



SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

2019 end-of-year report

BACKGROUND

South King County cities, supported by the Housing Development Consortium of Seattle-King County (HDC) have led the South King Housing and Homelessness Partners (SKHHP) collaboration efforts. The establishment of this partnership comes from 10 years of work by HDC and South King County cities to deepen interjurisdictional coordination around housing and homelessness.

INTERLOCAL AGREEMENT

Effective January 1, 2019, SKHHP was formalized by an interlocal agreement approved by the ten member jurisdictions (Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County) and the SKHHP Executive Board. The interlocal agreement formalizes the member collaboration to address affordable housing and homelessness in South King County. This collaborative model is based on similar approaches used in Snohomish County, East King County, and other areas across the country. By pooling resources, jurisdictions in South King County can efficiently create new staff capacity that will work for each member jurisdiction to develop plans, policy legislation, new programs, work with private and non-profit developers, and help jurisdictions speak with one voice on these topics at regional and state forums. Midway through 2019 HDC and the Cedar River Group turned over SKHHP operations to the SKHHP Board and the SKHHP administering agency (City of Auburn).

SKHHP EXECUTIVE BOARD MEETINGS

SKHHP is governed by an Executive Board composed of either an elected official or City Manager/Administrator for each city and the King County Executive, or their designated representative of each member jurisdiction. The SKHHP Executive Board held monthly meetings throughout 2019. Early in 2019 the SKHHP Executive Board established the City of Auburn as the administering agency and adopted operating procedures and rules.

In 2019 the SKHHP Executive Board also prioritized action items for the SKHHP work plan identifying 'must do', 'should do', and 'could do' actions. This list provides the starting point for developing and executing a SKHHP work plan.

SKHHP STAFF WORK GROUP

The SKHHP staff work group met monthly during 2019. Members of this group include staff from the cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, King County, Renton, and Tukwila. The staff work group identified items for SKHHP Board meeting agendas, facilitated educational materials and presentations, and developed budget proposals and SKHHP work and communication plans.

The staff work group was instrumental in drafting SKHHP position descriptions, and executing the hiring and recruitment process for the Executive Manager. The monthly SKHHP staff work group meetings provide the framework for coordination and collaboration between staff from SKHHP member jurisdictions. The monthly meetings are a regular opportunity for staff to share information, ideas, challenges, successes, and work together to advance SKHHP goals and priorities.

SKHHP RECRUITMENT AND HIRING

Midway through 2019 the SKHHP staff work group and Executive Board developed a position description and began the recruitment process for hiring a program manager. The position description went through several iterations and two recruitment and interview processes before SKHHP hired an Executive Manager in November 2019. The Executive Manager began full time in January 2020.

HOUSE BILL 1406 COORDINATION

2019 House Bill 1406 authorizes cities and counties, for a period of 20 years, to retain a portion of sales tax that is currently collected, held and used by Washington State; provided those funds are directed towards objectives that support affordable housing initiatives. In July 2019 SKHHP passed a resolution advocating legislative bodies of all member jurisdictions to enact the provisions authorized under HB 1406. If all nine SKHHP partner cities pool the revenues collected from HB 1406, the revenue projection provided by the department of revenue would be about \$1,000,000 annually over 20 years.

From July through November of 2019 the SKHHP Executive Board, supported by the SKHHP staff work group, tracked progress of member jurisdictions in enacting HB 1406 and advocated for SKHHP member cities to pool the revenues collected to advance the interlocal agreement and create a SKHHP capital funding source. By the end of 2019 all SKHHP member jurisdictions had passed a resolution of intent to enact HB 1406 and all but one member city had passed an ordinance enacting the collection of the sales tax credit.

In November 2019, the SKHHP Executive Board formally passed a resolution recommending each member city pool the revenues collected through HB 1406. By the end of 2019 three member cities passed a resolution to pool HB 1406 funds towards the SKHHP housing capital fund, and one member city created mayoral authority to pool HB 1406 in their enacting legislation.

SOUTH KING COUNTY JOINT HOUSING NEEDS AND POLICY ASSESSMENT GROUP

In October 2019 the SKHHP Executive Board provided general support to act as the fiscal agent for a joint planning effort between six of the nine SKHHP member cities. These six cities (Auburn, Burien, Federal Way, Kent, Renton, and Tukwila) each applied for a \$100,000 Washington State Department of Commerce Planning grant made available by 2019 House Bill 1923 for a collective total of about \$600,000. Each of the six cities will contribute \$20,000 to a collective pool of money that will be used for the purpose of developing a comprehensive assessment of the housing stock in South King County, including growth, housing type, associated demographics, and income/affordability. Each city will also retain approximately \$80,000 for housing policy and action plan development within its own boundaries. SKHHP will be the fiscal agent to execute the project and the City of Kent will manage the grant, consultant contracts, and provide project management.

EDUCATIONAL ITEMS

From June through November of 2019, each SKHHP Executive Board meeting included an educational component. The educational items help the Board to stay current on state and local legislation, gain insight on best practices and policies around affordable housing and homelessness, and stay informed and engaged in local and regional planning efforts, studies, and analyses of housing and homelessness. The educational items included in 2019 were as follows:

- June – House Bill 1406
- July – Non-profit versus public entity and funding sources
- August – Housing affordability and what it means within your community
- September – Healthy housing
- October – Burien rental housing rules
- November – King County Countywide Planning Policies

ATTACHMENT

2019 Quarter 4 and end-of-the-year budget report

2019 Quarter 4 and end-of-the-year budget report

SKHHP Fund	Budget	Actual	Remaining	Percent Used*
REVENUES				
Auburn	20,240	20,236	4	100.0%
Burien	11,670	11,676	(6)	100.1%
Covington	5,840	5,838	2	100.0%
Des Moines	5,840	5,838	2	100.0%
Federal Way	20,240	20,236	4	100.0%
Kent	26,460	26,464	(4)	100.0%
Normandy Park	3,110	3,114	(4)	100.1%
Renton	26,460	26,464	(4)	100.0%
Tukwila	5,840	5,838	2	100.0%
Unincorporated KC	26,460	27,000	(540)	102.0%
Contributions/Donations	68,000	31,000	37,000	45.6%
Other Outside Revenue**	-	48,000	(48,000)	
Interest Earnings	-	1,496	(1,496)	
Total	220,160	233,200	(13,040)	105.9%
EXPENDITURES				
SKHHP Cost Reimbursement	120,990	6,335	114,655	5.2%
Administration Fee	20,920	20,920	-	100.0%
Total	141,910	27,255	114,655	19.2%
Beginning Fund Balance	-	-		
Net Change In Fund Balance	78,250	205,945		
Estimated Ending Fund Balance - Dec	78,250	205,945		

SKHHP Cost Reimbursement Detail	Actual
EXPENDITURES	
Wages	171
Benefits	14
Supplies	-
Professional Services	6,150
Interfund Allocations	-
Total	6,335

*Percent used is the percentage of what was originally budgeted versus the actual contributions and expenditures. The entire ending fund balance was carried forward to 2020.

**Outside revenue sources include additional contribution from King County bringing the annual County contribution to \$75,000.