



## **INFORMATIONAL MEMORANDUM**

**TO: Planning & Community Development Committee**  
**FROM: Angela San Filippo, Executive Manager, SKHHP**  
**Laurel Humphrey, Legislative Analyst**  
**DATE: October 12, 2021**  
**SUBJECT: South King County Housing & Homelessness Partnership 2022 Work Plan**

**ISSUE**

Resolution to adopt SKHHP's 2022 Work Plan and Operating Budget

**BACKGROUND**

The South King Housing and Homelessness Partners (SKHHP) was established through an interlocal agreement to work together and share resources to increase the available options for South King County residents to access affordable housing and preserve the existing affordable housing stock. In accordance with the Interlocal Agreement the annual SKHHP work plan and budget must be approved by the legislative body of each member jurisdiction in addition to the SKHHP Executive Board. Each SKHHP jurisdiction had an opportunity to review and provide feedback on the work plan and budget prior to Executive Board adoption. The 2022 SKHHP work plan and budget priorities were shared with Councilmembers via email on June 9, 2021. The feedback from member jurisdictions was used to draft the 2022 SKHHP work plan and budget adopted by the SKHHP Executive Board on July 23, 2021, see attachment to proposed resolution.

The SKHHP 2022 work plan and budget operationalizes the SKHHP mission and goals and provides an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services. Consistent with the SKHHP Interlocal Agreement, the SKHHP 2022 work plan and budget must be approved by each legislative body and adopted by the SKHHP Executive Board.

**DISCUSSION:**

***WORK PLAN***

The 2022 work plan includes three major areas of work that will facilitate implementation of the SKHHP Interlocal Agreement: governance and administration; policy and planning; and education and outreach. The 2022 work plan builds on work done in 2020 and 2021 to establish the SKHHP Housing Capital Fund through pooled public resources, increase philanthropic and corporate investment through creation of a SKHHP 501(c)(3) fundraising branch, and establish a SKHHP Advisory Board made up of community members that will help to ground SKHHP decision in community needs and interests.

The governance and administration work area includes strategic planning to set 3-5 year goals for the organization, annual work plan and budget process, quarterly progress and budget reports, and annual reporting to stakeholders and non-SKHHP south King County cities. The policy and planning work area includes: administering and allocating funds from the SKHHP Housing Capital Fund and coordinating with partner jurisdictions to enhance and develop new local housing policies and programs. The outreach and education work area includes: representing south King County at local and regional decision tables and further strengthening regional stakeholders' understanding of housing needs and opportunities in south King County.

*OPERATING BUDGET*

Attributable to the Interlocal Agreement including an adopted budget before staff was hired and before the City of Auburn became the administering agency, the adopted budget for 2019 and 2020 was a projection of operating costs that did not cover the full SKHHP operating costs. In light of the COVID-19 pandemic and resulting revenue shortfalls and budget uncertainties original jurisdictions contributions were maintained in 2021, this was made possible by personnel cost savings from 2019 and 2020. This decision intentionally spent down some of the cost savings from the previous two years to cover operating costs and deferred consideration of increasing member contributions to the 2022 operating budget.

During the development of the 2022 SKHHP operating budget, feedback from SKHHP partner jurisdictions and the SKHHP staff work group identified the following budget priorities for 2022:

- Work towards a balanced budget
- Increase staff capacity to two full time positions
- Consider a compensation structure for SKHHP Advisory Board members

The 2022 SKHHP operating budget operationalizes these priorities by increasing jurisdiction contributions by 15%. The SKHHP budget contributions are based on population size, as shown in the attachment to the resolution, Tukwila's 2022 SKHHP contribution is \$8,625.

If there are any additional contributions to SKHHP's operating budget from sources such as: existing SKHHP partners, additional partners become part of SKHHP, or contributions or donations from outside sources, each SKHHP partner contribution could be reduced through an amended budget.

The 2022 SKHHP work plan and budget operationalizes the agreed upon priorities by the SKHHP Executive Board to implement the Interlocal Agreement by acting cooperatively to formulate housing policies and strategies that address housing stability, foster efforts to preserve and provide affordable housing by combining public funding and private-sector resources, and support implementation of other local policies and programs relating to affordable housing.

**RECOMMENDATION**

Staff recommends adoption of the resolution and is seeking a Committee recommendation on the proposed resolution to forward to the October 25, 2021 Committee of the Whole.

**ATTACHMENTS**

Draft resolution

# **DRAFT**

## **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS' 2022 WORK PLAN AND 2022 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**, on July 28, 2021, the SKHHP Executive Board adopted Resolution No. 2021-03 adopting the 2022 SKHHP Work Plan and 2022 SKHPP Operating Budget effective upon approval by the legislative body of each participating jurisdiction;

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

The City Council approves adoption of the South King Housing and Homelessness Partners (SKHHP) 2022 Work Plan and 2022 Operating Budget dated July 23, 2021, and hereby incorporated by reference as "Exhibit A."

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Christy O'Flaherty, MMC, City Clerk

\_\_\_\_\_  
Kate Kruller, Council President

APPROVED AS TO FORM BY:

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

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

Exhibit A: South King Housing and Homelessness Partners Resolution No. 2021-03, dated July 23, 2021, with Attachment A (SKHHP 2022 Work Plan) and Attachment B (2022 SKHHP Operating Budget)

**RESOLUTION NO. 2021-03**

**A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2022 SKHHP WORK PLAN AND 2022 SKHHP 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, 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, the purpose of the annual work plan and budget is to provide management and budget guidance; and 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 2022 work plan includes three major streams of work: governance and administration; policy and planning; and education and outreach; and

WHEREAS, the governance and administration work stream includes program-wide management activities including establishing decision-making protocols and reporting procedures; and convening a community advisory board; and

WHEREAS, the policy and planning work stream includes advocating for and establishing a SKHHP affordable housing capital fund; and collaborating with partners to enhance local policies and programs that accelerate access to affordable housing, protect existing housing stock, and provide housing security; and

WHEREAS, the outreach and education work stream includes representing South King County at all applicable decision tables; and furthering the understanding of the spectrum of affordable housing options and related needs and opportunities; and

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The Executive Board adopts the SKHHP 2022 Work Plan as shown in Attachment A.

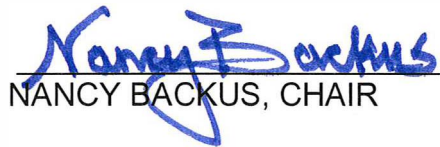
**Section 2.** The Executive Board adopts the SKHHP 2022 Budget as shown in Attachment B.

**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  28  day of  July , 2021.

**SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS**

  
\_\_\_\_\_  
NANCY BACKUS, CHAIR

## RESOLUTION 2021-03 – ATTACHMENT A

### SKHHP 2022 WORK PLAN

#### 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.

#### OBJECTIVES

- Share technical information and resources to promote sound housing policy
- Coordinate public resources to attract greater private and public investment for affordable housing in South King County
- Provide a unified voice to advocate for South King County needs at a local, regional, and state levels

#### Purpose

Establish a 2022 SKHHP Work Plan that is shaped by member jurisdictions, consistent with the SKHHP Interlocal Agreement, and furthers SKHHP's mission.

#### Background

The South King Housing and Homelessness Partners (SKHHP) was established through an interlocal agreement to work together and share resources to increase the available options for South King County residents to access affordable housing and preserve the existing affordable housing stock.

The SKHHP 2022 work plan includes three major areas of work that will facilitate implementation of the SKHHP Interlocal Agreement: governance and administration; policy and planning; and education and outreach. The 2022 work plan builds on work done in 2020 and 2021 to establish a SKHHP Housing Capital Fund through pooled public resources, increase philanthropic and corporate investment through the creation of a SKHHP 501(c)(3) fundraising branch, and establish a SKHHP Advisory Board made up of community members that will help to ground SKHHP decisions in communities needs and interests.

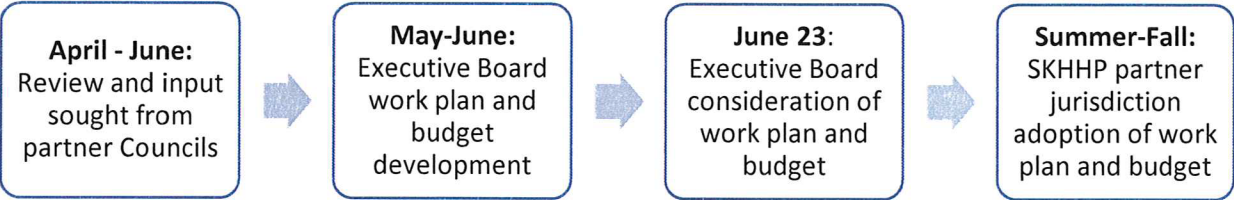
#### Progress reports

Consistent with the Interlocal Agreement, the SKHHP Executive Manager will submit quarterly budget performance and progress reports on the status of the work plan elements to the SKHHP Executive Board and the legislative body of each member

jurisdiction. To be consistent with the administering agency's finance department, quarterly progress reports will be provided as follows:

- Quarter 1: May
- Quarter 2: August
- Quarter 3: November
- Quarter 4: February

**Next steps:** In accordance with the Interlocal Agreement, the 2022 SKHHP Work Plan will be approved by the legislative body of each member jurisdiction and the SKHHP Executive Board. The timeline for review and adoption of the 2020 SKHHP Work Plan is as follows:





## **GOVERNANCE AND ADMINISTRATION**

**GOAL 1: Define strategy, direction, and long-term goals, and provide direction to staff on implementation of the SKHHP Interlocal Agreement.**

**Outcomes:**

- 1) Functioning and collaborative entity with clear measures of success.
- 2) Implementation supports equitable outcomes across jurisdictions, community members, and stakeholders.
- 3) Added value for SKHHP partners and South King County subregion.

**Activities/Actions:**

- 1) Develop annual work plan and budget
  - a. Partner jurisdiction input and review
  - b. Partner jurisdiction adoption
- 2) Quarterly progress and budget reports
- 3) Annual updates to stakeholders and non-SKHHP South King County cities
- 4) Strategic planning – establish 3-5 year goals and objectives

## **POLICY AND PLANNING**

**GOAL 2: Administer and allocate South King County Housing Capital Funds.**

**Outcomes:**

- 1) Increase resources dedicated to affordable housing preservation, rehabilitation, and production in South King County.
- 2) Pool resources to address the growing affordable housing and homelessness needs in South King County.

**Activities/Actions:**

- 1) SKHHP Housing Capital Fund application and allocation process
- 2) Build funding support through advocacy with philanthropic and private corporations

**GOAL 3: Work with partner jurisdictions to enhance and develop new local policies and programs that protect existing affordable housing stock, provide housing security, and accelerate access to affordable housing.**

**Outcomes:**

- 1) Number of jurisdictions that adopt new or enhanced legislation or programs that support equitable affordable housing production and preservation strategies.
- 2) Increased number of affordable rental housing units in participating programs.

- 3) Improved collective efforts to address systemic and institutional racism and create greater racial equity and justice in housing.

**Activities/Actions:**

- 1) Support implementation of housing strategy/action plans to increase equitable housing production and preservation strategies
- 2) Maintain inventory & assessment of existing city policies and regulations for affordable housing preservation programs and housing production strategies
- 3) Assist cities in enacting policies and strategies that address tenant protections through anti-displacement, fair housing, and healthy housing
- 4) Develop subregional affordable housing preservation strategies.
- 5) Maintain catalog of successful affordable housing development projects

**OUTREACH AND EDUCATION**

**Goal 4:** Represent South King County and its unique affordable housing needs at all decision tables and foster collaboration between partners.

**Outcomes:**

- 1) Establish credibility of SKHHP with potential partners and funders.
- 2) South King County is authentically heard, considered, and supported by regional and state stakeholders and policy makers.
- 3) Changes in policies, practices, and funding streams that support affordable housing and homelessness programs in South King County.

**Activities/Actions**

- 1) Represent SKHHP at local & regional meetings and forums.
- 2) Develop annual SKHHP State advocacy priorities
- 3) Develop annual SKHHP Federal advocacy priorities
- 4) Conduct work sessions with state legislators

**Goal 5:** Further strengthen regional stakeholders' understanding of the spectrum of affordable housing options, the range of related needs and opportunities, and the housing system .

**Outcomes:**

- 1) South King County decision makers are informed and prepared to act based on current information and facts.
- 2) Increased interest from nonprofit and for-profit developer to partner with South King County cities to produce affordable housing.
- 3) The broader community is engaged on local housing issues.

### **Activities/Actions**

- 1) Coordinate and work with developers to better understand barriers to increasing construction and preservation of affordable housing
- 2) Support SKC engagement and elected official participation in affordable housing development tours
- 3) Coordinate monthly educational topics that promote understanding of the full housing system and practices that have led to inequities in the system, and opportunities to address racial equity and justice
- 4) Generate educational information for the public including brochures, website, housing tours, and other outreach programs.

**RESOLUTION 2021-03 – ATTACHMENT B**

**2022 SKHHP Operating Budget**

Projected beginning fund balance - January 1, 2022	\$211,801.80
Projected ending fund balance - December 31, 2022	\$143,573.11

**REVENUES**

Auburn	\$29,900
Burien	\$17,250
Covington	\$8,625
Des Moines	\$8,625
Federal Way	\$29,900
Kent	\$39,100
Normandy Park	\$4,600
Renton	\$39,100
Tukwila	\$8,625
Unincorporated King County**	\$39,100
King County Housing Authority	\$15,000
King County**	\$35,900
Interest earnings	
Office space (in-kind donation)	\$12,000
Contributions & Donations	

<b>TOTAL REVENUES</b>	<b>\$287,725.00</b>
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<i>Spend down balance</i>	<i>\$68,228.69</i>
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<b>TOTAL</b>	<b>\$355,953.69</b>
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**EXPENSES**

Salaries and benefits	\$254,685.17
Misc - travel, phone, postage	\$12,000.00
Advisory Board compensation	\$14,400.00
Office space (in-kind donation)	\$12,000.00
Supplies	\$1,000.00
Professional development	\$5,000.00
Interfund IT	\$25,600.00

<b>Subtotal</b>	<b>\$324,685.17</b>
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Administering agency – 10% Administrative Fee*	\$31,268.52
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<b>TOTAL</b>	<b>\$355,935.69</b>
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\*10% administrative fee is calculated as a percentage of operating costs which does not include in-kind donations, or carry forwards.

\*\*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.