



**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>

June 2, 2023 8:30 a.m.

Chair Councilmember Hunter George, Vice Chair Mayor Tracie Markley, Mayor Nancy Backus, Councilmember Kevin Ballard, Mayor Daryl Eiding, 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 Fleming, 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 summertime picnic snack?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: Minutes May 5, 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 SSHA³P website at: southsoundaffordablehousing.org

V. PRESENTATIONS

A. 2024 Work Plan Presentation 8:45

Purpose: Briefing by SSHA³P Manager, Jason Gauthier, seeking questions, feedback, and direction on the draft 2024 Work Plan.

ATTACHMENTS: 2024 Draft Work Plan Presentation

[Document Link](#)

B. 2024 Budget Presentation 9:05

Purpose: Briefing by SSHA³P Manager, Jason Gauthier, seeking questions, feedback, and direction on the draft 2024 Work Plan.

ATTACHMENTS: 2024 Draft Budget Presentation

[Document Link](#)

C. Habitat for Humanity Update 9:40

Purpose: Presentation by Sherrana Kildun on Tacoma/Pierce County Habitat for Humanity's project development operations.

ATTACHMENTS: Habitat for Humanity Presentation

[Document Link](#)

VI. REPORT BY THE SSHA³P MANAGER

A. Regional Fund Update

B. Advisory Board Update

ATTACHMENTS: June 2023 SSHA³P Manager Report

[Document Link](#)

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN

SSHA³P

South Sound Housing Affordability Partners Executive Board Meeting Minutes

May 5, 2023

8:30 – 9:51 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) - present
Mayor Kim Roscoe, City of Fife – present
Councilmember Doug Fagundes, City of Fife - present
Councilmember Hunter George, City of Fircrest – present
Mayor Pro Tempore Joe Barrentine, City of Fircrest - excused
Mayor Tracie Markley, City of Gig Harbor – present
Councilmember Mike Brandstetter, (alternate) City of Lakewood – present
Councilmember Paul Bocchi, City of Lakewood - absent
Mayor Shanna Styron Sherrell, City of Milton – present
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 – absent
Mayor Dick Muri, Town of Steilacoom – present
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) - present
Councilmember Charla Neuman, City of Sumner – absent
Chair, Mayor Victoria Woodards, City of Tacoma – present
Councilmember Kristina Walker, City of Tacoma (alternate) - excused
Councilmember Stan Flemming, City of University Place – present

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

Guests: Nick Federici, Trish Crocker, Kenneth George, Bryan Schmid, PCHA, Taylor Jones, Ryan Windish, Katie Baker, John Howell, LeighBeth Merrick, Tiffany Speir, Patti Spaulding-Klewin, Alex Harrington, Liz Crouse

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair George called the meeting to order at 8:34. SSHA ³ P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Consent Agenda	Any modifications to the agenda? None. Councilmember Flemming moved to approve the consent agenda. Mayor Backus seconded. The group voted to approve the consent agenda; none opposed.	The agenda was approved.

TOPIC/WHO	DISCUSSION	ACTION
Public Comment	Chair George invited the public to comment. None.	
2023 Legislative Session Briefing Nick Federici	<p>Session started out with high expectations; affordable housing didn't get as much money as first hoped, but did get over \$700M: \$163.6M for competitive buckets, \$95M for permanent supportive housing, \$40M for home ownership projects, \$25M for housing persons with disabilities, \$25M for preservation of existing affordable housing and \$6M for mobile homes. These figures are all unprecedentedly large commitments that were granted unanimously from both houses.</p> <p>\$45.3M was provided for specific projects, including several in Pierce County \$400M for state housing trust fund. Additional funding was provided for specific projects, especially for homeless youth, and \$40M for land acquisition. Microsoft pledged \$50M and challenged the legislature to match it. Many projects fall apart because the land becomes too expensive; this will level the playing field a bit.</p> <p>\$60M was provided for the CHIP program (connecting programs with infrastructure). \$50M for transitory development (\$25M is state funds and \$25 anticipated from private donors such as Amazon.)</p> <p>Lots of good news in the operating budget! \$560M or \$704M for weatherization, half a billion dollars in investments for affordable housing to assist clients with supportive services, grants to local jurisdictions and state funding. Since real estate transactions are decreasing, \$48M for the state and \$18M for local cities and counties were provided as a one-time stop gap in hopes the housing market rebounds.</p> <p>\$150M was provided for the Right of Way program to relocate residents and clean up state-owned lands like WSDOT and state parks. There have been some great success stories in which these dollars have been quite helpful.</p> <p>Through HB1474, \$150M was provided for first-time home ownership for families who have historically been discriminated against.</p> <p>Nick opened for questions. None.</p> <p>The capital budget included major investments for projects in many jurisdictions, including \$14M for Habitat for Humanity to acquire properties currently owned by PCHA, to prevent people from being displaced.</p> <p>The budget is a policy document, not just words but deeds, funding what the legislature's prioritized. Realtors, home builders, developers, banks, affordable housing advocates, and everyone in between came together around the need to increase the supply of affordable housing in WA!</p>	Informational

TOPIC/WHO	DISCUSSION	ACTION
<p>2023 Legislative Session Briefing continued</p>	<p>There's a perception that not all local jurisdictions have been positive partners in developing affordable housing and some feel that their authority should be taken away.</p> <p>Two major zoning bills:</p> <p>HB1110 (middle housing) requiring more multi-unit development such as duplexes, six-plexes (passed, taking away local discretion)</p> <p>SB5466 transitory development – around transit stations which we'll eventually get here in Pierce County. Increases affordability and density in specific neighborhoods. (did <u>not</u> pass)</p> <p>There were dozens of other bills intended to help with supply introduced, such as 1337, and 5290, putting in place new requirements for local processes.</p> <p>Some landlord-tenant laws and stabilization bills were introduced and did not pass.</p> <p>Nick opened for questions. Chair George asked about 1110 – is there a sense that duplex requirements will lead to six plex requirements? There's always fervor but Nick feels that they'll wait to see how the law works – will it create supply and increase affordability? Only \$2M was provided to help with planning, all from Commerce. Local jurisdictions were not given funds to comply with the new and complex regulations.</p> <p>Councilmember Flemming expressed concern about local jurisdictions being perceived as hostile towards the state. What can we do to mitigate that? Nick said that wasn't a universal mentality, but a disturbingly strong narrative that he's not buying into. AWC created a policy explaining that they understand that supply and density needs to be increased, and they're willing to accommodate if it's done in a less disruptive way. This doesn't necessarily reflect unanimity within the housing community, but does indicate that jurisdictions want to cooperate.</p> <p>Chair George thanked members of the group who were actively testifying in Olympia. University Place is building an incredible number of units!</p> <p>Councilmember Brandstetter noted that several bills essentially promoted not letting environmental protection issues get in the way of developing affordable housing. On the other hand, another set of bills passionately protects the climate and environment. How do we balance that, moving forward? Nick noted we're trying to find a middle ground and balance those issues. The perception is that there's been litigation around SEPA and other environmental legislation intended to delay and/or increase costs of development.</p>	<p>Analysis of 5466</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>2023 Legislative Session Briefing continued</p>	<p>Seattle has a lot of construction going on right now, with little or none of it affordable. The people we're trying to serve are being priced out of the market. Commerce conducted a study to see what will be needed, and over half of the units will need to be affordable. This is a conundrum that did not get solved this year. There's hope that 1110 will expand affordability. There wasn't agreement, but hopefully public policies and intentional specific use of state funds and state policy will be done in a way to serve the most vulnerable.</p> <p>Mayor Markley noted that we have so many fractured pieces – how do we get the right people in the room to solve this massive, complex issue? Does Nick have any ideas what we can do between now and the next legislative session? Nick feels that we've taken the first steps. No one has figured this out. The West coast has more of a problem than many regions. Step one is collective action and decision-making. He advises his clients to do the hard things; don't just go for the lowest common denominator. What moves the needle is using state grants, pass-throughs, etc. It's crucial to find the right people to have in the room to come to a positive conclusion. Hiring Jason was a great step!!</p> <p>Chair George pointed out that this was an extraordinary session! We're taking big bites out of the elephant. Maureen Fife from Habitat for Humanity sent a thank you letter to Mayor Markley and Chair George, thanking SSHA^{3P} for putting their \$14M dollar request for home ownership partnership on the legislative agenda. Maureen specifically expressed her gratitude for Jason. This will result in 80 new permanently affordable units! Jason clarified that Pierce County got the request on the agenda.</p>	<p>Great job Jason!!</p> <p>Thank you, Nick!</p>
<p>Temporary Increase in Staff Hours Jason Gauthier</p>	<p>Jason referenced the memorandum shared with the group a couple of weeks ago, proposing a temporary increase in Program Specialist Mary Connolly's hours, from 20 to 36 hours a week, beginning May 8. The current pace of spending will end FY 23 with approximately \$105,000 left to spend. The memorandum lays out plans for the position. There's no policy in place regarding operation fund expenditure authorization. This increase in hours doesn't necessarily require Board approval or authorization, but staff wants to ensure trust, collaboration, and transparency.</p> <p>Mayor Muri said there was a bit of pushback regarding the 20% increase in SSHA^{3P} dues. If we must raise dues to increase the hours, SSHA^{3P} might lose Steilacoom. Councilmember Brandstetter noted that the memorandum lists the increase as temporary and within the 2023 budget, however, the list of additional tasks that the position would take on seems contrary to making this a temporary increase. Will this become a new baseline?</p>	<p>Discussion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Temporary Increase in Staff Hours continued</p>	<p>Jason doesn't know the path forward on the budget yet. As SSHA³P work has increased, especially in comprehensive plan elements, we want to serve members better. Jason will be scheduling one-on-one meetings with Board members to see what they'd like to see in 2024, and to review the budget. Staff does take members' concerns seriously regarding the dues increase. Members will receive a draft budget next month.</p> <p>Councilmember Brandstetter doesn't want to do the extra work for nine months and then drop it. Jason looks forward to discussing this further with Councilmembers Brandstetter and Bocchi.</p> <p>Chair George said that the increase is truly temporary, due to County HR regulations. We should decide whether this position should be full-time or accept this "burst of activity" and then scale back. Mary's been quite flexible.</p> <p>Councilmember Flemming shares the concerns that Councilmember Brandstetter and Mayor Muri have raised, however he looks forward to the dialogue with Jason to get clarity.</p>	<p>Jason will send a follow-up email, including an easy link to schedule meetings with him.</p>
<p>SSHA³P Manager Report Jason Gauthier</p>	<p>Quick updates: Jason referenced the quarterly budget performance report included in the meeting packet. Members will receive invoices in Q2. SSHA³P is here to create and preserve affordable housing; Jason's working with the affordable housing community to push projects forward. The Frederickson property acquisition will result in 25 new units. He had a productive conversation with Pierce Transit about surplus property at 72nd and Portland Avenue. This could be the site for hundreds of units of senior housing! More meetings to follow with a large regional affordable housing developer to expedite this.</p> <p>Mary reported that the Advisory Board's first meeting is scheduled for Monday, May 22 from 6:00 to 8:00 p.m. At this meeting the Board will set their meeting schedule, adopt rules and procedures, and provide feedback on SSHA³P's work plan and budget.</p> <p>Gig Harbor asked for SSHA³P's help with their comprehensive plan. The memorandum is included in the meeting packet. Community engagement is an essential aspect of creating a comprehensive plan.</p> <p>Chair George opened for questions: none.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
Executive Board Updates/ Comments	<p>Chair George invited members to report. Chair George reported that 290 units are being created in Fircrest! They ran into some sewer connection issues which the City of Tacoma and Pierce County are helping them through.</p> <p>Mayor Muri said that Steilacoom’s Old Mill property is buildable. They’ve had homeless encampments and fires, but in a couple of years he foresees that there will be middle housing developed there.</p> <p>Councilmember Mello noted that the County Council is beginning its legislative process this next week to consider one of the items in the SSHA³P policy toolkit, SEPA reform to increase the number of lots exempted from SEPA. This should make housing development a little less expensive.</p>	<p>SEPA Categorical Exemptions</p>
Good of the Order/ Adjournment	<p>The meeting adjourned at 9:51 a.m.</p>	<p>Meeting adjourned!</p>

The next SSHA³P Executive Board meeting is scheduled for Friday, June 2, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant



2024 WORK PLAN

SSHA³P EXECUTIVE BOARD REGULAR MEETING

JUNE 2, 2023

AGENDA

- Work Plan Purpose
- Work Plan Development
- Focus Areas & Objectives
 - Affordable Housing Development
 - Housing Policy & Planning
 - Information & Engagement
 - Administration & Governance

WORK PLAN PURPOSE

- An annual work plan is a requirement of SSHA³P Interlocal Agreement
- Directs and prioritizes workflow
- Set expectations for Executive Board, Advisory Board, member governments, and public

WORK PLAN DEVELOPMENT

- Informed by 2023 Work Plan
- Alignment with 2024 Comprehensive Plan periodic update
- Executive Board member feedback
- Advisory Board feedback
- Member government staff feedback

FOCUS AREAS & OBJECTIVES

Focus Area	Objective
Facilitate the development of affordable housing	Coordinate public resources and private resources create and/or preserve affordable housing in the SSHAP ³ service area.
Support policy and planning efforts	Support member governments in their development of local appropriate policies and programs to meet their housing goals, including working with our state and federal legislative delegations to ensure appropriate funding is made available.
Inform and engage	Provide information and engagement to support the development of housing and access to housing support programs.
Manage governance and administration	Ensure operational commitments are met and the interlocal collaboration is well governed and administered.



AFFORDABLE HOUSING DEVELOPMENT

Work Items	Indicators
Facilitating Development	
1. Facilitate the identification of publicly owned real estate for potential affordable housing development	<ul style="list-style-type: none"> • Number of publicly owned properties identified for possible acquisition and affordable housing development • Number of identified properties acquired for future affordable housing development • Annual update on development of properties identified in previous Work Plan years
2. Support predevelopment services for affordable housing project development	<ul style="list-style-type: none"> • Number of affordable housing projects supported by SSHA³P predevelopment services
3. Coordinate with private funders to maximize investments in affordable housing development	<ul style="list-style-type: none"> • Number of philanthropy affordable housing roundtables hosted
Collaborative Funding	
4. Pool resources from contributing member governments for the SSHA ³ P Housing Capital Fund ("the Fund")	<ul style="list-style-type: none"> • Total moneys pooled by member governments for contribution to the Fund
5. Seek additional philanthropic/private support for Fund-awarded affordable housing projects and/or programs	<ul style="list-style-type: none"> • Total private moneys contributed to projects awarded by the Fund
6. Support the development of priorities and recommendations for fund distribution	<ul style="list-style-type: none"> • Total moneys allocated through the Fund award(s) • Number of new affordable units that will be created and/or preserved with award(s)

HOUSING POLICY & PLANNING

Work Items	Indicators
Housing Programs and Policies	
1. Respond to member requests for assessments, research, and recommendations on housing policies and programs	<ul style="list-style-type: none"> • Number of requests for technical assistance fulfilled • Number of member governments assisted
2. Consider policies and programs for addition into the Housing Toolkit	<ul style="list-style-type: none"> • Number of policies and programs adopted for member government consideration • Quarterly tracking report of member government consideration of policy and program recommendations adopted by the Executive Board
Comprehensive Plan Housing Element Update	
3. Maintain and update Comprehensive Plan guidance matrix including guidance, data support, and advisory documents	<ul style="list-style-type: none"> • Member government staff made aware of matrix updates
4. Support member governments in updating the housing element of their Comprehensive Plans, which may include: <ul style="list-style-type: none"> • Gathering and visualizing housing-related data • Supporting the coordination of community engagement efforts • Developing outreach and presentation materials for community and stakeholder engagement • Facilitating collaboration amongst member government staff 	<ul style="list-style-type: none"> • Number of member governments assisted
Grant Support	
5. Support member governments with the identification of and application for grants related to housing and land use	<ul style="list-style-type: none"> • Number of grant applications submitted with SSHA³P staff assistance
6. Support RFP development and marketing of grant-funded contracts related to affordable housing	<ul style="list-style-type: none"> • Number of RFPs developed with SSHA³P's assistance

HOUSING POLICY & PLANNING

(CONTINUED)

Work Items	Indicators
State Legislative Agenda	
<p>1. Develop state legislative agenda in collaboration with member governments. Support agenda by:</p> <ul style="list-style-type: none"> • Providing weekly update hot sheets on legislative activity affecting land use and housing • Responding to member requests for information and data in support of pertinent legislative priorities • Attending committee hearings to provide oral and written testimony • Providing briefings to member government Councils and staff on activity pertinent policy 	<ul style="list-style-type: none"> • Amount of capital funding allocated by the State to support Pierce County affordable housing
Federal Legislative Agenda	
<p>2. Develop federal advocacy priorities in collaboration with member governments. Respond to member requests for information and data.</p>	<ul style="list-style-type: none"> • Amount of capital funding allocated by the US Government to support Pierce County affordable housing

INFORMATION & ENGAGEMENT

Work Items	Indicators
Information	
1. Update annual Affordable housing production and housing services map to include projected affordable housing development pipeline	<ul style="list-style-type: none"> Map update completed by August 1, 2025
2. Maintain database of affordable housing developers and pertinent information on their development pipelines, service priorities, and housing production types	<ul style="list-style-type: none"> Database is updated regularly and shared with member governments at their request
Engagement	
3. Facilitate relationships between SSHA ³ P member governments and the developer community	
4. Promote SSHA ³ P's Developer Portal and utilize feedback from developers and SSHA ³ P member governments for continuous improvement	
5. Host an Affordable Housing Developer Forum for affordable housing developers to engage with SSHA ³ P member government staff and learn about development opportunities within the geographic purview of member governments	<ul style="list-style-type: none"> Number of member governments and affordable housing developers in attendance
6. Highlight local success stories of policy changes that have attracted residential and mixed-use development	
Housing Services	
7. Broaden awareness and usage of home repair and property tax exemption programs through: <ul style="list-style-type: none"> Tax Exemption Seminars and Community Education Events Designing and distributing locally applicable marketing materials Identifying communities that are underserved by housing support programs and performing targeted outreach 	<ul style="list-style-type: none"> Number of property tax and housing services seminars hosted Number of attendees at seminars

ADMINISTRATION & GOVERNANCE

Work Items	Indicators
Advisory Board	
1. Facilitate recruitment and selection of new members and/or reappointment of members with expiring terms	<ul style="list-style-type: none"> Number of months during the year that Advisory Board membership meets ILA requirements
2. Support the Advisory Board in completing tasks from their current Work Plan and in creating a 2025 Work Plan	
3. Present Advisory Board recommendations to the Executive Board for their consideration	<ul style="list-style-type: none"> Number of policy and program recommendations made to the Executive Board
FY 2025 Work Plan and Budget Development	
4. Coordinate the development of the 2025 Work Plan and Budget	<ul style="list-style-type: none"> 2025 Work Plan and Budget approved on or before July 1, 2024
Quarterly Reporting	
5. Provide quarterly Work Plan and Budget performance reporting	<ul style="list-style-type: none"> Executive Board reported on the following timeline: <ul style="list-style-type: none"> FY24, Q1 – May 2024 FY24, Q2 – August 2024 FY24, Q3 – November 2024 FY24, Q4 – February 2025
Housing-Related Policy Boards	
6. Represent SSHA ³ P on the Washington State Affordable Housing Advisory Board (“AHAB”)	<ul style="list-style-type: none"> Number of AHAB meetings attended Number of post-meeting briefings provided to the Executive Board
External Funding	
7. Seek operating funding for SSHA ³ P from philanthropic and aligned organizations	<ul style="list-style-type: none"> Total amount of moneys contributed by philanthropic and aligned organizations





2024 WORK PLAN

SSHA³P EXECUTIVE BOARD REGULAR MEETING

JUNE 2, 2023



2024 BUDGET

SSHA³P EXECUTIVE BOARD REGULAR MEETING

JUNE 2, 2023

AGENDA

- The ILA Budget
- 2024 Draft Budget
- 2024 Draft Budget – Member Contributions
- Future Budget Projection
- Budget Considerations
- Budget Background
- Budget Timeline Considerations
- Budget Next Steps

THE ILA BUDGET

- Exhibit B of the ILA outlined a collaboration budget for Fiscal Years 2021 – 2023
- The ILA budget grouped members by population to determine budget share
- The FY24 Budget is first budget developed outside of the ILA

Member Government	FY 2021 Member Fees	FY 2022 Member Fees	FY 2023 Member Fees
City of Auburn	\$2,000	\$5,000	\$5,175
City of DuPont		\$5,000	\$5,175
City of Edgewood	\$2,000	\$5,000	\$5,175
City of Fife	\$2,000	\$5,000	\$5,175
City of Fircrest	\$2,000	\$3,000	\$3,105
City of Gig Harbor	\$2,000	\$5,000	\$5,175
City of Lakewood	\$7,000	\$20,000	\$20,700
City of Milton	\$2,000	\$3,000	\$3,105
Pierce County	\$41,000	\$125,000	\$130,000
Puyallup Tribe	\$1,000	\$3,000	\$3,105
City of Puyallup	\$5,000	\$12,000	\$12,420
City of Sumner	\$2,000	\$5,000	\$5,175
Town of Steilacoom	\$1,000	\$3,000	\$3,105
City of Tacoma	\$20,000	\$62,000	\$65,000
City of University Place	\$5,000	\$12,000	\$12,420

2024 DRAFT BUDGET

- Program Specialist II position increased to full time, 36/hour week
- Other Staff is related to our Communication support (graphic design, GIS mapping, website, etc.)
- Travel assumes attendance of AWC Annual Conference and Housing Washington Conference

South Sound Housing Affordability Partners 2024 Draft Budget

Sum of Position Total	Column Labels
Row Labels	2024
SSHA3P Manager	180,548
SSHA3P Program Specialist II (PS2)	57,969
Grand Total	238,516
Increase PS2 to full time	69,100
Total Salaries and Benefits: Program Staff	307,616
Salaries and Benefits: Other Staff	4,000
Travel and Training	1,250
Phone	1,320
Communication (Printing, Translation, etc)	1,000
Supplies and Miscellaneous	175
Total Expenditures	315,361
10% Admin Fee	31,536
TOTAL	346,897

2024 DRAFT BUDGET

MEMBER CONTRIBUTIONS

- Utilizes majority of Operating Fund Balance (OFB) in FY24
- FY24 Member Contribution would be an 8.25% increase over FY23

Member Government	FY 2024 Member Contribution
City of Auburn	\$5,601.94
City of DuPont	\$5,601.94
City of Edgewood	\$5,601.94
City of Fife	\$5,601.94
City of Fircrest	\$3,361.16
City of Gig Harbor	\$5,601.94
City of Lakewood	\$22,407.75
City of Milton	\$3,361.16
Pierce County	\$140,725.00
Puyallup Tribe	\$3,361.16
City of Puyallup	\$13,444.65
City of Sumner	\$5,601.94
Town of Steilacoom	\$3,361.16
City of Tacoma	\$70,362.50
City of University Place	\$13,444.65
SSHA ³ P Operating Fund Balance	\$40,000.00
Member Government Contributions:	\$347,441
Budget:	\$346,897

FUTURE BUDGET PROJECTION

MEMBER CONTRIBUTIONS

Annual Contribution Increase:		3.5% - 4.8%	8.25%	15.25%	4%	4%
	FY 2022 Member Contribution	FY 2023 Member Contribution	FY 2024 Member Contribution	FY 2025 Member Contribution	FY 2026 Member Contribution	FY 2027 Member Contribution
Member Government						
City of Auburn	\$5,000	\$5,175	\$5,601.94	\$6,456.23	\$6,714.48	\$6,983.06
City of DuPont	\$5,000	\$5,175	\$5,601.94	\$6,456.23	\$6,714.48	\$6,983.06
City of Edgewood	\$5,000	\$5,175	\$5,601.94	\$6,456.23	\$6,714.48	\$6,983.06
City of Fife	\$5,000	\$5,175	\$5,601.94	\$6,456.23	\$6,714.48	\$6,983.06
City of Fircrest	\$3,000	\$3,105	\$3,361.16	\$3,873.74	\$4,028.69	\$4,189.84
City of Gig Harbor	\$5,000	\$5,175	\$5,601.94	\$6,456.23	\$6,714.48	\$6,983.06
City of Lakewood	\$20,000	\$20,700	\$22,407.75	\$25,824.93	\$26,857.93	\$27,932.25
City of Milton	\$3,000	\$3,105	\$3,361.16	\$3,873.74	\$4,028.69	\$4,189.84
Pierce County	\$125,000	\$130,000	\$140,725.00	\$162,185.56	\$168,672.99	\$175,419.90
Puyallup Tribe	\$3,000	\$3,105	\$3,361.16	\$3,873.74	\$4,028.69	\$4,189.84
City of Puyallup	\$12,000	\$12,420	\$13,444.65	\$15,494.96	\$16,114.76	\$16,759.35
City of Sumner	\$5,000	\$5,175	\$5,601.94	\$6,456.23	\$6,714.48	\$6,983.06
Town of Steilacoom	\$3,000	\$3,105	\$3,361.16	\$3,873.74	\$4,028.69	\$4,189.84
City of Tacoma	\$62,000	\$65,000	\$70,362.50	\$81,092.78	\$84,336.49	\$87,709.95
City of University Place	\$12,000	\$12,420	\$13,444.65	\$15,494.96	\$16,114.76	\$16,759.35
SSHA ³ P Operating Fund Balance	\$0	\$0	\$40,000.00	\$0	\$0	\$0
Member Government Fees:	\$273,000	\$284,010	\$347,441	\$354,326	\$368,498.57	\$383,238.52
Budget:	\$273,000	\$284,010	\$346,897	\$354,178	\$368,345	\$383,079

BUDGET CONSIDERATIONS

- Alignment with current and draft 2024 Work Plan
- Staffing options
- Usage of Operating Fund Balance
- Operating funding from outside sources (philanthropy and aligned organizations)

BUDGET BACKGROUND

- The SSHA³P Interlocal Agreement (the ILA) provides the Executive Board with the power to develop and recommend an annual budget.
 - Section 13 of the ILA outlines the following pertinent items:
 1. *“...on or before July 1st of each year, a recommended operating budget for SSHA³P for the following budget year will be prepared, reviewed and recommended by the Executive Board and transmitted to each Party.”*
 2. *“No recommended budget will become effective until approved by the legislative body of each Party and adopted by the Executive Board.”*
 3. *“If a Party does not approve the budget in a timely manner, the Executive Board may adopt the annual budget and work plan with a two-thirds majority vote.”*

BUDGET TIMELINE CONSIDERATIONS

- ILA asks Executive Board to recommend and transmit an annual budget on or before July 1st
 - Special Meeting scheduling
- The ILA requires the Executive Board to recommend an annual budget and then approve the budget after each legislative body of each Party has approved the budget and its contribution or approve the annual budget with a 2/3 majority vote if a Party or Parties do not approve the budget in a timely manner.

BUDGET NEXT STEPS

- June 2** **Presentation of Draft 2024 Budget**
- June 30** **Deadline for Parties of the ILA to issue written notice to withdraw from the ILA prior to next fiscal year**
- July 7** **Presentation of FY 2024 Budget for recommendation to member governments for consideration**
SSHA³P's administering agency, Pierce County, would assume the recommended budget to be the final budget
or Special Meeting pre-July 1
- July – November** **Legislative body of each Party approve its contribution to SSHA³P either separately or through its budget process**
SSHA³P staff available for 2024 Budget and Work Plan presentation(s) to member government Councils and/or committees
- December 1** **Executive Board final action to adopt FY 2024 Budget**
The Executive Board may adopt the annual Budget and Work Plan with a two-thirds majority vote



2024 BUDGET

SSHA³P EXECUTIVE BOARD REGULAR MEETING

JUNE 2, 2023



Tacoma/Pierce County
Habitat
for Humanity®

Providing affordable housing solutions in Pierce County since 1985.

affordable homeownership

new construction



rehabilitation



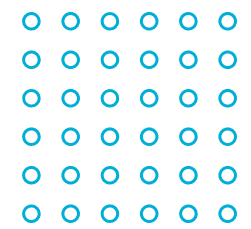
aging in place home repair



housing counseling



homeowner eligibility requirements



need

Unsafe, unhealthy, unaffordable and/or overcrowded housing



ability to pay

No more than 30% of household income; average mortgage of \$1,600
Credit score of 620+



willingness to partner

Minimum investment of 200 sweat equity hours in construction and/or in the Habitat Stores; participate in homeowner education series

habitat homebuyer



average annual salary: \$66,000
single woman, raising children



- appraised home value: **\$455,000**
- sale price: **\$275,000**
- down payment assistance applied: **\$50,000**
- **first mortgage for homebuyer: \$225,000**
- monthly payment: **\$1,600**
includes mortgage, land lease, tax, insurance & interest

housing counseling

- HUD-certified
 - only organization in Pierce County
 - only Habitat affiliate in Washington
- Accredited Financial Counselors®
 - less than 35 counselors in Washington have this distinction

open and free for all Pierce County residents



where are we building?



Madison Meadow - 8 homes
South Tacoma



Currently under construction

Canterwood - 3 homes
Gig Harbor



Breaking ground, summer 2023

American Lake Townhomes - 12 homes
Tillicum



Breaking ground, summer 2023

Proctor Place - 19 homes
South Tacoma



Breaking ground, spring 2024

Sherwood - 20 homes
South Tacoma



Community planning underway

madison meadow

8 units in South Tacoma



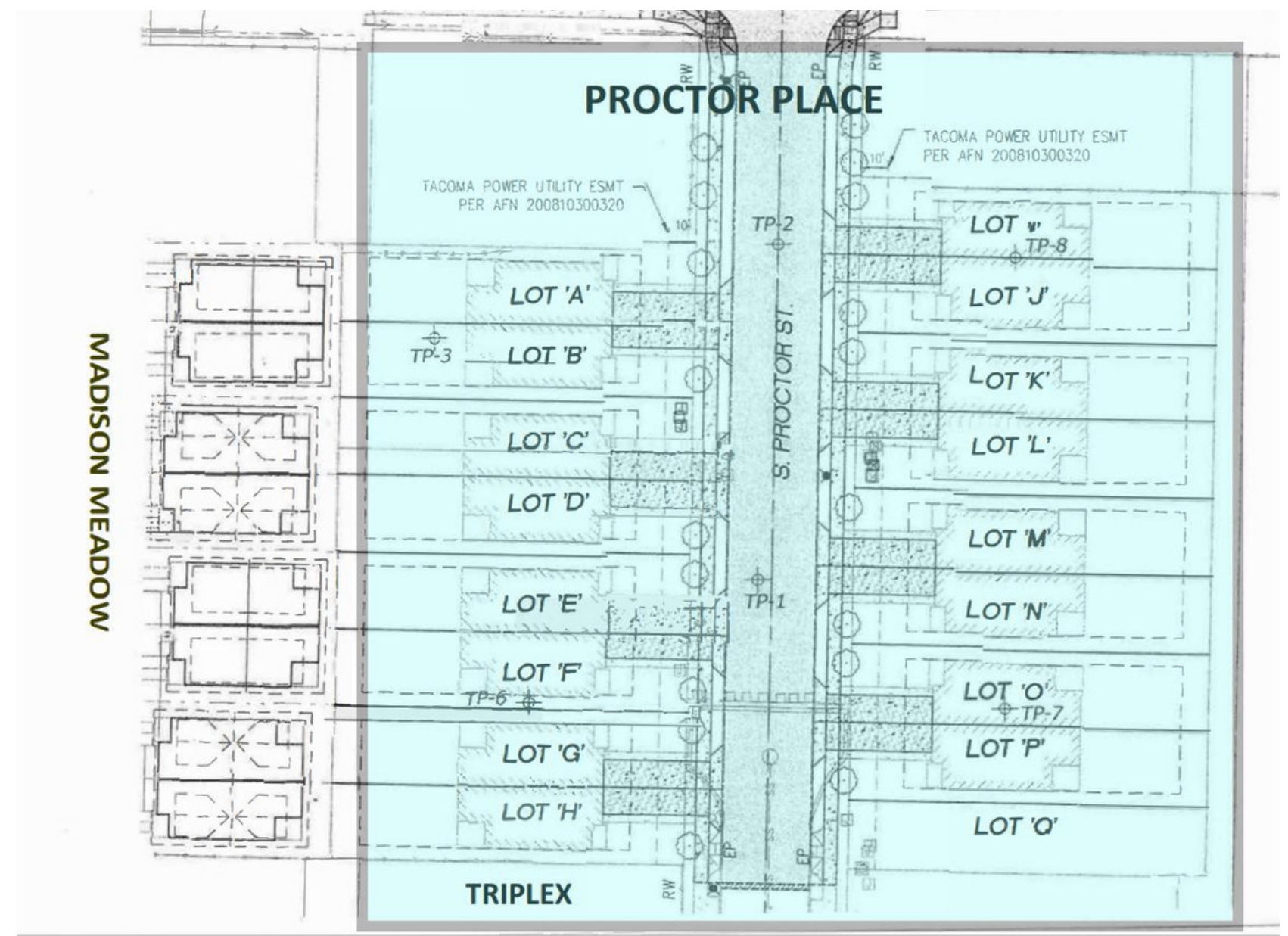
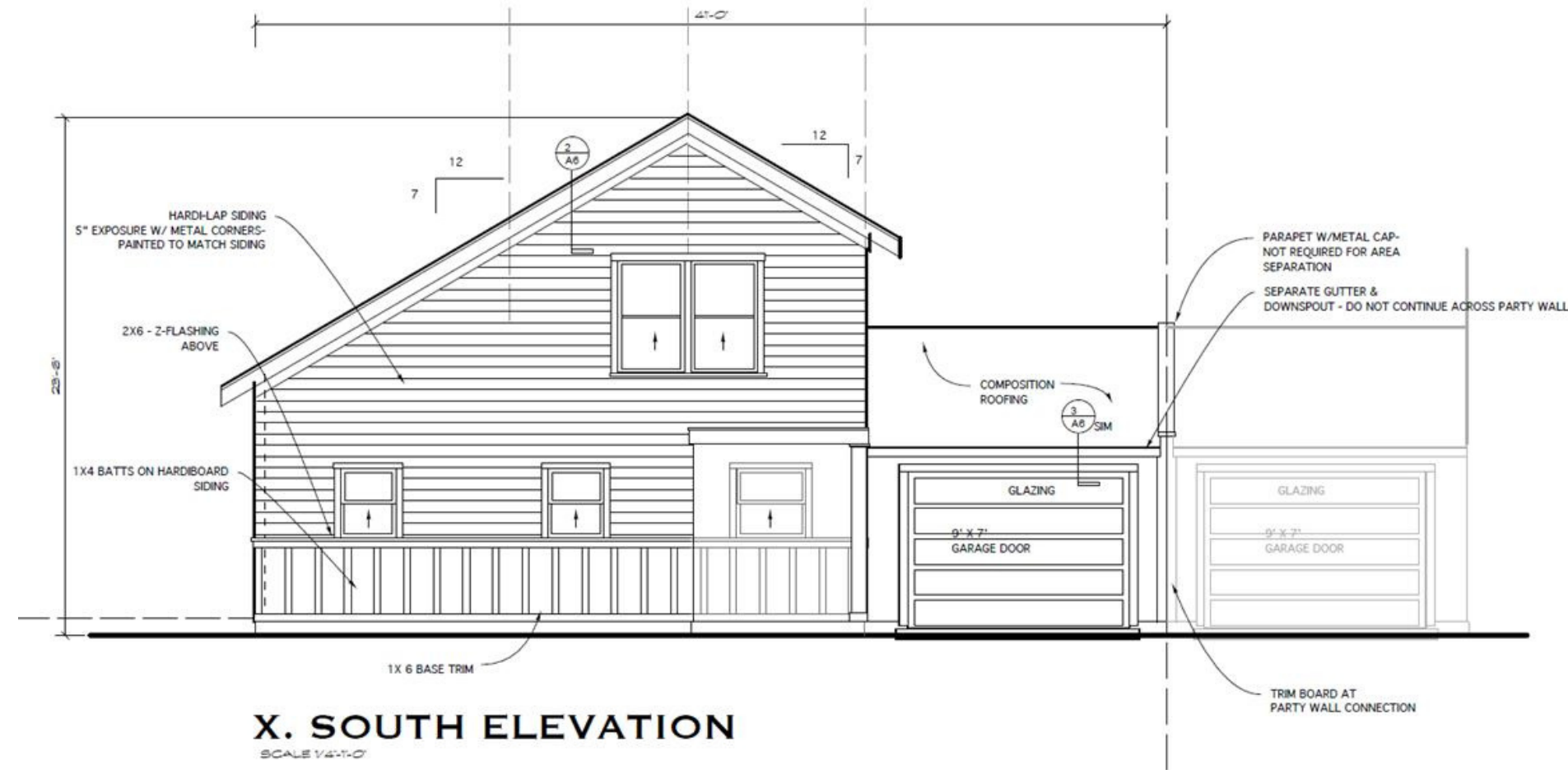
canterwood

3 units in Gig Harbor



american lake townhomes

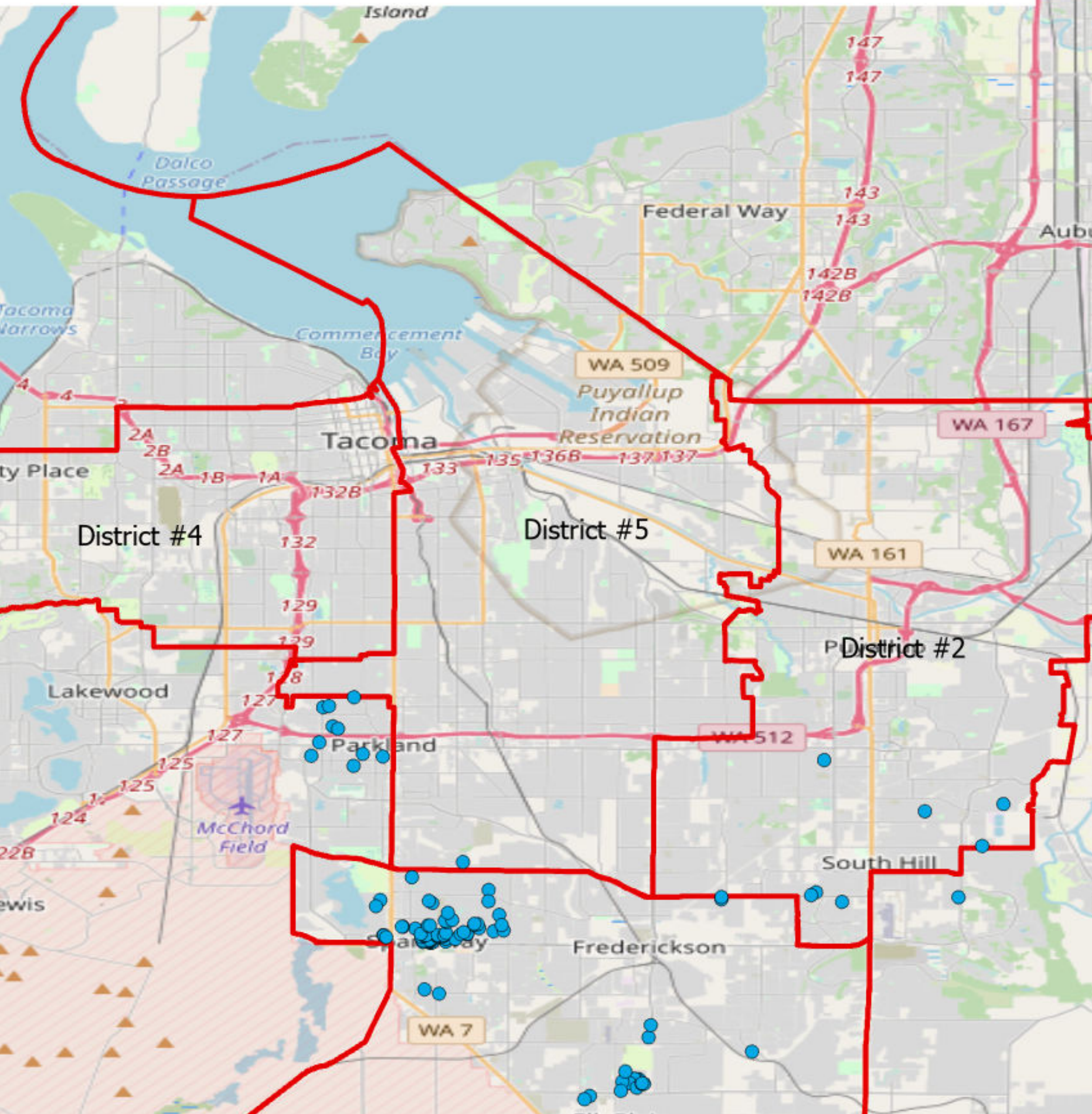
12 units in Tillicum



proctor place

19 units in South Tacoma, adjacent to Madison Meadow

Housing Locations by Pierce County Council District
(Districts 2, 3 & 6 heavily represented)



Pierce County Housing Authority Rehab Project

80 single-family homes in Pierce County will provide first-time homeownership opportunities to income-qualified families for generations

\$14 million from the Washington State Capital Budget, plus another \$1.5 million from Pierce County, have already been allocated to this project.

Desirable site conditions:

- Access to schools, services, commerce and transit
- Utilities (sewer, water and power) on-site or reasonably close by.
- Moderate Density Residential (or higher) zoning
- No critical areas (wetlands, steep slopes, wildlife habitat)
- Minimum project size: 8 dwelling units

Jurisdictional Preferences:

- Expedited plan review for affordable housing
- Impact fee waivers or reductions for affordable housing
- Access to housing funding sources

TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: May 2023 Manager Report
DATE: June 2, 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 (DNR) on the acquisition of a transition land property in Frederickson for future affordable housing development. This property shows moderate development capacity for 20-26 low density units, most suitable for a homeownership model. We will be meeting again with DNR staff on June 22nd to discuss agency eligibility for property acquisition per upcoming guidance from the Attorney General's office.

Pierce Transit Property

Facilitating discussions between Pierce Transit (PT) and Multi-Services Center (MSC) regarding a PT property located near 72nd & Portland and its possible usage for transit-oriented affordable housing development. First meeting held between PT and MSC on May 4th and follow-up meeting with MSC's development partner occurred on May 25th.

Next Chapter – Parkland

Providing pre-acquisition and redevelopment support to staff of Next Chapter on a future shared housing site in the Parkland community. Next Chapter received a capital budget reallocation of \$2.4 million for this purpose.

Regional Fund Pooling of 1406 Resources

Planning continues with staff from the cities of Auburn, Fife, Sumner, Puyallup, and University Place, and Pierce County to consider the pooling of 1406 funds for regional investments. SSHA³P staff presented to Puyallup City Council on regarding regional pooling of 1406 funds to receive Council direction, and will be coordinating a meeting of all stakeholders in June to begin developing a potential proposal.

Property Tax Exemption Seminars

SSHA³P staff coordinated the last two scheduled property tax exemption seminars in May with the Assessor-Treasurer's office and Pierce County Human Service Department staff in May. Total attendance for the six seminars was in excess 125 people.

<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	40 +
Mid-County	May 5	20 +
Tacoma	May 24	4

HOUSING POLICY & PLANNING

Middle Housing Grant

BERK is holding workshops with the grant cities of Edgewood, Fife, Gig Harbor, Milton, and University Place to review the preliminary output of the Middle Housing Suitability Assessment and identify the zones, policies, and regulations that will be the focus of cities' work as they update their Comprehensive Plans. These workshops will inform BERK's final deliverables.

SSHA³P is partnering with the Department of Commerce, BERK, and the City of Fife to present on the middle housing grant and SSHA³P's collaborative approach to [PSRC's Growth Management Policy Board \(GMPB\)](#) at its July 6th meeting.

Comprehensive Planning

The City of Gig Harbor held a community fair on May 20th to engage the community in conversations about the Comprehensive Plan update. SSHA³P staff supported this event by designing informational graphics about housing in Gig Harbor and feedback cards to gather participant input.

Staff are currently assisting the Cities of Puyallup and University Place in identifying stakeholders to engage in their Comprehensive Plan update process, especially groups who are typically underrepresented in community engagement processes.

Comprehensive Plan Information Matrix

In response to a suggestion from a staff workgroup member, SSHA³P staff assembled a matrix of resources related to the Comprehensive Plan housing element, including information, guidance, data, and policy toolkits from Commerce, PSRC, PCRC, and other sources. A first version of this matrix was sent to staff workgroup members. SSHA³P staff are working with Pierce County staff to put this information online so that it can be updated as new resources become available.

Member Government Policy Support

In May SSHA³P provided direct support to two of our member governments – Fife and Pierce County – regarding policy research and presentation.

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. This has delayed due to personnel issues but is still planned to begin this summer.

Affordable Housing Developer Engagement

In May SSHA³P staff began scheduling and meeting with affordable housing developers with previous and/or current experience developing affordable housing in Pierce County. We have scheduled and/or held the first 7 developer meetings to develop relationships and ensure we possess a detailed understanding of each developers work portfolio, Pierce County real estate holdings, and policy and programs that encourage their market entry.

Presentations of Note

Economic Development Board for Tacoma-Pierce County – May 19th

Puyallup City Council – May 23rd

Gig Harbor Planning Commission – June 1st

Economic Development Board for Tacoma-Pierce County – June 6th (follow up from May 19th)

Pierce County Regional Council – June 15th

Puget Sound Regional Council – July 6th

Affordable Housing Mapping

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

ADMINISTRATION & GOVERNANCE

SSHA³P Advisory Board

At its first meeting on May 22, the Advisory Board provided feedback on SSHA³P's 2024 work plan and budget and discussed the Board's regular meeting schedule and bylaws. The next Advisory Board meeting is on Tues June 20 from 6 PM to 7:30 PM. At the meeting the Board will formally adopt its regular meeting time and bylaws, elect officers, and begin discussion of their 2023-2024 work plan.