CITY COUNCIL MEETING AGENDA
City Hall – 1104 Maple Street
August 2, 2021 6:00 PM

On June 30th, Governor Inslee issued the "Washington Ready" guidelines, effectively re-opening the State of Washington and removing the Covid-19 restrictions. The City of Sumner looks forward to welcoming members of the public to its meetings in-person, but until further notice will continue to conduct its meetings 100% virtually, using the ZOOM platform. The public is invited to attend using the ZOOM meeting access information below.

https://sumnerwa-gov.zoom.us/j/89355723005

Or One tap mobile :
US: +12532158782,,89355723005# or +16699006833,,89355723005#
Or Telephone:
Dial: +1 253 215 8782
Webinar ID: 893 5572 3005

CALL TO ORDER

Pledge of Allegiance

Invocation - Lance Schinkal

Roll Call: Bitetto, Brown, Hamilton, Hayden, Hochstatter, Neuman and Reed

The following items are distributed to Councilmembers in advance for study and review, and the recommended actions will be accepted in a single motion. Any item may be removed for further discussion if requested by a Councilmember.

CONSENT AGENDA

1. Approval of the meeting minutes from the July 19, 2021 regular council meeting and the July 26, 2021 study session.
2. Approval of checks and electronic payments in the amount of $1,979,541.61.

PUBLIC HEARING

REGULAR BUSINESS

1. **Unfinished Business**
2. **Public Comment (Limit 3 minutes)**
   Members of the community who wish to give public comment are strongly encouraged to join the meeting via the ZOOM link or by telephone. If you are unable to join the meeting, please submit your public comment in writing via email to the City Clerk at Michellec@sumnerwa.gov no later than 5:30pm on the date of the meeting. Any written comments received will be read into the record and provided to the City Council. Please contact the City Clerk at 253-299-5590 with any questions.
3. **New Business**
   a. Ordinance No. 2786 - Amending the 2021/2022 Biennial Budget

b. Resolution No. 1588 - Interlocal Agreement - South Sound Housing Affordability Partners (SSHA3P)

4. **Reports**
   a. Council
   b. City Administrator
   c. Mayor
5. **Executive Session**
6. **Adjournment**

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact the City Clerk at (253) 299-5590, 24 hours in advance.

CITY OF SUMNER WASHINGTON

CITY COUNCIL MEETING
DATE: August 2, 2021
AGENDA BILL: 21-1389

SUBJECT: Approval of the meeting minutes from the July 19, 2021 regular council meeting and the July 26, 2021 study session.

CATEGORY: Consent

BUDGET IMPACT:
Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:
1. Minutes - July 19, 2021 regular council meeting
2. Minutes - July 26, 2021 study session

STAFF CONTACT: Michelle Converse, City Clerk

SUMMARY BACKGROUND:
Meeting minutes from the previous two council meetings

COUNCIL COMMITTEE/STUDY SESSION:
MEETING/STUDY SESSION DATE:
COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:
Approve as written.

CITY OF SUMNER
Council Meeting
Minutes – July 19, 2021

CALL TO ORDER

The Sumner City Council met in regular session at 6:00pm, with Mayor William L. Pugh presiding. City Hall remains closed during Governor Inslee's "Washington Ready" order, a consequence of the Covid-19 pandemic. The Mayor, Council and staff members attended through ZOOM either telephonically or through their computer. The public was allowed to attend via ZOOM, PCTV livestream and by telephone.

Staff present via electronic device: City Attorney Andrea Marquez, Community Development Director Ryan Windish, Public Works Director Mike Dahlem, Police Chief Brad Moericke, Administrative Services Director Jeff Steffens, Chief Financial Officer Kassandra Raymond, and City Clerk Michelle Converse.

Mayor and Councilmembers present via electronic device: Mayor Bill Pugh, Councilmembers Bitetto, Brown, Hamilton, Hayden, Neuman and Reed. Councilmember Hochstatter was absent.

MOVED BY NEUMAN SECONDED BY BITETTO TO EXCUSE HOCHSTATTER FROM TONIGHT'S MEETING.

PASSED BY VOICE VOTE.

CONSENT AGENDA

1. Approval of the minutes from the regular council meeting of June 21, 2021 and June 28 and July 12, 2021 study session.
2. Approval of checks / electronic payments in the amount of $2,126,556.74
3. Resolution No. 1587 - Interlocal Agreement with WA State Auditor
4. Deputy Police Chief Compensation Approval

MOVED BY HAYDEN SECONDED BY REED TO APPROVE THE CONSENT AGENDA AS PRESENTED.

PASSED BY VOICE VOTE.

PUBLIC HEARING

One was not scheduled tonight.

UNFINISHED BUSINESS

None tonight.

PUBLIC COMMENT

None tonight.

DRAFT

NEW BUSINESS

Ordinance No. 2785 – Amending Sumner Municipal Code 3.44 "Funds"

MOVED BY REED SECONDED BY TO APPROVE ORDINANCE NO. 2785 – AMENDING SUMNER MUNICIPAL CODE 3.44 'FUNDS'.

Chief Financial Officer Kassandra Raymond addressed the Council.

Sumner Municipal Code Ch. 3.44 authorizes the creation of certain funds with inherent restrictions and/or special use. This Ordinance updates Ch. 3.44 by establishing a special revenue fund for the accounting and reporting of American Rescue Plan Act of 2021 (ARPA) funds, as well as general cleanup of obsolete funds.

PASSED BY VOICE VOTE.

COUNCIL REPORTS

Councilmembers Bitetto, Brown and Hayden had no reports tonight.

Councilmember Hamilton couldn't attend the Cruise in Sumner held over the weekend but did hear good things about it. It's nice to have events downtown.

Councilmember Neuman complimented the volunteers at the event saying, they did an excellent job directing traffic. She ended her comments by thanking Mayor Door of Puyallup, who gave her a ride in her classic car up and down Main Street. She didn't recall the type of car it was, but she enjoyed It none the less.

Councilmember Reed echoed Councilmember Neuman's comments. He and his daughter had an opportunity to attend the event, they had a great time and it resembled normalcy. Hats off to Sumner Main Street Association and all the volunteers.

CITY ADMINISTRATOR

Public Works Director Mike Dahlem was Acting City Administrator for Jason Wilson. Mr. Dahlem reported to council and the public the following:

Upcoming Policy Issues:

1. Next Week's Study Session
    - Housing Action Plan Prioritization
    - Main Street Visioning Discussion
2. Next Regular Council Meeting on August 2nd
    - Ordinance adopting the 2nd quarter budget amendment
    - Approval of Police Body Worn Camera purchase agreement
    - Resolution to approve ILA with South Sound Housing Affordability Partnership (SSHAP)
    - Adoption of a Collective Bargaining Agreement with the Police Guild
    - Ordinance amending the 2021 compensation schedule

Significant Development Activity: The City went "live" on Energov. The new software provides greaterfunctionality for permit applicants including full online applications, real time status updates and fee collection including credit card payments for permits.

DRAFT

MAYOR REPORT

Mayor Pugh had no reports tonight.

EXECUTIVE SESSION

There was none scheduled.

ADJOURNMENT

With no further business before the Council, the Mayor adjourned the meeting at 6:13pm. Councilmembers concurred.

ATTEST:

_____
William L. Pugh, Mayor

_____
Michelle Converse, CMC City Clerk

DRAFT

SUMNER CITY COUNCIL
Minutes – Study Session
July 26, 2021

As a result of the Governor's "Washington Ready" order, the Sumner City Council held its study session virtually via ZOOM meetings with Mayor William L. Pugh presiding.

Mayor Pugh called the meeting to order at 6:00pm.

Councilmembers present: Bitetto, Brown, Hamilton, Hayden, Hochstatter, Neuman and Reed.

Staff present: City Administrator Jason Wilson, Community Development Director Ryan Windish, Administrative Services Director Jeff Steffens, City Attorney Andrea Marquez, Public Works Director Mike Dahlem, and Development Services Director Doug Beagle

REGULAR BUSINESS

1. Housing Action Plan Prioritization
2. Main Street Visioning Plan Priorities

CITY ADMINISTRATOR REPORT

AGENDA SETTING

EXECUTIVE SESSION

ADJOURNMENT
When there was no further business before the Council, the meeting adjourned at 7:04pm.

ATTEST:

_____ _____

City Clerk Michelle Converse, CMC Mayor William L. Pugh

Draft

DocuSign Envelope ID: DE46EAEE-44EE-4147-BB58-DC4671E9B43F

CITY OF SUMNER WASHINGTON

CLAIMS VOUCHER APPROVAL

City of Sumner Finance Department

The following check/electronic payments are approved for payment:

Accounts Payable Check #:	From: 26165	To:	26254	$447,012.60 *
AP Electronic (EFTs) Payments:	From: 260	To:	265	$743,222.31
AP Wire(s):	From: 15120	To:	15123	$4,681.75
Payroll DD Numbers:	From: 48969	To:	49099, 3970	$313,025.99
Payroll Check(s):	From: 46623	To:	46623	$7,626.50
Payroll Wire(s):	From: 3913, 3966,	To:	3968-3969, 3971-3979	$463,972.46
			TOTAL	$1,979,541.61

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the claim is a just, due, and unpaid obligation against the City of Sumner and I am authorized to authenticate and certify to said claim.

DocuSigned by:
Kassandra Raymond
9A5D6E6EBAEC4A5...
Chief Financial Officer — 7/21/2021 | 1:11 PM PDT Date

We, the undersigned Finance & Personnel Committee of the Sumner City Council, Sumner, Washington, do hereby certify that the check numbers and electronic payments listed above are approved for payment in the amount of $1,979,541.61 this 19th day of July 2021.

DocuSigned by:
708BA263DF964E7...
Chair — 7/21/2021 | 4:51 PM PDT Date

DocuSigned by:
Charla Neuman
33EBD031560F4F4...
Member — 7/26/2021 | 6:01 PM PDT Date

DocuSigned by:
Barbara Bibetto
74E2EC62EDD845C...
Member — 7/27/2021 | 8:13 PM PDT Date

* Includes $237.30 in Use Tax and ($0.00) in Check Voids.

CITY OF SUMNER WASHINGTON

CITY COUNCIL MEETING
DATE: August 2, 2021
AGENDA BILL: 21-1383

SUBJECT: Ordinance No. 2786 - Amending the 2021/2022 Biennial Budget **CATEGORY:** Ordinance

BUDGET IMPACT:
Expenditure Required: Per Exhibit Within Budget Allocation: Per Exhibit

ATTACHMENTS:
1. Ordinance No. 2786 - Amending the 2021/2022 Biennial Budget
2. Ordinance No. 2786 - Exhibit A

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:
The 2nd Quarter Budget Amendment for the 2021/2022 Biennial Budget includes several items:

1. Recognize the receipt of $2,910,676 in American Rescue Plan Act (ARPA) funds over the biennium. This amendment recognizes the revenue only; use of the ARPA funding will be programmed through separate City Council action at a future date.

2. In early June the city was notified by the Sumner Main Street Association (SMSA) that they would not be holding Rhubarb Days in 2021. This action constituted a breach of our MOA for event sponsorship with SMSA. The City terminated the agreement with the SMSA. The attached budget amendment ordinance removes $26,250 of financial sponsorship and $10,000 of special event services credit from the budget, and reallocates a portion ($6,500) to the Cultural Arts Commission. The Cultural Arts Commission will use the additional funds to add a fourth mural to their 2021 mural project, host two Nights on Ryan events and bring back an in person component to the annual chalk art festival. The net change to the General Fund balance is $29,750.

3. Appropriate funding to add an Associate City Engineer to the Public Works Department. This position will primarily support the White River Restoration project, and be funded 85% from the Stormwater Fund. The remaining funding will be split between the General Fund (Streets), Water, and Sewer Administration. The position was included in the 2020 Utility Rate Model, and would have an anticipated start date of September 2021. The total cost for 2021 (4 months) is $57,809 and for 2022 (12 months) $180,994.

4. Appropriate $159,000 in Legal Services: This action appropriates the remaining contract balance between the City and Cairncross & Hempelmann for legal services related to the sale of the Sumner Meadows Golf Course.

5. Appropriate $85,000 over the biennium for the implementation of a body-worn camera program.

6. Recognize $600,000 revenue for the FHWA grant supporting the 166th Ave improvements. The total grant award of $1,219,650 was accepted at the June 21, 2021 City Council meeting. The remainder of the grant award will be programmed in the upcoming biennium.

7. Appropriate $27,000 for the acquisition of a concrete loader for PW Operations;

8. Appropriate $111,352 in WWTF Capital. This action appropriates the remaining contract balance for the Biosolids Improvement Project remaining at 12/31/2020.

Overall, the impact of this amendment is:

	BA 08/02/2021	
	Revenues	*Expenditures*
General Fund	$ -	234,406
Reserve Funds	-	-
Special Revenue Funds	2,910,676	-
Debt Service Funds	-	-
Capital Funds	600,000	-
Utility Funds	-	359,319
Other Enterprise Funds	-	-
Internal Service Funds	1,600	1,600
Fiduciary Funds	-	-
	$ 3,512,276	$ 595,325

COUNCIL COMMITTEE/STUDY SESSION: **Finance & Personnel Committee**
MEETING/STUDY SESSION DATE: 7/7/2021
COMMITTEE RECOMMENDATION: Committee Do-Pass

STAFF RECOMMENDATIONS/MOTION:
Adopt Ordinance No. 2786 amending the 2021/2022 Biennial Budget

ORDINANCE NO. 2786
CITY OF SUMNER, WASHINGTON

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING THE 2021-2022 BIENNIAL BUDGET AS ORIGINALLY ADOPTED IN ORDINANCE NO. 2758, APPROVED DECEMBER 7, 2020, AND PREVIOUSLY AMENDED IN ORDINANCE 2762, APPROVED FEBRUARY 16, 2021 AND ORDINANCE 2771, APPROVED APRIL 19, 2021.

WHEREAS, The Sumner City Council approved Ordinance No. 2758 which adopted a biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2762 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, The Sumner City Council approved Ordinance No. 2771 which amended the 2021-2022 biennial budget for fiscal years 2021-2022; and

WHEREAS, RCW 35A.34 provides procedures for adopting, managing, and amending a biennial budget; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. **Amendment.** The biennial budget for the City of Sumner for the period January 1, 2021 through December 31, 2022 as contained in the adopted 2021-2022 Biennial Budget for total revenue/sources and expenditures/uses as approved by the City Council, is hereby amended by Total Revenue and Expenditures for each fund as shown on the attached Exhibit A.

Section 2. **Corrections by City Clerk or Code Reviser**. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 3. **Severability.** The provisions of this ordinance are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this ordinance or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the ordinance or the validity of its application to other person's circumstances.

Section 4. **Effective Date.** This Ordinance shall become effective five (5) days from and after its passage, approval, and publication as provided by law.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 2nd day of August, 2021.

_____
Mayor William L. Pugh

ATTEST:

_____
City Clerk Michelle Converse, CMC

APPROVED AS TO FORM:

_____
City Attorney Andrea Marquez

Funds	Beginning Fund Balance *Adopted*	Revenues *Adopted*	Revenues *Previous*	Revenues *08/02/21*	Expenditures *Adopted*	Expenditures *Previous*	Expenditures *08/02/21*	Ending Fund Balance *Revised*
001 General	$ 5,978,542	$ 31,643,467	$ 144,403	$ -	$ 31,919,065	340,939	$ 234,406	$ 5,272,001.29
002 General Fund Reserves	980,824	-	-	-	-	-	-	980,824
003 Building Reserves	475,000	200,000	-	-	80,000	150,000	-	445,000
103 Complete Streets	241,851	-	-	-	200,000	41,654	-	197
105 Drug Enforcement	63,457	-	-	-	4,500	-	-	58,957
106 Hotel/Motel	273,747	215,000	-	-	106,245	-	-	382,502
115 ARPA Funding	-	-	-	2,910,676	-	-	-	2,910,676
200 Debt Service	2,570,000	527,200	-	-	520,000	-	-	2,577,200
221 LID Guarantee	694,969	-	-	-	-	-	-	694,969
302 Sidewalk	477,769	4,308,069	(320,000)	-	3,524,069	(320,000)	-	1,261,769
305 Real Estate Excise Tax	1,093,200	1,600,000	-	-	-	326,000	-	2,367,200
307 LID Capital Project Fund	9,545	-	-	-	-	-	-	9,545
310 Parks & Trails Capital Fund	544,740	1,237,500	461,000	-	1,237,500	461,000	-	544,740
320 Street Capital Fund	826,206	6,709,520	-	600,000	7,679,245	-	-	456,481
325 Facilities Capital Fund	183,773	26,200,000	150,000	-	15,700,000	150,000	-	10,683,773
401 Water	13,477,844	11,104,747	-	-	15,719,366	68,000	20,156	8,775,068
402 Wastewater	20,996,349	15,706,582	-	-	18,404,296	70,000	126,108	18,102,527
403 Utility Bond Reserves	1,729,536	-	-	-	-	-	-	1,729,536
408 Stormwater	14,788,274	14,201,134	-	-	18,573,507	-	213,055	10,202,846
410 Cemetery Operations	31,493	1,352,800	-	-	1,358,895	-	-	25,398
415 Cemetery Development	-	-	-	-	-	-	-	-
440 Animal Control	12,239	1,496,319	-	-	1,460,055	-	-	48,503
501 Unemployment Insurance	43,989	-	-	-	3,055	-	-	40,934
550 Fleet Management	6,261	1,251,664	-	-	1,251,660	-	-	6,265
551 Information Technology	273,009	2,385,042	26,400	1,600	2,385,040	10,000	1,600	289,411
555 Equipment Reserve	1,013,749	1,297,245	168,000	-	790,000	226,000	-	1,462,994
601 Cemetery Endowment	1,472,385	60,000	-	-	-	-	-	1,532,385
603 Alder Ave Remediation	25,649	-	-	-	-	-	-	25,649
605 Development Impact Fees	7,026,351	700,000	-	-	3,397,200	135,000	-	4,194,151
611 Firemen's Pension	11,832	160,000	-	-	160,000	-	-	11,832
Total All Funds	$ 75,322,583	$ 122,356,289	$ 629,803	$ 3,512,276	$ 124,473,699	$ 1,658,593	$ 595,325	$ 75,093,334

CITY COUNCIL MEETING
DATE: August 2, 2021
AGENDA BILL: 21-1390

SUBJECT: Resolution No. 1588 - Interlocal Agreement - South Sound Housing Affordability Partners (SSHA3P)

CATEGORY: Resolution

BUDGET IMPACT:
Expenditure Required: 5,500

Within Budget Allocation: No

ATTACHMENTS:
1. Resolution 1588 & Interlocal Agreement

STAFF CONTACT: Ryan Windish, Community Development Director

SUMMARY BACKGROUND:
The Interlocal Agreement (ILA) is between Pierce County, cities, towns, and tribes and would result in the creation and operation of an organization known as the South Sound Housing Affordability Partners ($SSHA^3P$). $SSHA^3P$ would operate under the common goal to ensure the availability of housing that meets the needs of residents and workers at all income levels in Pierce County, including but not limited to families, veterans, and seniors; and to eliminate housing inequities for all races, ethnicities and other vulnerable or marginalized communities and geographic locations in Pierce County. The City would be a partner and as a result also receive consultation and services related to the creation and adoption of policies to further affordable housing opportunities within the City and Pierce County. Further, this organization would also be responsible for purchasing, constructing, and managing affordable housing developments within Pierce County. This is similar to other organizations both in King and Snohomish Counties that have had success in actually developing and managing affordable housing units.

The ILA would commit the City to providing funding to $SSHA^3P$ in the future at a rate based on the city's population and the number of participating jurisdictions and other funding such as grants. The city's portion of the funding shown in the 2.5 year estimate ranges from $5,000-$5,500 annually. The source of these funds could come from the HB1406 funding that is a credit from the state portion of the state sales tax that can be used to assist in creating more affordable housing.

Resolution No. 1588 authorizes Mayor to enter into the ILA.

COUNCIL COMMITTEE/STUDY SESSION: Study Session
MEETING/STUDY SESSION DATE: 12/14/2020
COMMITTEE RECOMMENDATION: N/A

STAFF RECOMMENDATIONS/MOTION:
Move to approve Resolution No. 1588 authorizing the Mayor to enter into an Interlocal Agreement substantially in the form of Exhibit A.

RESOLUTION NO. 1588

CITY OF SUMNER, WASHINGTON

A RESOLUTION OF THE CITY OF SUMNER, WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF SUMNER AND THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P).

WHEREAS, the City of Sumner and SSHA³P seek to enter into an intergovernmental agreement enabling the City of Sumner to participate in, and benefit from the regional partnership created to cooperatively formulate policies that create access to affordable/attainable housing policies and strategies that address housing stability by helping homeowners and renters stay in their homes, ensure ample housing supply that remains affordable for all income levels, and provide incentives for affordable/attainable housing for lower and middle income households; and

WHEREAS, the City Council has determined it to be in the best interest of the City of Sumner to enter into said intergovernmental agreement; and

WHEREAS, the City of Sumner is authorized, pursuant to Chapter 39.34 RCW, Interlocal Cooperation Act, to enter into such agreement;

NOW, THEREFORE, **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON:**

Section 1. **Authorization.** That the City Council hereby approves the Interlocal Agreement between the City of Sumner and **SSHA³P** for the purposes outlined in the attached agreement and incorporated by reference, and authorizes the Mayor to sign said agreement on behalf of the City of Sumner substantially in a form as approved by the City Attorney.

Section 2. **Corrections by City Clerk or Code Reviser**. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 3. **Effective Date.** This resolution shall take effect and be in force immediately upon passage by the City Council.

ADOPTED AND APPROVED this 2nd day of August, 2021.

_____

Attest: William L. Pugh, Mayor

_____
Michelle Converse, City Clerk

Approved as to form:

_____
Andrea Marquez, City Attorney

Intergovernmental Agreement for SSHA^{3}P
South Sound Housing Affordability Partners

(Effective Date: Date of Execution)

This Intergovernmental Agreement ("Agreement") is entered into by and between the Cities of ??, Pierce County (each municipal corporations and political subdivisions of the State of Washington), and the Puyallup Tribe of Indians, a federally-recognized Indian tribe (the Tribe) Individually each member of SSHA^{3}P is a "Party" and collectively, the "Parties". This Agreement relates to the creation and operation of a joint undertaking among the Parties hereto to be known as the South Sound Housing Affordability Partners ("SSHA^{3}P"). This Agreement is made pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, and has been authorized by the legislative body of each government.

WHEREAS, the recent increases in the cost to purchase or rent housing in Pierce County has resulted in more than one-third of all households in the county considered cost-burdened, paying more than 30% of their income for housing costs; and

WHEREAS, in the past decade increases in Pierce County median home sales prices (108%) and rental rates (78%) have dramatically outpaced the increases in median household incomes (10%); and

WHEREAS, the recent global pandemic has placed new pressures on the housing market, with the economic downturn resulting in many households unable to afford rent or mortgage payments, anticipated increases in the number of evictions and foreclosures (including among those small rental property owners who have not been receiving rental payments), and at the same time increased demand for purchasing homes due to historically low interest rates and the large increase in the number of those now working remotely; and

WHEREAS, the Parties have a common goal to ensure the availability of housing that meets the needs of residents and workers at all income levels in Pierce County, including but not limited to families, veterans, and seniors; and

WHEREAS, the Parties share a common goal to eliminate housing inequities for all races, ethnicities and other vulnerable or marginalized communities and geographic locations in Pierce County; and

WHEREAS, the Parties wish to provide a sound base of housing policies and programs in Pierce County and to complement the efforts of local governments and existing public and private organizations to address housing needs in Pierce County; and

WHEREAS, the Parties wish to act cooperatively to formulate policies that create access to affordable/attainable housing policies and strategies that address housing stability by helping homeowners and renters stay in their homes, ensure an ample housing supply that remains affordable for all income levels, provide incentives for affordable/attainable housing for lower and middle income households, foster efforts to preserve and provide access to affordable/attainable housing by combining public funding with private-sector resources, and support implementation of the goals of the Washington State (the "State") Growth Management Act, related countywide planning policies, and other local policies and programs relating to providing access to affordable and attainable housing, and to do so efficiently and expeditiously; and

WHEREAS, the Parties have determined that the most efficient and effective way for the Parties to address access to affordable and attainable housing needs in Pierce County is through cooperative action and pooling their resources to create a larger scale of activities than any one Party could accomplish on their own, achieve economies of scale, and leverage other public and private resources; and

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

WHEREAS, a cooperative work plan with a primary focus on the production and preservation of affordable/attainable housing, is needed because the lack of access to affordable/attainable housing is one of the key contributors to homelessness;

WHEREAS, the Parties are each empowered to promote the public health, safety, and welfare, pursuant to RCW 36.32.120(7), RCW 35.22.195, and RCW 35A.11.020; and

WHEREAS, the parties are authorized by Revised Code of Washington 39.34 to enter into agreements for the joint exercise of governmental powers.

NOW, THEREFORE, the Parties agree to the above Recitals and the following terms and conditions:

1. DEFINITIONS. The following terms used in this Agreement are defined as follows:

a. *Administering Agency* – One or more of the Parties that will provide administrative support services on behalf of SSHA^{3}P. The role of the Administering Agency will be to serve as the fiscal agent for SSHA^{3}P, in accordance with the requirements of chapter 39.34 RCW, and provide space and administrative support for the SSHA^{3}P staff. These roles could be provided by one Party or the roles could be split and provided by two Parties.

b. *Advisory Board* – A board consisting of 15 to 20 community members and/or key stakeholders appointed by the Executive Board to provide advice and recommendations to the Executive Board on policy needs related to housing stability, program design and development, land and/or funding resource allocation for enhancing access to affordable/attainable housing projects, and other immediate affordable/attainable housing needs, and to provide public education and community outreach support.

c. *Area of Activity* – The area in Pierce County where SSHA^{3}P is expected to conduct its work, and where future expansion of SSHA^{3}P membership could occur, as further described in Exhibit A.

d. *Direct Service Housing* – Direct service housing programs may include but are not limited to relocation assistance programs, rent voucher and/or deposit loan programs.

e. Executive Board – The governing board for SSHA3P comprised of members as provided herein, which will act on behalf of all Parties and as may be in the best interest of SSHA3P in order to carry out the purposes of this Agreement.

f. *SSHA^{3}P Fund* – A fiduciary fund established by the Administering Agency, as authorized by RCW 39.34.030, to be known as the "Operating Fund of the SSHA^{3}P Executive Board". Within the SSHA^{3}P Fund may be established various subfunds and/or subaccounts including but not limited to a "SSHA^{3}P Operating Account" and a "Housing Capital Funds Account".

i. *SSHA^{3}P Operating Account* – A subaccount or subfund created by the Administering Agency for the receipt of contributions from the Parties and other private or public

entities, for the purpose of paying for the operations of and supporting the SSHA^{3}P annual budget.

ii. *Housing Capital Funds Account* – A subaccount or subfund established by the Administering Agency within the SSHA^{3}P Fund for the purpose of administering the voluntary contributions of Parties, or other public or private entities, to affordable/attainable housing projects and programs, to be known as the SSHA^{3}P Housing Capital Funds Account. The amounts in the Housing Capital Funds Account will be held and disbursed by the Administering Agency.

iii. *Individual Account(s)* – One or more subaccounts or subfunds established within the Housing Capital Funds Account for each Party to this Agreement that chooses to contribute to the Housing Capital Funds Account. Contributions to an Individual Account from a Party may be released only upon, and in accordance with, the written direction of that Party.

g. *SSHA^{3}P Executive Manager* – The managing lead staff for SSHA^{3}Pwill be responsible for carrying out the SSHA^{3}P annual work plan, as developed by the Executive Board, and other terms of this Agreement. The Executive Manager will be an employee of the Administering Agency subject to the human resource rules and requirements of that agency.

h. *SSHA^{3}P Staff* – The full-time and part-time staff hired or assigned by the Administering Agency with the responsibility for carrying out the SSHA^{3}P work plan, under the direction of the SSHA^{3}P Executive Manager.

2. PURPOSE. All Parties to this Agreement have responsibility for local, regional and tribal planning for the provision of housing affordable to residents that work and/or live in Pierce County. The Parties agree to act cooperatively to formulate housing policies that address access to affordable/attainable housing, housing stability and to foster efforts to preserve and create affordable/attainable housing by combining public funding or other resources with private-sector resources. In order to accomplish the purposes of this Agreement, the Parties agree to create a joint, voluntary and cooperative undertaking responsible for administering the activities described herein. The cooperative undertaking among the Parties will be called the South Sound Housing Affordability Partners ("SSHA^{3}P"). The Parties further intend that this Agreement serve as a framework for all participating municipalities within the broader SSHA^{3}P Area of Activity to do the aforementioned work. It is the intent of the

Parties to create a collaboration that involves members representing broad geographic diversity across the county, governments of different sizes, and regional perspectives about affordable, attainable and accessible housing needs and solutions. The Parties encourage other cities and tribes and other public and private entities in Pierce County within the SSHA^{3}P Area of Activity to join the Parties in this endeavor.

3. STRUCTURE; CREATION OF JOINT BOARD. By executing this Agreement, the Parties hereto create a joint board pursuant to RCW 39.34.030(4) to govern SSHA^{3}P. The joint board created by this Agreement will be called the "Executive Board" and will be composed of members as provided for in Section 5.a of this Agreement. The Joint Board created in this Agreement is not a separate legal or administrative entity within the meaning of RCW 39.34.030(3). The Executive Board will act on behalf of all Parties and as may be in the best interest of SSHA^{3}P in order to carry out the purposes of this Agreement. The Executive Board is not authorized to own assets or have employees.

4. RESPONSIBILITIES AND AUTHORITY. In order to carry out the purposes of SSHA^{3}P and this Agreement, the Executive Board will have the responsibility and authority to:

a. Create and implement an annual work plan approved by the Executive Board to guide the work of SSHA^{3}P Staff. The work plan will include activities that may benefit multiple participating jurisdictions or individual jurisdictions. The work plan activities will be consistent with the purpose described in this Agreement. The Executive Board will determine how it will track, monitor and report on progress on the work plan and the timeliness of deliverables. For purposes of accountability and transparency, this will include methods for timely reporting to members and to the public.

b. Make decisions regarding the allocation of public and private funding deposited into the SSHA^{3}P Housing Capital Funds Account for the purpose of enhancing access to affordable/attainable housing.

c. Recommend to the Administering Agency to enter into agreements with third parties for the use and application of public and private funds contributed by individual Parties to the SSHA^{3}P Fund, including the Housing Capital Funds Account established in Section 14, under terms and conditions as may be agreed by the individual contributing Parties, as further described in Section 14. At least annually, report to the Parties on the geographic

distribution of all housing capital funds as recommended by the SSHA^{3}P Executive Board.

d. Guide the SSHA^{3}P Staff in the performance of the following duties:

i. Provide recommendations to the Parties regarding local and regional policies to improve access to affordable/attainable housing. SSHA^{3}P Staff may assist the Parties in developing strategies and programs to achieve State Growth Management Act housing goals, growth targets, local Comprehensive Plan Housing Element goals, and local housing strategy plans, as appropriate.

ii. SSHA^{3}P Staff may provide technical assistance as requested to any Party considering adoption of land use incentives or requirements, or programs to enhance access to affordable/ attainable housing. SSHA^{3}P Staff may research model programs, develop draft legislation, prepare briefing materials and make presentations to planning commissions and councils on request by a Party. SSHA^{3}P Staff may assist Parties in developing strategies and programs to implement county-wide affordable/attainable housing policies to meet State Growth Management Act objectives, growth targets, local Comprehensive Plan Housing Element goals, and local housing strategy plans for an equitable and rational distribution of low- and moderate-income housing.

iii. Facilitate cooperation between the private and public sector with regard to the provision of and access to affordable/attainable housing. SSHA^{3}P Staff may communicate directly with private developers, financial institutions, non-profit corporations and other public entities to assist in the implementation of affordable/attainable housing projects. SSHA^{3}P Staff may work directly with any Party to provide technical assistance with regard to the public funding of affordable/attainable housing projects and the implementation of affordable/attainable housing regulatory agreements for private developments.

iv. SSHA^{3}P Staff may also identify public and private sites that are available for affordable/attainable housing and develop housing alternatives for such sites.

v. After the Housing Capital Fund is created, develop standard regulatory agreements acceptable to private and public financial institutions to facilitate the availability of funding for private and public projects containing affordable/ attainable housing, and other documents and procedures as appropriate.

vi. Provide other technical advice to any Party upon request and, as staff capacity allows, enter into agreements to provide technical assistance to other public entities on a reimbursable basis.

vii. Provide support and educational activities and to monitor legislative and regulatory activities and proposed policy changes related to enhancing access to affordable/ attainable housing at the county, state and federal levels. Ensure that the Parties to this Agreement have a strong Pierce County voice in federal, state and regional decision making regarding affordable/attainable housing programs, policy and funding. All lobbying activities will comply with state laws and regulations.

viii. After the Housing Capital Fund is created, develop and carry out procedures for monitoring of affordable/attainable units and to administer direct service housing programs on behalf of any Party.

ix. Work directly with other public and private entities for the development of affordable/ attainable housing policies and encourage the provision and preservation of affordable/ attainable housing.

x. Work with the Advisory Board appointed under this Agreement and Pierce County agencies and organizations working on regional housing stability and access to affordable and attainable housing, identify trends and promising practices, and mobilize those agencies and organizations to

support Pierce County positions in regional, state and federal decision-making forums.

xi. Support public and private fundraising efforts of public and private entities (including non-profit corporations) to raise funds to carry out the purposes of this Agreement. Enter into agreements with those entities for the use of such funds in order to carry out the purposes of this Agreement.

xii. As recommended by the Executive Board, accept public and private funding, receive and invest those funds in accordance with State and Federal law, and take other appropriate and necessary action to carry out the purposes of this Agreement.

5. EXECUTIVE BOARD.

a. Membership. SSHA^{3}P will be governed by an Executive Board composed of individuals who represent the perspectives of their governments.

- For cities/towns: Members will either be Mayors or, as designated by the Mayor, Council members or a City Manager/Administrator.
- For tribes: Members will be the Tribal Council Chair or a member of the Tribal Council as designated by the Chair.
- For the county: Members will be the County Executive, and the County Council Chair (or their designee).

Each Party will have one vote on the Executive Board. For purposes of voting, the County shall be considered an individual Party and entitled to one vote. The vote will be split equally between the County's two Executive Board members.

Municipalities, local governments, tribes and public agencies within the Area of Activity may become Parties to this Agreement with representation on the Executive Board described in this Section 5, upon satisfaction of the requirements of Section 20.

The Executive Board will administer this cooperative undertaking under the terms of this Agreement and under any procedures adopted by the Executive Board.

b. Officers. The Chair and Vice Chair of the Executive Board will be elected by the members of the Board from the Board membership. The Chair, or in their absence the Vice Chair, will preside over all meetings of the Executive Board; and will, in the

absence of an Executive Manager provided for in Section 6 of this Agreement, process issues, organize meetings and provide for administrative support as required by the Executive Board. The Chair will serve a one-year term, but may be reelected by the Executive Board for one additional term.

c. Alternate Member. Each member of the Executive Board may designate one alternate member who will serve in the place of the member on the Executive Board during the member's absence from a meeting. Notice of the designation will be provided to the Chair of the Executive Board. An alternate member may only vote on behalf of the Party if the Chair has received written notice of the alternate's appointment. It is not intended that alternates will serve on the Board in an ongoing capacity.

d. Powers. It is intended that the Executive Board will serve as a decision-making body for SSHA^{3}P. The Executive Board will have the power to:

i. develop and recommend an annual budget and annual work plan for SSHA^{3}P and oversee the management of the SSHA^{3}P Fund;

ii. adopt procedures for the administration of SSHA^{3}P (including securing any necessary legal counsel as needed) and for the conduct of meetings;

iii. make recommendations to the Parties concerning planning, policy, programs and the funding of projects to enhance access to affordable/attainable housing;

iv. establish policies for the expenditure of SSHA^{3}P budgeted items;

v. work with the designated Administering Agency (see Section 6) to carry out the terms of this Agreement;

vi. work with the Administering Agency to establish a special fund within the Administering Agency as authorized by RCW 39.34.030, to be known as the "Operating Fund of the SSHA^{3}P Executive Board" ("SSHA^{3}P Fund") within which Fund may be established various accounts and subaccounts including but not limited to a "SSHA^{3}P Operating Account"(into which will be deposited funding for the SSHA^{3}P operating budget) and a "Housing Capital Funds Account";

vii. hold regular meetings on those dates and at those places as the Executive Board may designate;

viii. recommend that the Administering Agency enter into contracts and agreements for the provision of personnel and other necessary services to SSHA^{3}P,

including accounting and legal services and the purchase of insurance, and advise the Administering Agency to execute such other contracts, agreements or other legal documents necessary with public and private entities for SSHA^{3}P to carry out its purposes;

ix. work with the Administering Agency to: establish the responsibilities for the SSHA^{3}P Executive Manager, conduct the hiring process and performance review for that position and direct and oversee the activities of the SSHA^{3}P Executive Manager;

x. create a recruitment process and appoint members of the Advisory Board;

xi. assist with incorporating and/or work with a non-profit corporation to accept grants, donations and other funds on behalf of SSHA^{3}P and recommend the Administering Agency to enter into contracts or other agreements with such agency for the use of those funds to carry out the purposes of this Agreement; and

xii. take whatever other action is necessary to carry out the purposes of this Agreement.

6. ADMINISTRATION AND OVERSIGHT. The Executive Board will have final decision-making authority on behalf of SSHA^{3}P over all legislative priorities and administrative matters within the scope of this Agreement. The Executive Board may delegate responsibility for general oversight of the operations of SSHA^{3}P to an Executive Manager. The SSHA^{3}P Executive Manager will submit quarterly budget performance and progress reports on the status of the work program elements to the Executive Board and annually to the legislative body of each Party. The reports and their contents will be in a form acceptable to the Executive Board.

The Executive Board will, by two-thirds supermajority vote, designate one or more of the Parties to serve as the Administering Agency, which will provide administrative support services on behalf of SSHA^{3}P. To change the Administering Agency, the Executive Board will, by two-thirds supermajority vote, designate one or more of the Parties to serve as the Administering Agency. Each Party that serves in the capacity of Administering Agency hereby agrees to comply with the terms of this Agreement applicable to the Administering Agency in order to permit SSHA^{3}P to carry out its purposes. SSHA^{3}P will be staffed with personnel funded by the Parties and/or independent contractors contracting with the Administering Agency on behalf of SSHA^{3}P.

Any Party providing personnel to SSHA^{3}P will remain solely responsible for the continued payment of all compensation and benefits to those personnel as well as for any worker's compensation claims. All Parties will cooperate fully in assisting SSHA^{3}P to provide the services authorized in this Agreement.

7. MEETINGS OF EXECUTIVE BOARD.

a. Frequency. The Executive Board will meet as often as it deems necessary, but not less often than quarterly. Executive Board meetings will comply with the requirements of the State Open Public Meetings Act (OPMA).

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

c. Action. No action may be taken except at a meeting where a quorum exists. Action by the Executive Board requires an affirmative vote by a majority of the Board members present at a meeting, provided however, that a supermajority (two-thirds of all Board members) will be required to change the Administering Agency, or to modify the proposed contribution methodology for dues and assessments (see Section 15). Official action by the Executive Board may be conducted by motion, resolution, declaration, or such means as determined to be necessary by the Executive Board in their procedures for conducting meetings (referred to in 5.d above), provided however, changing the Administering Agency or Agencies shall be completed by resolution. All official action of the Executive Board shall be recorded in its official minutes. Each Executive Board member, or his or her alternate, will have one vote on any proposed action; except that shared member voting shall be in accordance with the Executive Board's approval under Section 5 (a). Proxy voting will not be allowed. To the extent applicable to meetings of the Executive Board, the Executive Board will comply with applicable requirements of the Washington State Open Public Meetings Act (chapter 42.30 RCW).

8. ADVISORY BOARD.

a. Purpose and Role. The Executive Board will create an Advisory Board to provide advice and recommendations on the work of SSHA^{3}P. Specific objectives shall be to advise the Executive Board regarding: assessment of affordable/attainable housing needs for different populations in Pierce County; the development of policies and/or funding resources to meet those needs; the priorities for allocation of future SSHA^{3}P capital resources to

create or preserve access to affordable/attainable housing; input on program design and development related to housing affordability and stability; suggested approaches to federal, state and regional legislative advocacy; and providing support for public education and community outreach activities. The Advisory Board will be created before the end of the first year of SSHA^{3}P operations (with the start of the year defined as the hiring of the SSHA^{3}P Executive Manager).

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

c. Terms. Appointments will be for a three-year term. When the Advisory Board is created, the initial terms of members shall be staggered as follows:

- One-third shall be appointed for a one-year term
- One-third shall be appointed for a two-year term
- One-third shall be appointed for a three-year term

The membership categories of the Advisory Board, described in section 8.b above, will be evenly distributed across the three initial terms.

d. Recruitment and Termination. The Executive Board will adopt procedures for the recruiting, convening and administration of the Advisory Board. 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.

e. Officers. When the Advisory Board has been duly created, the members shall elect a Chair and Vice Chair, who will be responsible for working with the SSHA^{3}P Executive Manager to set agendas and facilitate meetings.

f. Conflict of Interest. Members of the Advisory Board shall comply with Ch. 42.23 RCW, the Code of Ethics for Municipal Officers. It is the responsibility of each Board Member to declare

potential conflicts of interest. The Chair shall be responsible for mediating differences of opinion on these matters as they may arise.

9. MEETINGS OF ADVISORY BOARD.

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

b. Quorum. 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. Action. 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).

10. AGREEMENT DURATION. This Agreement will be in full force and effect for a period commencing as provided in Section 34, and ending December 31, 2023. This Agreement will automatically renew for successive two-year terms, unless sooner terminated under the provisions of this Agreement.

11. TERMINATION OF AGREEMENT. This Agreement may be terminated at any time by affirmative vote of a majority of the legislative bodies of the Parties to this Agreement. Parties may consider multiple factors/reasons for termination, including but not limited to the timeliness of work plan deliverables and the sufficiency of dues to support the work plan and SSHA^{3}P staff.

Upon termination of this Agreement, all property acquired during the life of the Agreement will be disposed of in the following manner:

a. all property contributed without charge by any Party will revert to the contributing Party;

b. all property purchased on behalf of SSHA^{3}P after the effective date of this Agreement will be distributed to the Parties based on each Party's pro rata contribution to the overall budget at the time the property was purchased;

c. except as provided in Subsection d. below, all unexpended or reserve funds will be distributed to the Parties based on each Party's pro rata contribution to the overall budget in effect at the time the Agreement is terminated;

d. all uncommitted monies in the Housing Capital Funds Account will be distributed to the Parties by remitting the total uncommitted amounts remaining in each Party's Individual Account (as described in Section 14) to that Party; and

e. each Party that has funded a project through the Housing Capital Funds Account will be substituted for the Administering Agency with regard to all project financing documents, and the Administering Agency will be released from further obligations with respect thereto.

12. WITHDRAWAL. If a Party wishes to withdraw from participation in this Agreement, it may do so after the initial term if its Legislative Body first gives six months advance written notice to the Executive Board of its intention to withdraw, which notice will be due on or before June 30, 2023. If notice of an intent to withdraw is timely received, withdrawal will be effective as of 11:59 p.m. on December 31, 2023. The initial members of SSHA^{3}P agree they will participate for at least through the first full term of the collaboration.

After December 31, 2023, an opportunity is provided once per year for a Party to withdraw from this Agreement. Under this provision, advance written notice must be provided from the Legislative Body of any Party to this agreement to the Executive Board on or before June 30, of its intention to withdraw from participation in the Agreement, effective as of 11:59 p.m. on December 31st of that current year.

Any Party withdrawing from this Agreement will remain legally and financially responsible for any obligation incurred by the Party pursuant to the terms of this Agreement, including but not limited to any project financing documents executed by the Administering Agency on behalf of that Party, during the time the withdrawing Party was a member of SSHA^{3}P. A notice of withdrawal may be revoked by the Party that submitted the notice only by approval of a majority of the Executive Board to accept the revocation. Any

Party that provides written notice of its intent to withdraw may continue to vote on all matters before the Executive Board prior to the effective date of its withdrawal, except the budget and work plan for the following year.

13. BUDGET. The fiscal year for SSHA^{3}P will be January 1 to December 31 of any year. The first year budget and anticipated second year budget for SSHA^{3}P are attached to this Agreement as Exhibit B and incorporated herein by this reference. Approval of this Agreement by the legislative body of each Party includes approval of the SSHA^{3}P budgets through the first full term of the agreement. For subsequent years, on or before July 1st of each year, a recommended operating budget for SSHA^{3}P for the following budget year will be prepared, reviewed and recommended by the Executive Board and transmitted to each Party. The recommended operating budget will contain an itemization of all categories of budgeted expenses and will contain an itemization of the amount of each Party's contribution, including in-kind services, toward that budget. Contributions to the SSHA^{3}P annual budget may also come from other public or private entities. The Executive Board will approve acceptance of those contributions.

a. No recommended budget will become effective until approved by the legislative body of each Party and adopted by the Executive Board, except for SSHA^{3}P's first full term (2021, 2022 and 2023). Once the legislative body of each Party has approved its contribution to SSHA^{3}P, either separately or through its budget process, and the SSHA^{3}P budget has been adopted by the Executive Board, each Party will be obligated to make whatever contribution(s) is budgeted for that Party. 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.

b. Each Party's contribution(s) will be transmitted to SSHA^{3}P on an annual basis no later than the end of the first quarter of each calendar year, unless otherwise provided in the budget document. The Administering Agency will submit invoices to each Party for their annual dues payments. Each Party will specify the amount of its contribution to be deposited by the Administering Agency into the SSHA^{3}P Operating Account, as well as the amount, *if any*, to be deposited into the Party's Individual Account within the SSHA^{3}P Housing Capital Funds Account established by Section 14.

c. If any Party is delinquent by more than three months in the payment of its approved operating budget contribution to

the SSHA^{3}P Operating Account, that Party will not be entitled to vote on matters before the Executive Board until the delinquency has been paid. A Party's decision not to contribute funds to its Individual Account, or its delinquency in funding the same will not affect that Party's voting rights on the Executive Board.

14. HOUSING CAPITAL FUNDS ACCOUNT ESTABLISHED; PROCEDURES FOR ADMINISTERING HOUSING CAPITAL FUNDS ACCOUNT CONTRIBUTIONS. If authorized by resolution of the Executive Board, the Administering Agency may establish and maintain a subaccount or subfund within the SSHA^{3}P Fund for the purpose of administering the contributions of Parties, or other public or private entities, to affordable/attainable housing projects and programs, to be known as the SSHA^{3}P Housing Capital Funds Account. The amounts in the Housing Capital Funds Account will be held and disbursed by the Administering Agency as described in this Agreement.

a. Within the Housing Capital Funds Account, a sub-account or subfund will be established for each Party to this Agreement that chooses to contribute to the Housing Capital Funds Account. Such sub-accounts are collectively referred to as the "Individual Accounts." The Executive Board will work with the Administering Agency to create policies and procedures for the release of those funds.

b. A subaccount may be established within each Individual Account for each project or program funded in whole or part by a Party from its Individual Account. Such sub-accounts are referred to as "Project Accounts." The intent is to create a structure that enables each Party to easily track the use of their contributed funds.

c. The Administering Agency will maintain records sufficient to separately track the deposits, withdrawals and interest earnings, within each Individual Account and each Project Account, and will provide quarterly reports to all Parties as to the status of funds in each Individual Account and Project Account. The Administering Agency's responsibilities under this Section may be delegated to the SSHA^{3}P Executive Manager to the extent consistent with applicable law and as the Administering Agency and Executive Board may agree.

d. Funds transmitted to SSHA^{3}P for deposit in the Housing Capital Funds Account will be held by the Administering Agency on behalf of SSHA^{3}P until directed for application by the contributing Party (as described in 14.a. above). Uncommitted funds in an Individual Account will be remitted to the contributing

Party within 45 days of receipt of written request from the Party signed by its chief executive officer, or upon the Party's withdrawal from SSHA^{3}P in accordance with the terms of Section 12, or on the dissolution of SSHA^{3}P per Section 11.

e. Funds held by the Administering Agency on behalf of SSHA^{3}P will be subject to laws applicable to public funds, including but not limited to limitations on investments for public funds as provided in State law and the State constitutional limitations on the gifting of public funds. Investment earnings will be credited to each Individual Account and Subaccount on a pro rata basis.

f. The Executive Board will develop standard forms of approvals and agreements to be used in the application of funds contributed to the Housing Capital Funds Account (collectively referred to as "project financing documents"), consistent with the following goals and procedures:

i. The SSHA^{3}P Executive Board will authorize the application of specified amounts of Individual Account monies to projects or programs consistent with the purpose of the SSHA^{3}P Capital Fund, and will authorize and recommend the SSHA^{3}P Executive Manager, and the Administering Agency to take such actions as necessary to accomplish this. At least two weeks prior to the Executive Board action they will notify the individual parties whose funds will be used for such projects or programs of the various terms to accompany their authorizations, and will at a minimum include terms related to:
   1. amount of funds allocated;
   2. project description, including minimum affordability requirements, if any;
   3. nature of the funding commitment (loan, grant, or other);
   4. in the event the funding commitment is provided as a loan, the general repayment terms including but not limited to the term of the loan and applicable, interest rate(s); and
   5. a general description of the security interests, if any, to be recorded in favor of the Party.

ii. For each individual housing project or program to be funded through the Housing Capital Funds Account, the developer, owner or administrator of such project or program (generally referred to as

the "developer"), will enter into the necessary set of agreements (project financing documents) with the Administering Agency. The project financing documents will specify that the Administering Agency is acting as administering agency on behalf of each Party that is providing Housing Capital Funds Account funding to the project or program pursuant to this Agreement and RCW 39.34.030(4), and will identify each participating funding Party. The project financing documents will be consistent with general forms of agreement approved by the Executive Board and the terms and conditions approved by the legislative bodies of the funding Parties. To the extent permitted by law, the project financing agreements will incorporate all terms and conditions relative to the use and (if applicable) repayment of such funds, and provide for transfer of the Housing Capital Funds Account monies from the funding Parties to the developer.

iii. Funding contributions to, and repayments (if any) from, specific projects and programs will be recorded by the Administering Agency, including recording of monies deposited and withdrawn from each Party's Individual Account and Project Accounts. Repayments (if any) under any project financing agreement will be applied *pro rata* to the funding Parties' Individual Accounts based on the ratio of funding contributed to the project by each Party, unless the funding Parties otherwise agree.

iv. Unless the Parties funding a project or program through the Housing Capital Funds Account otherwise agree, a default, termination or other action against a developer or other third party may be declared only after securing approval in writing of the chief executive officers of funding Parties which together have contributed not less than 51% of the total SSHA^{3}P member funding to the project. The Administering Agency will provide reasonable notice and information regarding the status of projects as necessary to each funding Party's chief executive officer to allow them to make a timely decision in this regard. Funding Parties not consenting to such default, termination or other action will be bound by the decision of the majority. All funding Parties will be obligated on

a pro rata basis (based on their contributions to the project) to pay to the Administering Agency its reasonable costs and expenses incurred as a result of declaring a default, terminating an agreement or taking other action against a developer or other third party. Any funds recovered through such enforcement proceedings will be allocated to the funding Parties Individual Accounts pro rata based on their respective funding contributions to a project.

v. The Executive Board may from time to time authorize the Administering Agency to administer housing project agreements entered into before the effective date of this Agreement, upon terms consistent with this Agreement and subject to the consent of the Administering Agency and the Parties to such agreements.

15. DUES, ASSESSMENTS AND BUDGET AMENDMENTS. Contributions to the SSHA^{3}P Operating fund will be based on groupings of like-sized cities (based on population), or whatever contribution methodology is approved by a two-thirds majority of the Executive Board. Funding for the activities of SSHA^{3}P will be provided solely through the budgetary process. Unless otherwise specified in this Agreement, no dues, charges or assessments will be imposed or required of the Parties except upon unanimous vote of the membership of the Executive Board and ratification by the legislative body of each Party subject to the dues, charges or assessments. An approved budget (the overall revenues and expenditures) will not be modified until approved by the legislative body of each Party and finally adopted by the Executive Board. If a Party agrees to totally fund an additional task to the work program, not currently approved in the budget, the task may be added to the work plan and the budget amended to reflect the funding of the total cost of such task by the requesting Party, upon approval by a majority of the membership of the Executive Board without approval by the individual Parties. Notwithstanding the foregoing, contributions by a Party to its Individual Account within the Housing Capital Funds Account will be solely within the discretion of that Party and are not considered "dues or assessments."

16. PUBLIC RECORDS REQUESTS. Each party to this agreement shall be responsible for retaining and producing the records it creates, owns or uses, in accordance with applicable public records access and retention laws and regulations. Nothing in this Section

is intended to require a Party to collect or produce records that are not prepared, owned, used, or retained by that agency as defined by the Public Records Act (RCW 42.56), other than as provided for herein.

The Administering Agency shall be responsible for maintaining and storing, in compliance with the state Public Records Act (Chapter 42.56 RCW), those records of the Executive Board and Advisory Committee that are created by the Administering Agency in connection with this Agreement (SSHA^{3}P Records). SSHA^{3}P records may include, but are not limited to, Executive Board and Advisory Committee meeting agendas, meeting summaries, reports, plans, budgets, and other related documents. For purposes of the Public Records Act, the SSHA^{3}P Executive Manager shall serve as the Public Records Officer with respect to requests for SSHA^{3}P records and the Administering Agency shall be responsible for ensuring compliance with RCW 42.56.152 (Training-Public Records Officers). Upon receipt of a request for SSHA^{3}P records, the SSHA^{3}P Executive Manager, serving as the SSHA^{3}P Public Records Officer, shall timely share the request with the Parties. In the event that the SSHA^{3}P Executive Manager shares a request for SSHA^{3}P records with the Parties, each party notified by the SSHA^{3}P Executive Manager shall cooperate with the SSHA^{3}P Executive Manager as requested to fulfill the request. Parties who receive requests for SSHA^{3}P records or records related to SSHA^{3}P are also encouraged, but not required, to share those with the SSHA^{3}P Executive Manager.

Each party shall indemnify and hold the other party to this Agreement harmless for any and all claims, demands, damages, lawsuits, liabilities, losses, liens, expenses including reasonable attorney's fees and costs arising from a public records require (collectively "Claims"), to the extent attributed to the indemnitor party's Fault. The term "Fault" as used herein shall have the same meaning as set forth in RCW 4.22.015. This obligation to indemnify and hold the other party harmless shall survive termination of this Agreement.

17. INDEMNIFICATION AND HOLD HARMLESS.

a. Each Party will indemnify, defend and hold other Parties (including without limitation the Party serving as, and acting in its capacity as, SSHA^{3}P's Administering Agency), their officers, officials, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Party's wrongful acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries or damages are caused

by another Party. If there is any recovery under this Section, the Party responsible for any wrongful acts or omissions will pay any judgment or lien arising from the acts or omissions, including all costs and other Parties' reasonable attorney's fees. If more than one Party is held to be at fault, the obligation to indemnify and to pay costs and attorney's fees, will be only to the extent of the percentage of fault allocated to each respective Party by a final judgment of the court.

b. If a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of a Party (including without limitation the Party serving as, and acting in its capacity as, SSHA^{3}P's Administering Agency), its officers, officials, employees, and volunteers, the Party's liability hereunder will be only to the extent of the Party's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this Section will survive the expiration or termination of this Agreement.

c. Each Party (including without limitation the Party serving as, and acting in its capacity as, SSHA^{3}P's Administering Agency) will give the other Parties proper notice of any claim or suit coming within the purview of these indemnities.

18. INSURANCE. The Executive Board, SSHA^{3}P Executive Manager and the Administering Agency will take such steps as are reasonably practicable to minimize the liability of the Parties associated with their participation in this Agreement, including but not limited to the utilization of sound business practice. The Executive Board will determine which, if any, insurance policies may be reasonably practicably acquired to cover the operations of SSHA^{3}P and the activities of the Parties pursuant to this Agreement (which may include general liability, errors and omissions, fiduciary, crime and fidelity insurance), and will direct the acquisition of same.

19. AMENDMENTS. Any amendments to this Agreement must be in writing. This Agreement may be amended upon approval of the legislative bodies of all Parties to this Agreement, evidenced by the authorized signatures of those Parties as of the effective date of the amendment. This Section will not be construed to

require amendment of this Agreement for the addition of a new Party contemplated under Section 20 or for any related revision to Executive Board membership authorized in Section 5(a) or Advisory Board membership in Section 8(b). The Executive Board will review this Agreement, no less than every five years, to determine if the purposes of SSHA^{3}P are being achieved and if any amendments or modifications to the Agreement are needed.

20. ADDITIONAL PARTIES. Municipalities, local governments, tribes, and public agencies within the SSHA^{3}P Area of Activity may, on execution of the Agreement and approval of the budget and work plan by its legislative body, become a Party to this Agreement on affirmative vote of at least fifty percent of the Executive Board. The Executive Board will determine by a vote of at least fifty percent of its membership what, if any, funding obligations the additional Party will commit to as a condition of becoming a Party to this Agreement.

21. SEVERABILITY. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this Agreement, will not affect the validity of the remaining provisions of the Agreement.

22. CONFLICT RESOLUTION. Whenever any dispute arises between the Parties or between a Party or Parties, the Executive Board, or the Administering Agency (referred to collectively in this Section as the "Parties") under this Agreement which is not resolved by routine meetings or communications, the parties agree to seek resolution of such dispute in good faith by meeting, as soon as feasible. The meeting will include the Chair of the Executive Board, the SSHA^{3}P Executive Manager, and the representative(s) of the Parties involved in the dispute. If the parties do not come to an agreement on the dispute, any party may pursue mediation through a process to be mutually agreed to in good faith between the parties within 30 days, which may include binding or nonbinding decisions or recommendations. The mediator(s) will be individuals skilled in the legal and business aspects of the subject matter of this Agreement. The parties to the dispute will share equally the costs of mediation and assume their own costs.

23. SURVIVABILITY. Notwithstanding any provision in this Agreement to the contrary, the provisions of Section 10 (Agreement Duration), Section 11 (Termination of Agreement), Section 12 (Withdrawal), Section 16 (Public Records Requests), and Section 17 (Indemnification and Hold Harmless) will remain operative and in full force and effect, regardless of the withdrawal or termination of any Party or the termination of this Agreement.

24. WAIVER. No term or provision of this Agreement will be deemed waived and no breach excused unless that waiver or consent is in writing and signed by the Party claimed to have waived or consented.

25. SUBSEQUENT BREACH. Waiver of any default will not be deemed a waiver of any subsequent default. Waiver of breach of any provision of this Agreement will not be deemed to be a waiver of any other or subsequent breach and will not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval of all Parties.

26. NOTICE. Any notice to the Executive Board will be in writing and will be addressed to the Chair of the Executive Board and to the SSHA^{3}P Executive Manager. In the absence of a SSHA^{3}P Executive Manager, notice will be given to the chief executive officer of the Administering Agency. Any notice to an Officer or Party will be sent, to the address specified by the chief executive officer of the Party.

27. ASSIGNMENT. No Party may sell, transfer or assign any of its rights or benefits under this Agreement without Executive Board approval.

28. APPLICABLE LAW AND VENUE. This Agreement and any rights, remedies, or obligations provided for in this Agreement will be governed, construed, and enforced in accordance with the substantive and procedural laws of the State. The Parties agree that the venue for any legal action under this Agreement is in the County in which a project is located, provided that the venue for any legal action against Pierce County may be filed in accordance with RCW 36.01.050.

29. RETAINED RESPONSIBILITY AND AUTHORITY. Parties retain the responsibility and authority for managing and maintaining their own internal systems and programs related to affordable/attainable housing activities.

30. INDEPENDENT CONTRACTORS. Each Party to this Agreement is an independent contractor with respect to the subject matter of this Agreement. No joint venture or partnership is formed as a result of this Agreement.

Nothing in this Agreement will make any employee of one Party an employee of another party for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's

compensation pursuant to Title 51 RCW, or any other rights or privileges accorded by virtue of their employment. No Party assumes any responsibility for the payment of any compensation, fees, wages, benefits or taxes to or on behalf of any other Party's employees. No employees or agents of one Party will be deemed, or represent themselves to be, employees of another Party.

31. NO THIRD PARTY BENEFICIERIES. This Agreement is for the benefit of the Parties only, and no third party will have any rights under this agreement.

32. NONDISCRIMINATION. The Parties will comply with the nondiscrimination requirements of applicable federal, state and local statutes and regulations.

33. COUNTERPARTS. This Agreement may be signed in counterparts and, if so signed, will be deemed one integrated Agreement. Parties will submit copies of signed Agreements to the Administering Agency, or to Pierce County before an Administering Agency is selected.

34. FILING AND EFFECTIVE DATE; PRIOR AGREEMENTS. This Agreement will become effective (Date of Execution), subject to its approval by the legislative bodies of all jurisdictions who are members of SSHA^{3}P as of (Date of Execution), and, pursuant to RCW 39.34.040, upon recording this Agreement or posting this Agreement on a Party's web site or other electronically retrievable public source. Although this Agreement may be approved and signed by a Party after the Agreement's effective date, all acts consistent with the authority of this Agreement that occur on or after , (Date of Execution), are hereby ratified and affirmed, and the terms of this Agreement will be deemed to have applied.

(Signature Page Follows)

Approved and executed this _____ day of _____,2019.

Name of Party:_____ Approved as to form

_____

_____

By: _____ City Attorney
Its: _____

Exhibit A – SSHA^{3}P Area of Activity (Map)

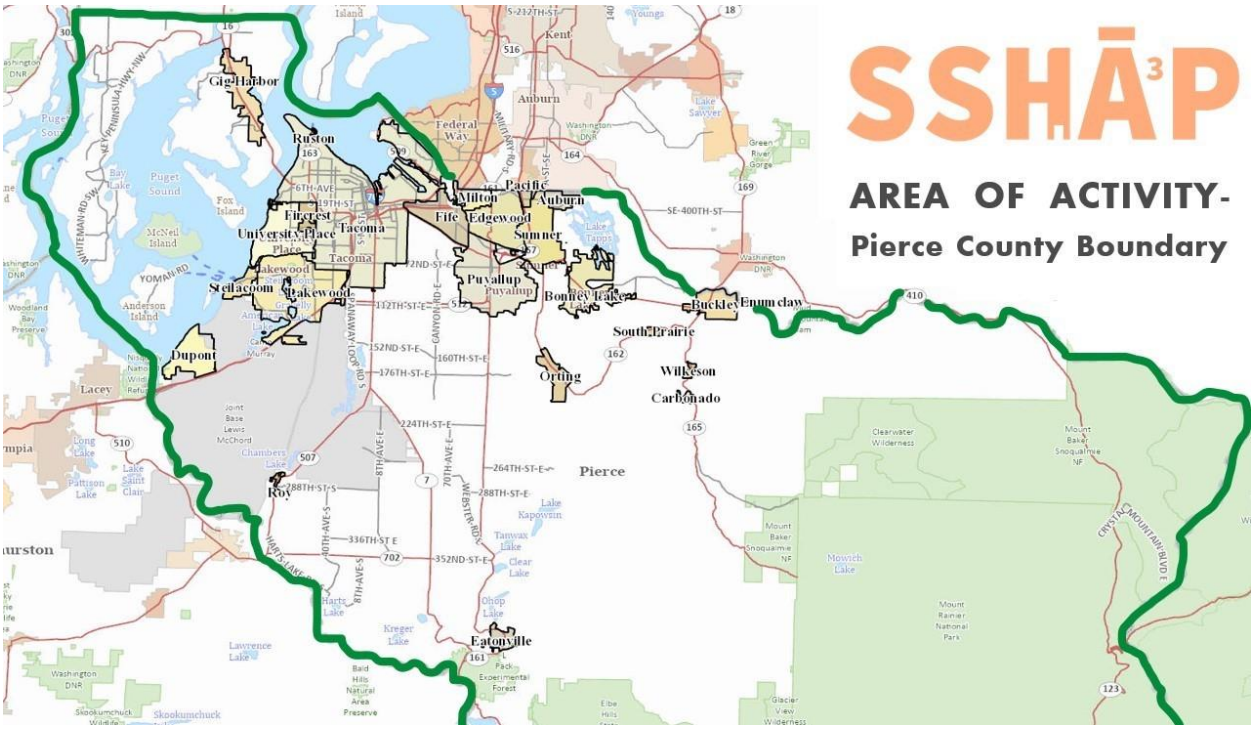

EXHIBIT B – SSHA^{3}P Budgets for First 2.5 Years

NOTE: The following budgets are draft and won't be finalized until the final number of member governments are identified. The numbers may also change depending the amount of outside revenue raised.

The following provides draft budgets for years 1 (6 months of operations)2 and 3. There are two scenarios: one in which ten governments participate and the other in which 16 governments participate.

DRAFT BUDGET PROPOSAL (10 Governments)
YEAR 1 (2021) - 1 FTE
Funding for 6 Months Operations

Annual Expense Budget		
Full-time manager with salary/taxes/benefits	$	154,000
Administrative & policy support with salary/taxes/benefits (3 months)	$	-
Direct Expenses - travel, phone, postage	$	12,000
Insurance	$	15,000
Space	$	12,000
SubTotal	$	193,000
10% Overhead/Administration Fee	*$*	*19,300*
TOTAL	**$**	**212,300**
Cost for 6 months of Operations:	**$**	**106,150**
Revenue Budget		
Outside sources* (Philanthropy, aligned organizations)	**$**	**7,500**
Office Space (in-kind donation) [Pro-rated]	**$**	**6,000**
Shared among participating governments (see below)	**$**	**92,650**
TOTAL	**$**	**106,150**

Shares for participating governments:

	Population (OFM 2021 est)	% of Population	Grouped by Population Size
Auburn	10,050	1%	$ 2,250
Fife	10,360	1%	$ 2,250
Gig Harbor	11,490	1%	$ 2,250
Lakewood	60,330	7%	$ 8,500
Puyallup	43,040	5%	$ 6,500
Puyallup Tribe	6,000	1%	$ 1,500
Steilacoom	6,555	1%	$ 1,500
Sumner	10,500	1%	$ 2,250
Tacoma	214,700	27%	$ 22,000
Unincorporated Pierce Co	436,840	54%	$ 46,000
TOTAL	809,865		$ 95,000

YEAR 2 (2022) - 1.5 FTE
10 Governments Providing Full Year of Operations Funding

Annual Expense Budget		
Full-time manager with salary/taxes/benefits/inflation for 2nd year	$	159,390
Administrative & policy support with salary/taxes/benefits/inflation 2nd yr	$	67,636
Direct Expenses - travel, phone, postage	$	12,420
Insurance	$	15,000
Space	$	12,000
SubTotal	$	266,446
10% Overhead/Administration Fee	*$*	*26,645*
TOTAL	**$**	**293,090**

Revenue Budget		
Outside sources (Philanthropy, aligned organizations)	**$**	**15,000**
Office Space (in-kind donation)	**$**	**12,000**
Shared among participating governments (see below)	**$**	**266,090**
TOTAL	**$**	**293,090**

Shares for participating governments:

	Population (OFM 2021 est)	**% of Population**	**Grouped by Population Size**
Auburn	10,050	1%	$ 5,250
Fife	10,360	1%	$ 5,250
Gig Harbor	11,490	1%	$ 5,250
Lakewood	60,330	7%	$ 22,000
Puyallup	43,040	5%	$ 15,500
Puyallup Tribe	6,000	1%	$ 4,250
Steilacoom	6,555	1%	$ 4,250
Sumner	10,500	1%	$ 5,250
Tacoma	214,700	27%	$ 66,000
Unincorporated Pierce Co	436,840	54%	$ 134,000
TOTAL	809,865		$ 267,000

YEAR 3 (2023) - 1.5 FTE
10 Governments Providing Full Year of Operations Funding

Annual Expense Budget		
Full-time manager with salary/taxes/benefits/inflation for 3rd year	$	164,969
Administrative & policy support with salary/taxes/benefits/inflation 3rd yr	$	70,003
Direct Expenses - travel, phone, postage	$	12,855
Insurance	$	15,000
Space	$	12,000
SubTotal	$	274,826
10% Overhead/Administration Fee	*$*	*27,483*
TOTAL	**$**	**302,309**

Revenue Budget		
Outside sources (Philanthropy, aligned organizations)	**$**	**15,000**
Office Space (in-kind donation)	**$**	**12,000**
Shared among participating governments (see below)	**$**	**275,309**
TOTAL	**$**	**302,309**

Shares for participating governments:

	Population (OFM 2021 est)	**% of Population**	**Grouped by Population Size**
Auburn	10,050	1%	$ 5,434
Fife	10,360	1%	$ 5,434
Gig Harbor	11,490	1%	$ 5,434
Lakewood	60,330	7%	$ 22,770
Puyallup	43,040	5%	$ 16,043
Puyallup Tribe	6,000	1%	$ 4,399
Steilacoom	6,555	1%	$ 4,399
Sumner	10,500	1%	$ 5,434
Tacoma	214,700	27%	$ 68,310
Unincorporated Pierce Co	436,840	54%	$ 138,690
TOTAL	809,865		$ 276,345

DRAFT BUDGET PROPOSAL (16 Governments)
YEAR 1 (2021) - 1 FTE
Funding for 6 Months Operations

Annual Expense Budget		
Full-time manager with salary/taxes/benefits	$	154,000
Administrative & policy support with salary/taxes/benefits (3 months)	$	-
Direct Expenses - travel, phone, postage	$	12,000
Insurance	$	15,000
Space	$	12,000
SubTotal	$	193,000
10% Overhead/Administration Fee	*$*	*19,300*
TOTAL	**$**	**212,300**
Cost for 6 months of Operations:	**$**	**106,150**
Revenue Budget		
Outside sources* (Philanthropy, aligned organizations)	**$**	**7,500**
Office Space (in-kind donation) [Pro-rated]	**$**	**6,000**
Shared among participating governments (see below)	**$**	**92,650**
TOTAL	**$**	**106,150**

Shares for participating governments:

	Population (OFM 2021 est)	% of Population	Grouped by Population Size
Auburn	10,050	1%	$ 2,000
Dupont	9,605	1%	$ 2,000
Edgewood	13,000	1%	$ 2,000
Fife	10,360	1%	$ 2,000
Fircrest	6,860	1%	$ 2,000
Gig Harbor	11,490	1%	$ 2,000
Lakewood	60,330	7%	$ 7,000
Milton	6,845	1%	$ 2,000
Orting	8,675	1%	$ 2,000
Puyallup	43,040	5%	$ 5,000
Puyallup Tribe	6,000	1%	$ 1,000
Steilacoom	6,555	1%	$ 1,000
Sumner	10,500	1%	$ 2,000
Tacoma	214,700	24%	$ 20,000
University Place	33,730	4%	$ 5,000
Unincorporated Pierce Co	436,840	49%	$ 41,000
TOTAL	888,580		$ 98,000

YEAR 2 (2022) - 1.5 FTE
16 Governments Providing Full Year of Operations Funding

Annual Expense Budget		
Full-time manager with salary/taxes/benefits/inflation for 2nd year	$	159,390
Administrative & policy support with salary/taxes/benefits/inflation for 2nd year	$	67,636
Direct Expenses - travel, phone, postage	$	12,420
Insurance	$	15,000
Space	$	12,000
SubTotal	$	266,446
10% Overhead/Administration Fee	*$*	*26,645*
TOTAL	**$**	**293,090**

Revenue Budget		
Outside sources (Philanthropy, aligned organizations)	**$**	**15,000**
Office Space (in-kind donation)	**$**	**12,000**
Shared among participating governments (see below)	**$**	**266,090**
TOTAL	**$**	**293,090**

Shares for participating governments:

	Population (OFM 2021 est)	% of Population	Grouped by population size
Auburn	10,050	1%	$ 5,000
Dupont	9,605	1%	$ 5,000
Edgewood	13,000	1%	$ 5,000
Fife	10,360	1%	$ 5,000
Fircrest	6,860	1%	$ 3,000
Gig Harbor	11,490	1%	$ 5,000
Lakewood	60,330	7%	$ 20,000
Milton	6,845	1%	$ 3,000
Orting	8,675	1%	$ 5,000
Puyallup	43,040	5%	$ 12,000
Puyallup Tribe	6,000	1%	$ 3,000
Steilacoom	6,555	1%	$ 3,000
Sumner	10,500	1%	$ 5,000
Tacoma	214,700	24%	$ 60,000
University Place	33,730	4%	$ 12,000
Unincorporated Pierce Co	436,840	49%	$ 120,000
TOTAL	888,580		$ 271,000

YEAR 3 (2023) - 1.5 FTE
16 Governments Providing Full Year of Operations Funding

Annual Expense Budget		
Full-time manager with salary/taxes/benefits/inflation for 3rd year	$	164,969
Administrative & policy support with salary/taxes/benefits/inflation for 3rd year	$	70,003
Direct Expenses - travel, phone, postage	$	12,855
Insurance	$	15,000
Space	$	12,000
SubTotal	$	274,826
10% Overhead/Administration Fee	*$*	*27,483*
TOTAL	**$**	**302,309**

Revenue Budget		
Outside sources (Philanthropy, aligned organizations)	**$**	**15,000**
Office Space (in-kind donation)	**$**	**12,000**
Shared among participating governments (see below)	**$**	**275,309**
TOTAL	**$**	**302,309**

Shares for participating governments:

	Population (OFM 2021 est)	% of Population	Grouped by population size
Auburn	10,050	1%	$ 5,175
Dupont	9,605	1%	$ 5,175
Edgewood	13,000	1%	$ 5,175
Fife	10,360	1%	$ 5,175
Fircrest	6,860	1%	$ 3,105
Gig Harbor	11,490	1%	$ 5,175
Lakewood	60,330	7%	$ 20,700
Milton	6,845	1%	$ 3,105
Orting	8,675	1%	$ 5,175
Puyallup	43,040	5%	$ 12,420
Puyallup Tribe	6,000	1%	$ 3,105
Steilacoom	6,555	1%	$ 3,105
Sumner	10,500	1%	$ 5,175
Tacoma	214,700	24%	$ 62,100
University Place	33,730	4%	$ 12,420
Unincorporated Pierce Co	436,840	49%	$ 124,200
TOTAL	888,580		$ 280,485

AUGUST 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	**3**	**4**	**5**	**6**	**7**
6:00PM **Regular Council Meeting** (Virtual)	4:00PM **Public Works Committee** (Virtual) 6:00PM **American Rescue Plan Act Committee** (Virtual)	5:30PM **Finance Committee** (Virtual)	6:00PM **Planning Commission** (Virtual)		
9	**10**	**11**	**12**	**13**	**14**
6:00PM **Study Session** (Virtual)		**CANCELLED** ~~6:30PM~~ ~~**Design Commission**~~ ~~(Virtual)~~	4:30PM **Forestry/Parks Commission** (Virtual)		
16	**17**	**18**	**19**	**20**	**21**
6:00PM **Regular Council Meeting** (Virtual)		5:00PM **Public Safety** (Virtual)	6:00PM Study Session **Planning Commission** (Virtual)		
23	**24**	**25**	**26**	**27**	**28**
6:00PM **Study Session** (Virtual)		5:00PM **CD Committee** (Virtual)	5:30PM **Cultural Arts Commission** (Virtual)		
30	**31**				

Meeting dates and times may change. Please contact City Hall to confirm this information prior to any meeting you plan to attend. ***These meetings are accessible to persons with disabilities.*** *For individuals who require special accommodations, please contact City Hall at (253) 299-5500, 24 hours in advance.*

Name: Michelle Converse, CMC

Title: City Clerk

City of Sumner
1104 Maple Street
Sumner, Washington 98390
Ph: (253) 299-5500 Fax: (253) 299-5509
Website: **www.sumnerwa.gov**