



## **INFORMATIONAL MEMORANDUM**

**TO: Planning & Community Development Committee**

**FROM: Claire Goodwin , Executive Manager, SKHHP**  
**Laurel Humphrey, Legislative Analyst**

**DATE: May 23, 2025**

**SUBJECT: Resolution adopting the 2026 SKHHP Work Plan and Budget**

### **BACKGROUND**

The South King Housing and Homelessness Partners (SKHHP) was established through an interlocal agreement between nine South King County cities and King County to work together and share resources to increase options for South King County residents to access affordable housing and preserve existing affordable housing. SKHHP currently has 12 member jurisdictions. Mayor Thomas McLeod and Councilmember Dennis Martinez (alternate) are currently representing Tukwila on the Executive Board. Consistent with the SKHHP Interlocal Agreement, the SKHHP 2026 work plan and budget must be adopted by the SKHHP Executive Board and approved by each member jurisdiction's legislative body.

### **DISCUSSION**

Every year, an annual work plan and budget is developed in collaboration with the SKHHP Executive Board and staff work group to guide the work of SKHHP staff in the coming year. The 2026 Executive Board recommended work plan was developed through a survey to the Executive Board on their priorities in January and an interactive in-person discussion in March. The 2026 work plan and budget was adopted on May 16, 2025 at the Executive Board's regularly scheduled meeting.

The 2026 work plan includes four goals with corresponding action items. Each action item is prioritized as higher, medium, or lower priority. Indicators are included to measure progress on the goals. The four goals, which are the same as 2025's goals, include the following:

1. Fund the expansion and preservation of affordable housing
2. Develop policies that expand and preserve affordable housing
3. Serve as an advocate for South King County
4. Manage operations and administration

The 2026 SKHHP operating budget totals \$501,975, supporting two full-time staff, and includes itemization of all categories of budgeted expenses and itemization of each jurisdiction's contribution, including in-kind services. Operating revenues originate from SKHHP member contributions. As discussed in 2024 with Council, contributions are proposed to increase 15% annually for each member jurisdiction through 2026 as approved by the Executive Board in July 2021 to work towards a balanced budget whereby SKHHP's revenues can fully support the budgeted expenditures. These projected member contributions assume no additional staff would be added. Member contributions are based on population size accordingly, and no members are moving into a new population tier in 2026:

<b>Population tier</b>	<b>2023 Contribution</b>	<b>2024 Contribution</b>	<b>2025 Contribution</b>	<b>2026 Contribution</b>
<10,000	\$5,290	\$6,084	\$6,996	\$8,045
10,001 – 35,000	\$9,919	\$11,407	\$13,118	\$15,085
35,001 – 65,000	\$19,838	\$22,814	\$26,236	\$30,172
65,000 – 100,000	\$34,385	\$39,543	\$45,474	\$52,295
100,000+	\$44,965	\$51,710	\$59,466	\$68,386

Salaries and benefits are proposed to increase by 0.3% in 2026. This is to align with actual expenditures in this category. Interfund IT, which is the amount paid to SKHHP's administering agency (City of Auburn) for IT services, is proposed to increase by 14%. Professional Services is proposed to increase by 46% (\$26,000) due to an every other year data update to the SKHHP Affordable Housing Inventory Dashboard (\$18,000) and anticipated higher rates for contracted services. Professional Services include Advisory Board compensation (unchanged in 2026), contract attorney expenses (\$30,000 in 2026 which is \$5,000 more than 2025), data update to the SKHHP Affordable Housing Inventory Dashboard (\$18,000), third-party construction reports (\$6,000), travel (\$6,000), professional development (\$6,800), Housing Development Consortium member dues (\$725), and an annual license fee (\$20). The proposal includes aligning budgeted categories with SKHHP's administering agency. SKHHP continues to spend down the fund balance from previous cost-savings to mitigate any additional increases to member contributions.

The 2026 Executive Board recommended operating budget includes \$501,975 to be set-aside in reserve sourced from interest earned primarily on the Housing Capital Fund balance. This amount is the equivalent of 100% of SKHHP's annual budgeted expenses as discussed over three public meetings and adopted by the SKHHP Executive Board on May 16, 2025. Interest earned in 2024 on all SKHHP funds totaled \$540,377. Interest earned in 2024 by jurisdiction to be set-aside in reserve with the remaining supporting the 2025 Housing Capital Fund funding round are as follows:

TABLE 1: INTEREST EARNED BY JURISDICTION 2024 AND BOARD RECOMMENDED ALLOCATIONS

<b>JURISDICTION</b>	<b>Reserve</b>	<b>Housing Capital Fund</b>	<b>TOTAL 2024 Interest EARNINGS</b>
<b>AUBURN</b>	\$26,486	\$2,026	\$28,512
<b>BURIEN</b>	\$12,530	\$959	\$13,489
<b>COVINGTON</b>	\$29,074	\$2,224	\$31,298
<b>DES MOINES</b>	\$5,358	\$409	\$5,767
<b>FEDERAL WAY</b>	\$22,682	\$1,735	\$24,417
<b>KENT</b>	\$327,110	\$25,024	\$352,134

<b>MAPLE VALLEY</b>	\$22,306	\$1,707	\$24,013
<b>NORMANDY PARK</b>	\$682	\$52	\$734
<b>RENTON</b>	\$36,229	\$2,772	\$39,001
<b>SEATAC</b>	\$13,384	\$1,024	\$14,408
<b>TUKWILA</b>	\$6,134	\$470	\$6,604
<b>KING COUNTY</b>	--	--	--
<b>TOTAL</b>	<b>\$501,975</b>	<b>\$38,402</b>	<b>\$540,377</b>

To spend interest earnings requires the approval of each SKHHP member with allocated earned interest based on their contributions. With the adoption of the 2026 SKHHP operating budget which incorporates a portion of the interest earnings into an unrestricted fund balance in reserve, the City Council is providing authorization for SKHHP to use those funds towards the unrestricted fund balance in reserve. These funds will assist in future years should there be an economic recession and members choose to pause an increase in dues or other unexpected expense arises. The remaining amount will go towards the 2025 funding round of the Housing Capital Fund and Council will provide approval to use those funds during the annual concurrence process in early 2026.

#### **RECOMMENDATION**

Staff recommends Committee approval of the resolution to forward to the June 16, 2025 Regular Consent Agenda.

1. The 2026 SKHHP work plan and budget is consistent with the Interlocal Agreement and relevant subsequent Companion Agreements between Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Maple Valley, Normandy Park, Renton, SeaTac, Tukwila, and King County.
2. The 2026 SKHHP work plan and budget incorporates the feedback and priorities of the SKHHP Executive Board made up of representatives of each participating jurisdiction.

#### **ATTACHMENTS**

1. Presentation
2. Draft Resolution



# South King Housing and Homelessness Partners (SKHHP) 2026 Work Plan and Budget

Claire V. Goodwin, SKHHP Executive Manager  
[cvgoodwin@skhhp.org](mailto:cvgoodwin@skhhp.org)

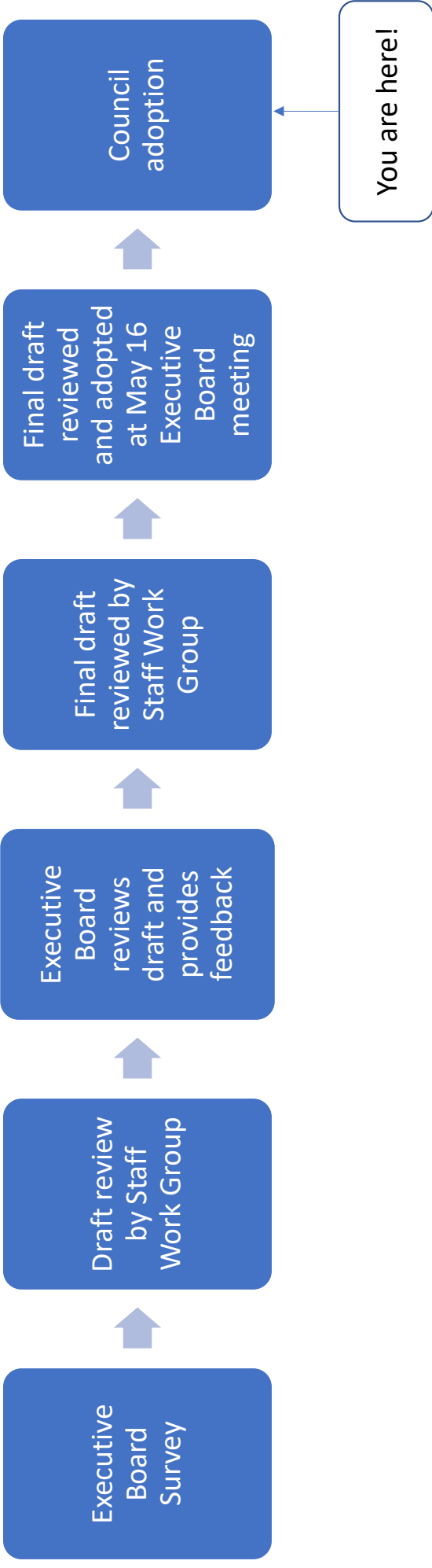




## About SKHHP





- 2019: SKHHP was formed via an Interlocal Agreement
- Twelve member jurisdictions include:
  - Auburn
  - Burien
  - Covington
  - Des Moines
  - Federal Way
  - Kent
  - Maple Valley
  - Normandy Park
  - Renton
  - SeaTac
  - Tukwila
  - King County
- Mission:
  - South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.
- Interlocal agreement requires City Council adoption of annual work plan and budget

# 2026 Work Plan Development Process





# 2026 Work Plan Goals

	1. Fund the expansion and preservation of affordable housing.
	2. Develop policies to expand and preserve affordable housing.
	3. Serve as an advocate for South King County.
	4. Manage operations and administration.



# 2026 Operating Budget

- Total operating budget: \$501,975
  - 64% funds salary and benefits (2 FTEs)
- Revenue:
  - Operating revenues come from member jurisdiction annual contributions and based on population tiers
  - Executive Board adopted policy in July 2021
    - 15% increase in member contributions each year through 2026
- Expenses:
  - Professional Services increasing due to data update to Affordable Housing Inventory Dashboard and anticipated higher rates for contracted services (legal assistance for developing housing contracts and third-party construction review of applications)
    - Professional Services incorporates Advisory Board compensation, contract attorney expenses, data update to dashboard, third-party construction reports, professional development, travel, non-profit dues, and annual license
- Continuing to spend down cost savings from previous years to balance additional contribution increases
- Interest earnings incorporated into unrestricted fund balance in reserve





# Operating Contributions by Population

Member Jurisdiction Population Tier	2023 Contribution	2024 Contribution	2025 Contribution	2026 Contribution
<10,000	\$5,290	\$6,084	\$6,996	\$8,045
10,001 – 35,000	\$9,919	\$11,407	\$13,118	\$15,086
35,001 – 65,000	\$19,838	\$22,814	\$26,236	\$30,171
65,000 – 100,000	\$34,385	\$39,543	\$45,474	\$52,295
100,000+	\$44,965	\$51,710	\$59,466	\$68,386



# Population by City and Year

SKHHP Member Jurisdictions	Population (OFM 2021 estimate)	Population (OFM 2022 estimate)	Population (OFM 2023 estimate)	Population (OFM 2024 estimate)	Population (OFM 2025 estimate)
Auburn	Total: 83,950 KC: 73,901	Total: 88,750 KC: 78,690	Total: 88,820 KC: 78,760	Total: 88,950 KC: 78,890	
Burien	53,290	52,490	52,560	53,000	
Covington	20,890	21,200	21,600	22,000	
Des Moines	32,820	33,160	33,260	33,400	
Federal Way	99,590	101,800	102,000	102,500	Data not published until June 30, 2025
Kent	132,400	137,900	139,100	140,400	
Maple Valley	--	28,920	29,250	29,320	
Normandy Park	6,740	6,790	6,840	6,855	
Renton	106,500	107,500	107,900	108,800	
SeaTac	32,000	31,910	31,740	32,710	
Tukwila	21,970	22,620	22,780	22,930	
King County (unincorporated)	--	248,160	249,060	249,575	7

# Thank you!

Claire V. Goodwin, SKHHP Executive Manager  
cvgoodwin@skhhp.org



**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF TUKWILA, WASHINGTON, ADOPTING  
THE SOUTH KING HOUSING AND  
HOMELESSNESS PARTNERS 2026 WORK  
PLAN AND 2026 OPERATING BUDGET.**

**WHEREAS**, on February 21, 2019, the City of Tukwila entered into an Interlocal Agreement (ILA) with 8 other south King County cities and King County to form the South King Housing and Homelessness Partners (SKHHP); and

**WHEREAS**, pursuant to the Interlocal Agreement, each participating jurisdiction must approve an annual work plan each year to guide the work of SKHHP staff; and

**WHEREAS**, pursuant to the Interlocal Agreement, each participating jurisdiction must approve SKHHP's annual budget that includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

**WHEREAS**, the purpose of the annual work plan and budget is to provide management and budget guidance, and to implement the overarching SKHHP goals to work together and share resources to increase the available options for south King County residents to access affordable housing and to preserve the existing affordable housing stock; and

**WHEREAS**, the 2026 work plan includes four goals with corresponding action items that further SKHHP's mission; and

**WHEREAS**, on May 16, 2025, the SKHHP Executive Board adopted Resolution No. 2025-01, enacting the 2026 Work Plan and Operating Budget effective upon approval by the legislative body of each party;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The City Council adopts the 2026 South King Housing and Homelessness Partners Work Plan and 2026 Operating Budget hereby incorporated by reference as “Attachment A.”

**Section 2.** The City of Tukwila will transmit its annual contribution to SKHHP on an annual basis during the first quarter of the calendar year.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Andy Youn-Barnett, CMC, City Clerk

\_\_\_\_\_  
Tosh Sharp, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: \_\_\_\_\_  
Passed by the City Council: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
Office of the City Attorney

Attachment A: South King Housing and Homelessness Partners Resolution No. 2025-01, Adopting the 2026 SKHHP Work Plan and Operating Budget

## RESOLUTION NO. 2025-01

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2026 SKHHP WORK PLAN AND OPERATING BUDGET

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan and budget each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement, the annual budget includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption by the Executive Board, the annual work plan and budget will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

WHEREAS, if a party does not approve the work plan or budget in a timely manner, the Executive Board may adopt the budget and work plan with a two-thirds majority vote; and

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance, and implement the overarching SKHHP mission to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, the 2026 work plan includes four goals with corresponding action items that further SKHHP's mission.

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

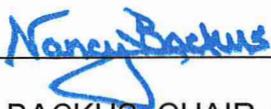
**Section 1.** The Executive Board adopts the 2026 SKHHP Work Plan in Attachment A.

**Section 2.** The Executive Board adopts the 2026 SKHHP Operating Budget in Attachment B.

**Section 3.** Each party's contribution to SKHHP's operating budget will be transmitted on an annual basis during the first quarter of the calendar year.

**Section 4.** This Resolution will take effect and be in full force upon approval by the legislative body of each participating jurisdiction.

Dated and signed this 19<sup>th</sup> day of May, 2025.



NANCY BACKUS, CHAIR, SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

## RESOLUTION 2025-01 – ATTACHMENT A

### SKHHP 2026 WORK PLAN

#### PURPOSE

Establish a 2026 SKHHP work plan and budget that is guided by Executive Board priorities, is consistent with the SKHHP Interlocal Agreement, and furthers SKHHP's mission.

#### BACKGROUND

Established by an interlocal agreement, SKHHP jurisdictions work together and share resources to increase options for South King County residents to access affordable housing and preserve existing affordable housing. The 2026 SKHHP work plan builds on work done in previous years and was developed in collaboration with the Executive Board and staff work group.

The work plan is organized into four goals with corresponding action items. Each action is identified by priority as follows:

- Higher – Identified as higher priority by Executive Board or is necessary to carry out the Interlocal Agreements
- Medium – Identified as mid-level priority
- Lower – Identified as lower priority

Quarterly budget and progress reports on the status of the work plan elements will be submitted to the SKHHP Executive Board and the legislative body of each member jurisdiction as follows:

**Quarter 1:** May | **Quarter 2:** August | **Quarter 3:** November | **Quarter 4:** February

In accordance with the Interlocal Agreement, the 2026 SKHHP work plan and budget will be approved by the SKHHP Executive Board and the legislative body of each member jurisdiction.

#### SKHHP MISSION

South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

#### GOALS & ACTIONS

Goal	Actions
1. Fund the expansion and preservation of affordable housing.	1 through 5
2. Develop policies to expand and preserve affordable housing.	6 through 10
3. Serve as an advocate for South King County.	11 through 16
4. Manage operations and administration.	17 through 22





## Goal 1

### Fund the expansion and preservation of affordable housing.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
1. Pool resources from member cities for the Housing Capital Fund, including SHB 1406 funds, HB 1590 funds, and general funds.	•••
2. Develop and execute contract documents and covenants for projects ready to move forward from 2023-24 Housing Capital Fund funding rounds.	•••
3. Facilitate approval from participating Councils of recommended projects from 2025 Housing Capital Fund funding round and prepare contract documents and covenants for any projects ready to move forward.	•••
4. Manage 2026 Housing Capital Fund funding round including adopting annual guidelines, updating application materials, soliciting proposals, and facilitating project selection.	•••
5. Encourage investment in South King County by private investors, lenders, and philanthropies.	••
Indicators	
○ Number of housing units and number of projects funded with financial support from SKHHP	
○ Number of housing units preserved with financial support from SKHHP	
○ Total dollar amount pooled by member jurisdictions for Housing Capital Fund	
○ Total dollar amount from new sources of revenue added to the Housing Capital Fund	
○ Geographic diversity of applications received for annual Housing Capital Fund funding round	



## Goal 2

### Develop policies to expand and preserve affordable housing.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
6. Facilitate implementation of subregional affordable housing preservation strategies in coordination with South King County long-range planners.	••
7. Facilitate updates to the Affordable Housing Inventory Dashboard.	••
8. Convene land use planners (SoKiHo) to increase coordination and collaboration on housing policy and planning.	•
9. Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing.	•
10. Develop SKHHP Executive Board briefings on key housing and homelessness topics, especially as they relate to the goals of the work plan.	•
Indicators	
○ Number of subregional housing preservation strategies facilitated or supported	
○ Successful progress on update to the Affordable Housing Inventory Dashboard	
○ Number of relationships fostered with developers	
○ Number of Executive Board briefings on key housing and homelessness topics	



### Goal 3

#### Serve as an advocate for South King County.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
11. Work collaboratively with public funders at the state and local levels to increase alignment and promote shared affordable housing goals and equitable geographic distribution of resources.	••
12. Coordinate with the Advisory Board in collaboration with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials and community members.	•
13. Represent SKHHP at relevant local and regional meetings and forums that help advance SKHHP's mission and provide a voice for increasing access to safe, healthy, and affordable housing in South King County.	•
14. Connect affordable housing developers with property owners who intend to sell naturally occurring affordable housing in coordination with member cities.	•
15. Meet with legislators as opportunities arise to inform about SKHHP's mission, goals, and the Housing Capital Fund and host a legislative forum (odd numbered years).	•
16. Organize a tour of affordable housing sites in South King County with priority given to visiting Housing Capital Fund supported projects (even numbered years).	•
Indicators	
○ Number of collaborative work sessions held with public funders	
○ Number of events or engagement opportunities Advisory Board members organize or support	
○ Number of meetings, forums, or events attended that advance SKHHP's mission	
○ Number of meetings with legislators that promote SKHHP and South King County	
○ Number of affordable housing developers connected with property owners intending to sell naturally occurring affordable housing	
○ South King County legislative forum or affordable housing tour successfully executed	



## Goal 4

### Manage operations and administration.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
17. Develop annual work plan and budget.	•••
18. Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.	•••
19. Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund and SKHHP Operating Account.	•••
20. Organize and host monthly Executive and Advisory Board public meetings.	•••
21. Establish and implement monitoring and compliance process to ensure Housing Capital Fund projects maintain affordability for tenants.	•••
22. Maintain and update the SKHHP website.	••
Indicators	
○ Work plan and budget adopted	
○ Quarterly progress reports prepared and presented to Executive Board	
○ Financial reports and public records maintained	
○ Monthly Executive and Advisory Board meetings held	
○ Process established for monitoring and compliance of Housing Capital Fund projects	
○ Website maintained	

## RESOLUTION 2025-01 – ATTACHMENT B

### 2026 SKHHP Operating Budget

Estimated beginning fund balance - January 1, 2026 \$ 337,293

Estimated ending fund balance - December 31, 2026 \$ 293,417

#### REVENUES

Auburn	\$ 52,295
Burien	\$ 30,171
Covington	\$ 15,086
Des Moines	\$ 15,086
Federal Way	\$ 68,386
Kent	\$ 68,386
Maple Valley	\$ 15,086
Normandy Park	\$ 8,045
Renton	\$ 68,386
SeaTac	\$ 15,086
Tukwila	\$ 15,086
King County*	\$ 68,386
Additional King County*	\$ 6,614
Office space (in-kind donation)	\$ 12,000
<b>TOTAL REVENUES</b>	<b>\$ 458,099</b>
Spend down balance	\$ 43,876
<b>TOTAL</b>	<b>\$ 501,975</b>

#### EXPENSES

Salaries & Wages	\$ 253,191
Benefits	\$ 68,296
Professional Services	\$ 81,945
Interfund Allocations	\$ 40,000
Office Space (in-kind donation)	\$ 12,000
Supplies	\$ 2,000
<b>Subtotal</b>	<b>\$ 457,432</b>
Administering agency - 10% admin fee**	\$ 44,543
<b>TOTAL</b>	<b>\$ 501,975</b>

#### RESERVE

<b>TOTAL</b>	<b>\$ 501,975</b>
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\*King County contribution based on the population of unincorporated King County is shown as increasing at the same rate as other partner jurisdictions and the additional allocation decreasing to maintain a total contribution of \$75,000 per year.

\*\*10% administrative fee is calculated as a percentage of operating costs which excludes in-kind donations and carry-forwards.

Resolution No. 2025-01

May 16, 2025

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