

MFTE Advisory Committee: Agenda Packet

Meeting Details

Date and Time: Tuesday February 15, 2022, 3:00–5:00 p.m.

Moderator/Chair: Mary Reinbold (mary.reinbold@commerce.wa.gov)

Remote Participation: The meeting will be held on a Department of Commerce Zoom video teleconference:

Meeting ID: 844 5947 6890 / Passcode: 356492

- Option A – Zoom ([Link](#))
- Option B – Call in only: 253.215.8782

Note that this meeting will be recorded via automatic transcription for note-taking purposes only.

Meeting Content

- Commerce staff will **introduce the MFTE Workbook project team** from BERK Consulting to the Committee.
- The consultants, supported by Commerce staff, will provide a **high-level review of the project workplan and the engagement strategy** for the Advisory Committee. This will focus on the planned schedule for the Advisory Committee and details about the expected touchpoints and desired feedback on project materials.
- The consultants will also describe **initial steps with the engagement strategy**, which relate to coordinating a brief survey and interviews with cities and counties regarding MFTE programs.
- The consultants will present an **outline of the MFTE Workbook** for discussion, including major topic areas and categories of best practices.
- The Committee and consultants will discuss **materials and information that can be shared** to support the development of the Workbook and Legislative Report, including the process for sharing files between the consultant team and the Committee.

Objectives

- Review and discuss the **project workplan and engagement strategy**.
- **Provide feedback on initial interviews**, including:
 - Discussion with interviewees about the process.
 - Identification of potential interviewees with cities and counties.
 - Review of questions to be asked during the interviews.
 - Discussion of expected findings.
- **Contribute city/organization materials** related to MFTE programs for review by the consultant team.

Preparation

- Are there information sources related to your MFTE program that could be shared with the consultants?
- Do you have any feedback on the project workplan and engagement strategy? Are there any elements that you could support us with (including participating in interviews)?
- Are there any elements that you feel could be added to the outline of the MFTE Workbook?

Meeting Schedule

Time	Content
3:00–3:15 (15 mins)	Welcome & Introductions: <ul style="list-style-type: none"> • Advisory Committee • Commerce staff • Consultant team
3:15–3:35 (20 mins)	Presentation: Project Workplan and Engagement Strategy <ul style="list-style-type: none"> • Project overview & schedule • Team and Advisory Committee protocols • Review of deliverables • City interviews (initial and planned)
3:35–4:00 (25 mins)	Discussion
4:00–4:15 (15 mins)	Break
4:15–4:30 (15 mins)	Presentation: MFTE Workbook Outline <ul style="list-style-type: none"> • Overall document structure • Considerations in document development • Major topic areas for review of best practices • Data needs from participating cities
4:30–4:50 (20 mins)	Discussion: Outline and City data <ul style="list-style-type: none"> • Availability of city data to support the MFTE Workbook • Approaches to transfer and catalogue data • Other potential sources of information
4:50–5:00 (10 mins)	Action Items and Next Steps
5:00	Adjourn

MFTE Advisory Committee: Overview

Scope

The 2021-2023 State Operating Budget (Section 111, Page 69) provides a funding proviso for Department of Commerce (Commerce) to conduct a study and report to the legislature on the implementation of the Multifamily Tax Exemption (MFTE) program. As part of this work Commerce is also developing an MFTE Administration Workbook to outline best practices and provide guidance for local jurisdictions to use statewide. The overall goals of the project are to:

- Measure and understand the impacts of the MFTE program on housing production.
- Provide guidance on program design and implementation.
- Make recommendations to increase the public benefit of the program.

Commerce has developed an Advisory Committee (Committee) to provide ongoing advice and feedback for the development of the following products:

- An **MFTE Administration Workbook** based on the life cycle of an MFTE program which highlights best practices and provides sample forms, worksheets, and tools for consistent statewide implementation.
- A **legislative report** that reviews current practices with MFTE programs across the state and provides an assessment of areas for potential change with the program. This report will incorporate six case studies to provide an overview of the current strengths and challenges with the use of MFTEs in cities.
- **Individual reports** to Commerce detailing potential improvements to reporting and auditing.
- **Two webinars** intended to brief key government staff throughout the state on the findings and recommendations from these materials.

These products are opportunities to learn about the MFTE program and make recommendations to improve the program statewide. We appreciate the time and input of the Advisory Committee members in helping these products to be as effective as possible in reaching housing goals throughout the state.

Committee Objectives

The objectives of the Advisory Committee are to:

- Provide ongoing advice and feedback for the project and deliverables.
- Support stakeholder engagement on an as-needed basis.
- Collect and build upon the expertise of the committee to inform the development of deliverables.
- Develop recommendations to improve and encourage consistent MFTE implementation.

The Committee is intended to be a group of key stakeholder voices essential to the development of the project materials. Committee members will engage in process to discuss topics, understand different points of view, and make recommendations.

Note that the role of the Advisory Committee is consultative, however. While input from the Committee will be considered and noted for reference, final decision-making with respect to recommendations and other material in this project will be with Commerce.

Committee Meetings

To ensure engagement with the Committee in the development of materials is meaningful we envision recurring meetings on the **third Tuesday of each month** through 2022 (with a break in the summer). All agendas and all meeting materials for review will be submitted to the Committee at least one week in advance, and preferably up to two weeks in advance. These materials will be reviewed by the Commerce PM prior to distribution.

Agendas will contain the following items for reference:

- Meeting details and administrative information.
- A summary of the planned meeting content.
- Feedback and action items for the committee during and after the meeting.
- Suggested questions to guide your preparation for the meeting.
- A high-level schedule for the meeting, including major topic areas

This agenda may be adjusted as needed at the beginning of each meeting by Committee members.

Coordination and moderation of these meetings will be at the discretion of the Commerce PM. The consultant team will participate in meetings and will not be responsible for chairing the meetings or providing administrative support (e.g., meeting minutes). Communication with the committee will preferably be through the Commerce PM.

There will also be clear opportunities for providing feedback during and after meetings. Given the number of participants, we would welcome additional comments that are not brought up during the meeting to be submitted to Commerce following the meeting.

Meeting Ground Rules

These Committee meetings will include a large number of participants! As a result, we will work to provide an organized environment for everyone to provide their feedback and input. Therefore, to support strong and productive meetings, we ask that all participants adhere to the following ground rules:

- We appreciate the contribution of everyone involved, and all participants should have the opportunity to provide feedback. Everyone brings legitimate experiences, concerns, and interests to this process.
- We respect the time of everyone involved; meetings will begin and end on time.
- We will focus on the big picture in developing project materials to support MFTE programs.
- We will participate in each meeting to the best of our ability to ensure continuity throughout the process. If for some reason anyone cannot continue as part of the Committee, they should let Commerce know as soon as possible.
- We will treat everyone and their experiences with respect.
- Commerce and the consultants will provide specific and actionable requests for the Committee, and the Committee will provide constructive and specific comments and responses.
- We will represent the views of the Committee to the public, except as agreed upon.
- We will respect decisions reached by Commerce, and Commerce will provide as part of the project materials a clear summary of project feedback and the responses to that feedback.

Zoom Etiquette and Best Practices

All Committee meetings will be held remotely over Zoom or another video teleconferencing service. These meetings will be recorded specifically for transcripts only, with the consent of the participants required in advance. Below is a set of Zoom etiquette and best practices.

To make the best use of our time together we ask members to practice the following while using Zoom:

- Make sure you have a stable internet connection and troubleshoot before the meeting.
- Remain on mute when not speaking.
- If possible, use headphones or an external microphone.
- Join with video if you feel comfortable.
- Give everyone a chance to speak.
- Update your displayed name to include your pronouns.

In Exhibit 1 below is a copy of the toolbar that appears at the bottom of the Zoom window. The toolbar allows meeting participants to turn on/off Video and Audio as well as access Chat, Closed Caption, and Raise Hand Features.¹

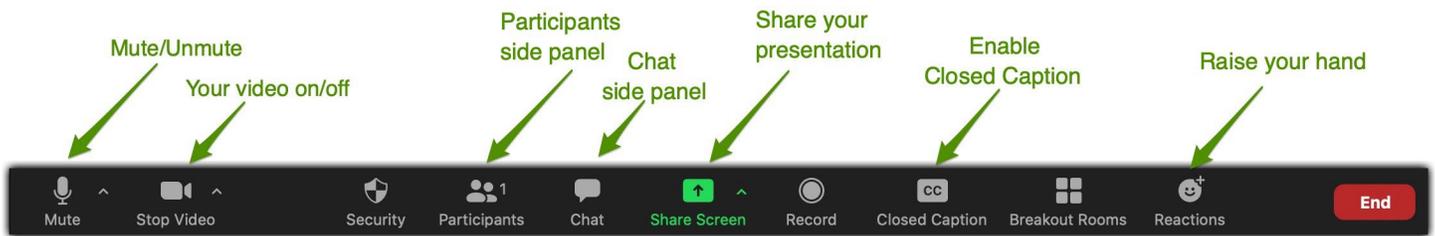


Exhibit 1 Zoom Toolbar

If you are experiencing any technical problems the day of the meeting, please contact Commerce Project Manager, Mary Reinbold by email at mary.reinbold@commerce.wa.gov.

¹ <https://osher.uoregon.edu/help/zoom-toolbar.php>

2022 Meeting Schedule

Scheduled meetings will generally be on the third Tuesday of every month. These dates and meeting content will be subject to change.

Date	Content
February 15, 2022	Meeting 1: Introduction. The Committee will be introduced to the project team. The engagement approach and workplan will be discussed, as well as the Workbook outline and potential contributions from Committee members.
March 15	Meeting 2: Initial results from city interviews. Findings will be presented regarding the results of the interviews conducted to date. This will focus on the findings from the initial interviews, which will be targeted specifically at cities. Additional information will be presented from other research to support the findings developed as part of the interviews.
April 19	Meeting 3: Additional interview results and pro forma model. Findings will be presented from the remaining interviews, with a focus on the non-city participants engaged. This will include a discussion of information and data used to support these findings as well. This meeting will also be used for the review of a preliminary version of the pro forma financial tools to be incorporated into the Workbook and utilized for assessments in the legislative report.
May 17	Meeting 4: Draft MFTE Workbook presentation. The committee will receive a draft version of the MFTE close to the meeting date, and this meeting will be used to present the major findings and outline the best practices identified in the Workbook. Committee members will have the opportunity to submit additional comments by email to the Commerce PM.
May 28	Meeting 5: MFTE Workbook discussion 1. Based on the initial presentation, the committee will discuss the Workbook and necessary changes.
June 17	Meeting 6: MFTE Workbook discussion 2. This session will include a final review of proposed changes to the MFTE Workbook and describe the next steps in the process.
September 20	Meeting 7: Case Studies. At this meeting, the work to date in developing the case studies will be reviewed, with a presentation of an overall narrative and major points to be included in the legislative report.
October 18	Meeting 8: Additional reports. We will review preliminary findings and recommendations for program improvements from the legislative report and other Commerce reports.
November 15	Meeting 9: Draft Legislative Report presentation. This meeting will include a presentation and subsequent discussion about the legislative report.

Advisory Committee Members

City	Name	Position	Email
ARCH Bellevue	Mike Stanger	Senior Planner	mstanger@bellevuewa.gov
Bainbridge Island	Jennifer Sutton	Senior Planner	jsutton@bainbridgewa.gov
Bellingham	Chris Koch	Planner II	ckoch@cob.org
Clark County	Jill Blair	Commercial Appraiser	Jill.Blair@clark.wa.gov
Ellensburg	Kirsten Sackett	Community Development Director	sackettk@ci.ellensburg.wa.us
Ellensburg	Jamey Ayling	Planning Manager	aylingj@ci.ellensburg.wa.us
Ferndale	Michael Cerbone		MichaelCerbone@cityofferndale.org
Kenmore	Bryan Hampson	Development Services Director	bhampson@kenmorewa.gov
Kent	Haley Bonsteel	Long Range Planning Manager	hbbonsteel@kentwa.gov
King County	John Wilson	County Assessor	John.Wilson@kingcounty.gov
Lacey	Grant Beck	Planning & Development Services Manager	GBeck@ci.lacey.wa.us
Lake Union Partners	Cait Carew	Principal	Cait@lakeunionpartners.com
Lakewood	Dave Bugher	Assistant City Manager	dbugher@cityoflakewood.us
Lynnwood	Karl Almgren	City Center Program Manager	kalmgren@Lynnwoodwa.gov
Moses Lake	Cari Cortez	Housing and Grants Coordinator	ccortez@cityofml.com
North Bend	Rebecca Deming	Community Development Director	rdeming@northbendwa.gov
Olympia	Darian Lightfoot	CDBG Program Manager	dlightfo@ci.olympia.wa.us
Seattle	Jennifer LaBrecque	Manager, Planning and Programs	Jennifer.LaBrecque@seattle.gov
Spokane	Teri Stripes	Planning and Economic Development	tstripes@spokanecity.org
Tacoma	Debbie Bingham	Project Manager	dbingham@cityoftacoma.org
Vancouver	Samantha Whitley	Housing Programs Manager	Samantha.Whitley@cityofvancouver.us
Walla Walla	Preston Frederickson	Development Services Director	pfred@wallawallawa.gov
The Wolff Company	McKenzie Darr		mdarr@awolff.com
Department of Commerce	Anne Fritzel	GMS Housing Programs Manager	anne.fritzel@commerce.wa.gov
Department of Revenue	Ras Roberts	Exemptions and Deferrals Manager	RasR@DOR.WA.GOV
Department of Revenue	Amber Cervantes	Exemptions Specialist	AmberC@DOR.WA.GOV
Department of Revenue	Linda Smith	Exemptions Program Supervisor	LindaSm@DOR.WA.GOV