RESOLUTION NO. 1418

A RESOLUTION OF THE CITY OF DES MOINES, WASHINGTON, approving the South King Housing and Homelessness 2021 Budget and approving the South King Housing and Homelessness 2020-2021 Work Plan.

WHEREAS, on April 2, 2019, the City of Des Moines entered into an Interlocal Agreement (ILA) with Cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, 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 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, 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, the operating budget allows for implementation of 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, each Party's contribution(s) will be transmitted to SKHHP on an annual basis during the first quarter of the calendar year, and

WHEREAS, due to the timing and hiring of SKHHP staff and consistency with the Interlocal Agreement timeline for adopting annual work plans, the 2020 and 2021 annual work plans are included together, and

WHEREAS, the purpose of the annual work plan 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 2020-2021 work plan includes three major streams of work: governance and administration; policy and planning; and outreach and education, and

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

WHEREAS, on July 24, 2020 the SKHHP Executive Board adopted Resolution 2020-04 enacting the 2021 SKHHP Budget upon approval by the legislative body of each party, and

WHEREAS, on July 24, 2020 the SKHHP Executive Board adopted Resolution 2020-02 enacting the 2020-2021 Work Plan upon approval by the legislative body of each party, and

WHEREAS, the City Council of the City of Des Moines finds the 2021 SKHHP Budget appropriate and necessary to promote the public health and welfare, and

WHEREAS, the City Council of the City of Des Moines finds the 2020-2021 SKHHP Work Plan appropriate and necessary to promote the public health and welfare; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:

Sec. 1. The City Council hereby approves the SKHHP 2021 Budget, attached hereto as Exhibit "A".

Sec. 2. The City Council hereby approves the SKHHP 2020-2021 Work Plan, attached hereto as Exhibit "B".

Sec. 3. The City Manager is authorized and directed to take such administrative procedures as may be necessary to implement this Resolution.

Sec. 4. This Resolution shall take effect and be in full force on passage and signing.

PASSED BY the City Council of the City of Des Moines, Washington this 24th day of September, 2020 and signed in authentication thereof this 24th day of September, 2020.

M A Y O R

APPROVED AS TO FORM:

/s/ Timothy George
City Attorney

ATTEST:

City Clerk

EXHIBIT A

2021 SKHHP BUDGET

Projected beginning fund balance	**$249,095.00**
REVENUES	
Auburn	$26,000
Burien	$15,000
Covington	$7,500
Des Moines	$7,500
Federal Way	$26,000
Kent	$34,000
Normandy Park	$4,000
Renton	$34,000
Tukwila	$7,500
Unincorporated King County	$34,000
King County Housing Authority	$15,000
King County*	$41,000
Office space (in-kind donation)	$12,000
Contributions & Donations	$ -
TOTAL	**$263,500**

*Total King County contribution is $75,000, includes line item for unincorporated King County and King County

EXPENSES	
Executive Manager	$131,914
Program Coordinator (30 hrs w/ benefits)	$110,146
Misc. - travel, phone, postage	$12,000
Office space (in-kind donation)	$12,000
Interfund IT	$25,800
Subtotal	***$291,860***
COA 10% Administrative Fee*	$28,000
TOTAL	**$319,860**
Estimated ending fund balance	**$192,735**

*10% Administrative fee is calculated as a percentage of operating costs which does not include in-kind donations, or carryforwards

RESOLUTION 2020-02 – EXHIBIT B

SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

2020-2021 DRAFT WORK PLAN

Purpose: Establish a 2020-2021 SKHHP Work Plan that is consistent with the SKHHP Interlocal Agreement and shaped by member jurisdictions. The 2020-2021 SKHHP Work Plan reflects individual jurisdiction needs and interests while furthering the overall purpose of SKHHP to increase the available options for South King County residents to access affordable housing and preserve existing affordable housing stock.

Introduction: 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 2020-2021 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. These three major work areas are broken into five objectives.

Governance and administration is covered in Objective 1 and includes program-wide management activities that will be completed annually including developing and adopting an annual work plan and budget. This work area also includes start-up procedures including establishing decision-making protocols and reporting procedures, and convening a community advisory board.

Policy and planning is covered in Objectives 2 and 3 and 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.

Outreach and education is covered in Objectives 4 and 5 and includes representing South King County and its unique affordable housing needs at all decision tables; and furthering the understanding of the spectrum of affordable housing options and the range of related needs and opportunities.

Background: During 2018 and 2019 staff of member jurisdictions discussed a wide range of work plan ideas for SKHHP; the goal was to identify objectives and action items for an 18-month work plan. In June 2019, each jurisdiction was asked what SKHHP "must do", "should do", or "could do" during the course of the first 18-months. In

June 2019, the SKHHP Executive Board reviewed and approved the list by focusing on the "must do" and "should do" items.

The 2020-2021 work plan operationalizes the list approved by the SKHHP Executive Board in 2019 and incorporates the HB 1406 sales tax credit and the sub-regional housing assessment made possible by HB 1923 grant funds. The sub-regional housing assessment is being coordinated by six of the nine SKHHP partner cities (SoKiHo). The 2020-2021 work plan also identifies allies like the Housing Development Consortium (HDC) and King County with goals that align with SKHHP that will augment staff capacity. The 2020-2021 work plan prioritizes the "must do" and "should do" activities for 2020. Activities that were part of the 2019 list of activities will be reassessed for possible incorporation in the 2022 work plan.

In February 2020 King County had its first reported case of COVID-19, the disease caused by the coronavirus. Since February, the pandemic has continued to expand and we have yet to see the full extent of the virus. On March 23, 2020 Governor Inslee announced a statewide order requiring everyone in the state to stay home for two weeks. The order required everyone to stay home except to pursue essential activities, banned all gatherings for social, spiritual, and recreational purposes, and closed all businesses except those deemed essential. The Stay Home, Stay Healthy initiative has since been extended through May, 2020 with a four phase approach to opening businesses that will begin on May 5, 2020.

In response to the impacts of the COVID-19 crisis, federal, state, and local governments have mobilized emergency operations centers, implemented temporary policies to prevent residential and business evictions, and passed unprecedented stimulus packages in the hopes to lessen the impacts of COVID-19 to individuals and businesses. The impacts of this crisis are still unfolding and much of the recovery effort has yet to be determined. During this unprecedented time, staff capacity and local resources may need to adapt. This may require SKHHP to reanalyze priorities and/or shift the timeline for the work identified in the work plan.

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 2020-2021 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:

- **May-June** – Draft 2020-2021 SKHHP Work Plan and Draft 2021 operational budget reviewed by legislative body of each jurisdiction and SKHHP Executive Board.
- **July-August** – review and adoption of 2020-2021 SKHHP Work Plan and 2021 operational budget by SKHHP Executive Board.
- **August-October** – adoption of 2020-2021 SKHHP Work Plan and 2021 operational budget by legislative body of each jurisdiction.

Acronyms: The 2020-2021 work plan includes several acronyms or abbreviations defined as follows:

AdvBrd:	SKHHP Advisory Board to be formed during 2020 made up of 12 to 15 community members appointed by the Executive Board to provide advice and recommendation to the Executive Board.
EB:	SKHHP Executive Board
Enterprise:	Enterprise Community Partners
HDC:	Housing Development Consortium
SKC:	South King County
SKCJPD:	South King County Joint Planners and Developers group convened by HDC
SoKiHo:	South King County housing group (six of the nine SKHHP cities) managing the sub-regional housing needs and policy assessment

GOVERNANCE AND ADMINISTRATION

Objective 1: Establish SKHHP's governance and decision making structure, foster collaboration between partners, 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.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Develop Annual Work Plan** (SKHHP adoption by June 1)	SKHHP staff, work group, & EB	In progress																								
1a	Partner jurisdiction review and adoption	SKHHP staff, work group, & EB	In progress																								
2	**Develop Annual Budget** (SKHHP adoption by June 1)	SKHHP staff, work group, & EB	In progress																								
2a	Partner jurisdiction review and adoption	SKHHP staff, work group, & EB	In progress																								
3	**Establish decision-making protocols**	SKHHP staff & EB	In progress																								
4	**Develop quarterly reporting procedures**	SKHHP staff & EB	In progress																								
4a	Quarterly progress and budget reports	SKHHP staff	**Ongoing**																								
5	**Establish SKHHP Advisory Board**	SKHHP staff & EB	Not started																								

POLICY AND PLANNING

Objective 2: Establish South King County Housing Capital Fund, develop an administration plan, and build funding support.

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	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Coordinate City commitment to pool HB 1406 funds**	SKHHP staff, work group, & EB	In progress																								
2	**Inventory and assess existing local affordable housing funds**	SKHHP staff & EB	Not started																								
3	**Create inventory of expiring tax credit developments and naturally occurring affordable housing vulnerable to market pressures**	SKHHP staff, SoKiHo	In progress **(ongoing)**																								
4	**Assess physical conditions of existing subsidized and naturally occurring affordable housing stock**	SKHHP staff, work group	In progress **(ongoing)**																								
5	**Create portfolio of potential uses and allocation strategies**	SKHHP staff, work group, & EB	Not started																								
6	**Develop marketing materials by audience to build funding support**	SKHHP staff, work group, & EB	Not started																								
7	**Develop administration plan for SKHHP Housing Capital Fund that supports populations disproportionately impacted by housing cost burden**	SKHHP staff, AdvBrd, & EB	Not started																								
8	**Build funding support through advocacy with philanthropic and private corporations**	SKHHP staff, work group, AdvBrd, & EB	In progress **(ongoing)**																								

Objective 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) Increased number of South King County cities with comprehensive housing strategy plans that embed racial equity into strategies and programs.
2) Number of jurisdictions that adopt new or enhanced legislation or programs that support equitable affordable housing production and preservation strategies.
3) Increased number of affordable rental housing units in participating programs.
4) Improved collective efforts to address systemic and institutional racism and create greater racial equity and justice in housing.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Support creation of housing policy assessment tool**	SoKiHo & SKHHP staff	In progress																								
2	**Support development of housing strategy/action plans that embed racial equity into strategies and programs and track racial equity**	SKHHP staff & SoKiHo	Not started																								
3	**Maintain inventory & assessment of existing city preservation programs for affordable rental & ownership housing**	SKHHP staff & work group	In progress																								
4	**Assist cities in enacting policies and strategies that address tenant protections through anti-displacement, fair housing, and healthy housing**	SKHHP staff & work group	**Ongoing**																								
5	**Coordinate SKC participation in identification of potential locations for future TOD to include affordable housing**	SKHHP staff, Sound Transit, King County, Enterprise	Not started																								
6	**Catalog successful affordable housing development projects**	SKHHP staff	**Ongoing**																								
7	**Develop examples of potential design standards and desired requirements**	SKHHP staff & work group	Not started																								

OUTREACH AND EDUCATION

Objective 4: Represent South King County and its unique affordable housing needs at all decision tables.

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	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Create schedule of priority meetings and designate SKC representatives**	SKHHP staff, work group & EB	Not started																								
2	**Represent SKHHP at local & regional meetings and forums.**	SKHHP staff	In progress **(ongoing)**																								
3	**Develop SKHHP State advocacy priorities**	SKHHP staff, work group & EB	In progress																								
4	**Develop SKHHP Federal advocacy priorities**	SKHHP staff, work group & EB	In progress																								
5	**Develop advocacy presentation and messaging toolkit**	SKHHP staff, work group & EB	Not started																								
6	**Conduct work sessions with state legislators**	SKHHP staff, work group & EB	Not started																								

Objective 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.

	Activities/Actions	Responsible	Status	2020												2021											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Coordinate and work with developers to better understand barriers to increasing construction and preservation of affordable housing**	SKHHP staff, SKCJPD, HDC	In progress **(ongoing)**																								
2	**Support SKC engagement and elected official participation in affordable housing development tours**	SKHHP staff & HDC	In progress **(ongoing)**																								
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.**	SKHHP staff & work group	**Ongoing**																								
4	**Develop affordable housing and homelessness awareness presentation toolkit**	SKHHP staff, AdvBrd & EB	In progress																								