorporated areas; cities will play a key role in determining where
3 new projects are targeted and how new revenue streams are effectively allocated to
4 work toward a more equitable and adequate housing situation for all of our residents;
5 and
6

7 **Whereas**, the Fair Housing act enshrines into federal law the goal of eliminating
8 racial segregation and ending housing discrimination based on race, color, religion, sex,
9 familial status, national origin, and disability; and
10

11 **Whereas**, the Fair Housing act also expanded civil rights protections to prohibit
12 discrimination in the sale, rental and financing of housing based on race, color, religion,
13 national origin, sex disability and familial status; and
14

15 **Whereas**, Pierce County is an inclusive community committed to affordable
16 housing and to promoting appropriate activities by private, non-profit, public, and faith-
17 based partners intended to provide or advocate for equal housing opportunities for all
18 residents and prospective residents of Pierce County; and
19

20 **Whereas**, Pierce County has played a longstanding role as a center of
21 opportunity and upward mobility made possible by good jobs and safe workforce
22 housing; and
23

24 **Whereas**, Pierce County's housing shortage threatens our ability to attract
25 businesses, and retain a talented workforce, undermining Pierce County's long term
26 economic competitiveness; and
27

28 **Whereas**, to extend Pierce County's legacy of economic vitality and quality of life
29 into the future, the County must have a broad set of housing options for workers at all
30 income levels; and
31

32 **Whereas**, our social fabric, our economy, our health, and environment are
33 strengthened when housing of all types is included in our communities; and
34

35 **Whereas**, across all of our County, urban, suburban, and rural, communities
36 benefit from all types of housing including the people who reside in these homes, their
37 neighbors, schools, businesses, employers, and our strength is in our diverse, inclusive
38 neighborhoods; and
39

40 **Whereas**, if a city in Pierce County has imposed the tax authorized under RCW
41 82.14.530 prior to the effective date of this Ordinance, a credit will be provided against
42 Pierce County's tax for the full amount imposed by the City; and
43

44 **Whereas**, the City of Tacoma has already imposed this sales tax within their
45 jurisdiction; and
46
47



1 **Whereas**, Pierce County has determined that the tax should be imposed and that
2 the proceeds will be used solely for purposes authorized by RCW 82.14.530; and
3

4 **Whereas**, Pierce County lost one of the strongest and most effective housing
5 and homelessness advocates when Maureen Howard died of cancer on January 5,
6 2023; and
7

8 **Whereas**, Maureen Howard spent her decades-long career fighting for housing,
9 shelter and dignity for those living on the streets and was always looking for a way to
10 give a helping hand; and
11

12 **Whereas**, Maureen Howard's contributions to the community will be greatly
13 missed; her fearlessness and dedication advocating for the homeless will forever be
14 remembered; and
15

16 **Whereas**, Pierce County dedicates this Act to Maureen Howard and it will be
17 known and cited as the Maureen Howard Affordable Housing Act; **Now Therefore**,
18

19 **BE IT ORDAINED by the Council of Pierce County:**
20

21 Section 1. Chapter 4.28 of the Pierce County Code, "Sales and Use Tax," is
22 hereby amended as shown in Exhibit A, which is attached hereto and incorporated
23 herein by reference, and an additional one-tenth of one percent sales and use tax is
24 hereby imposed in Pierce County pursuant to RCW 82.14.530.
25

26 Section 2. Section 4.48.020 of the Pierce County Code, "Special Revenue
27 Funds," is hereby amended as shown in Exhibit B, which is attached hereto and
28 incorporated herein by reference.
29

30 Section 3. The County Executive and Finance Director are authorized and
31 requested to execute any contracts with the State Department of Revenue that may be
32 necessary to provide for collection or administration of the tax imposed by Section 1 of
33 this Ordinance.
34

35 Section 4. The Finance Department shall take all necessary steps to effectuate
36 the adjustment of tax rates associated with this Ordinance as soon as possible.
37

38 Section 5. As appropriated in Ordinance No. 2022-76s2 for the Housing and
39 Related Services Tax in fiscal year 2023, the Council reaffirms funding the following
40 2022 Affordable Housing Financing Notice of Fund Availability Waitlist projects:
41

42 A. \$4,500,000 for the Inland Group Copper Way project which is anticipated to
43 create 253 affordable rental units for households at or below 60 percent of the area
44 median income.
45
46



1 B. \$2,000,000 for the Southport/Rainier Viridian Gardens project which is
2 anticipated to create 95 affordable rental units for households at or below 60 percent of
3 the area median income.
4

5 Section 6. If any section, sentence, clause, or phrase of this Ordinance should
6 be held to be invalid or unconstitutional by a court of competent jurisdiction, or its
7 application held inapplicable to any person, property, or circumstance, such invalidity or
8 unconstitutionality shall not affect the validity of any other section, sentence, clause, or
9 phrase of this Ordinance or its application to any other person, property, or
10 circumstance.
11

12 Section 7. This Ordinance may be known and cited as the "Maureen Howard
13 Affordable Housing Act."
14

15
16 **PASSED this _____ day of _____, 2023.**
17

18
19 ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

20
21
22
23 _____
24 **Denise D. Johnson**
25 Clerk to the Council
26
27

Ryan N. Mello
Council Chair

28
29 _____
30 **Bruce F. Dammeier**
31 Pierce County Executive
32 Approved _____ Vetoed _____, this
33 _____ day of _____,
34 2023.

35 Date of Publication of
36 Notice of Public Hearing: _____
37

38 Effective Date of Ordinance: _____
39



Only those portions of Chapter 4.28 that are proposed to be amended or necessary for context are shown. Remainder of text, maps, tables and/or figures is unchanged.

Chapter 4.28

SALES AND USE TAX

Sections:

- 4.28.010 Imposition – Collection.**
- 4.28.020 Rate.**
- 4.28.030 Administration.**
- 4.28.040 Credit.**
- 4.28.050 Inspection of Records.**
- 4.28.060 Violations.**
- 4.28.070 Additional Tax – Imposition – Collection.**
- 4.28.080 Additional Tax – Rate.**
- 4.28.090 Additional Tax – Administration – Violations.**
- 4.28.100 Additional Tax – Relationship to City Tax – Credit.**
- 4.28.110 Criminal Justice Purposes Tax – Imposition.**
- 4.28.120 Criminal Justice Purposes Tax – Rate.**
- 4.28.130 Criminal Justice Purposes Tax – Allocation and Use.**
- 4.28.140 Criminal Justice Purposes Tax – Distribution.**
- 4.28.150 Criminal Justice Purposes Tax – Administration, Violations and Penalties.**
- 4.28.160 Behavioral Health and Therapeutic Courts Tax – Imposition.**
- 4.28.170 Behavioral Health and Therapeutic Courts Tax – Rate.**
- 4.28.180 Behavioral Health and Therapeutic Courts Tax – Allocation and Use.**
- 4.28.190 Behavioral Health and Therapeutic Courts Tax – Administration, Violations and Penalties.**
- 4.28.200 Housing and Related Services Tax – Imposition.**
- 4.28.210 Housing and Related Services Tax – Rate.**
- 4.28.220 Housing and Related Services Tax – Allocation and Use.**
- 4.28.230 Housing and Related Services Tax – Administration, Violations and Penalties.**
- 4.28.200-300 Severability.**

4.28.200 Housing and Related Services Tax – Imposition.

Pursuant to the authority granted in RCW 82.14.530, there is imposed an additional sales and use tax, separate and apart from any other sales and use tax imposed by this title, upon every taxable event within Pierce County

4.28.210 Housing and Related Services Tax – Rate.

The rate of the sales and use tax imposed by PCC 4.28.200 shall be one-tenth of one percent of the selling price or value of the article.



1 **4.28.220 Housing and Related Services Tax – Allocation and Use.**

2 Moneys collected under PCC 4.28.200 must be used for the purposes authorized by RCW
3 82.14.530.

4
5 **4.28.230 Housing and Related Services Tax – Administration, Violations and Penalties.**

6 The provisions of PCC 4.28.030, 4.28.040, 4.28.050, and 4.28.060 apply to the Housing and
7 Related Services tax imposed pursuant to PCC 4.28.200.

8
9 **4.28.200-300 Severability.**

10 If any provision of this Chapter or its application to any person or circumstance is held
11 invalid, the remainder of the Chapter or the application of the provisions to other persons or
12 circumstances shall not be affected.
13



*Only those portions of Section 4.48.020 that are proposed to be amended are shown.
Remainder of text, tables, maps and/or figures is unchanged.*

4.48.020 Special Revenue Funds.

S. Housing and Related Services Fund.

1. **Creation.** There is created a fund known as the Housing and Related Services Fund which shall consist of tax revenues deposited into the fund pursuant to Ordinance No. 2022-81 and PCC 4.28.200, plus any other investment or other income to the fund.

2. **Use of Fund.** Pierce County may use distributions from the Housing and Related Services Fund as authorized by RCW 82.14.530, and the Council may periodically establish funding priorities through resolution or the biennial budget.

The Human Services Department, in collaboration with the Pierce County Community Development Corporation, the Behavioral Health Advisory Board, the Comprehensive Plan to End Homelessness Implementation Advisory Board, or successor organizations and community partners, shall create a six-year advisory expenditure and implementation plan based on the allowed uses of the fund, the Council's identified priorities, and the goals and strategies contained in the 2022 Pierce County Housing Action Strategy adopted by Resolution No. R2022-162s, or the County's most recent housing plan, the Comprehensive Plan to End Homelessness adopted by Resolution No. R2022-22s, or the County's most recent plan addressing homelessness, and the most recent Behavioral Health Improvement Plan. The advisory plan must describe the Human Services Department's process for consulting with the above-referenced advisory boards or successor organizations to evaluate the funding applications and detail the annual costs to the Human Services Department for administering the fund.

By December 1, 2023, the Human Services Department must present the advisory plan to the Council for review and adoption by resolution or ordinance. The advisory plan must be updated biennially by July 1 in odd years, and these biennial updates must also be submitted to the Council for review and adoption.

The advisory plan must account for the following factors as evident from the current data: the need for various types of housing by various populations, the need in various localities within Pierce County, the availability of capable development and service organizations to effectively use the financing, and the opportunities to use the county's financing to leverage financing from other sources.

To the extent practicable, the initial advisory plan must incorporate the Council's policy goals to:

a. Attract affordable housing development and preservation and permanent supportive housing throughout the County;

b. Address the racial and rural wealth gap through increasing homeownership; and

c. Dedicate up to:

- (1) 30 percent of the funds to projects serving individuals whose income is at or below 30 percent of the area median income;



1 (2) 50 percent of the funds to projects serving individuals whose income is
2 between 30 and 60 percent of the area median income; and

3 (3) 20 percent of the funds to housing-related services and behavioral health
4 treatment facilities and related programs.

5 3. **Expenditures.** The Human Services Department shall solicit funding applications
6 and provide recommendations for uses of this fund to the Council in written
7 memorandum and expenditures shall be authorized by resolution or ordinance of the
8 Council.

9 To the extent practicable, the Human Services Department shall use the advisory
10 plan to guide their funding recommendations and shall consult with the Pierce
11 County Community Development Corporation to evaluate affordable housing
12 funding applications, the Behavioral Health Advisory Board to evaluate behavioral
13 health related and supportive services funding applications, and the Comprehensive
14 Plan to End Homelessness Implementation Advisory Board, or successor
15 organization, to evaluate funding applications for projects aimed at preventing
16 homelessness or serving individuals experiencing homelessness.

17 All expenditures from the fund must be approved by the Council.

18 4. **Oversight.** Beginning July 1, 2025, and every two years thereafter, the Human
19 Services Department shall develop and submit to the Council a biennial performance
20 report reflecting priorities and strategies, describing accomplishments and outcomes
21 achieved, outlining specific deliverables and action steps for the next biennium, and
22 setting and tracking performance measures by the uses of the fund. These biennial
23 performance reports may be submitted with the biennial updates to the advisory plan.

24 5. **Performance Audit.** By April 1, 2030, and every six years thereafter, the
25 Performance Audit Committee established under Chapter 1.26 PCC shall complete a
26 comprehensive assessment of all the projects, services and programs receiving
27 funding from the fund.

28 6. **Required Council Review.** No later than May 1, 2030, and every 10 years
29 thereafter, the Council shall hold a public hearing to consider public input regarding
30 the continued need for the tax collected pursuant to PCC 4.28.200. The Finance
31 Department shall submit a report to the Council, which includes an accounting of all
32 funds collected and expended. The Human Services Department shall submit a
33 report to the Council which includes the number of units developed or preserved,
34 populations served and other impact the investments have made in implementing the
35 Comprehensive Plan to End Homelessness, the Behavioral Health Improvement
36 Plan, and the Housing Action Strategy and their successive planning documents

37 7. **Excess Monies.** Any unexpended funds remaining at the end of any budget year
38 shall be carried forward from year to year and not be transferred to the general fund
39 or otherwise lapse.
40

