

**SKHHP Executive Board**  
**November 22, 2019, 1:00 – 3:00 PM**  
**City of Renton, Renton City Hall, 7<sup>th</sup> Floor Room 726**  
**1055 S Grady Way, Renton 98057**

- I. Call to Order
  - a. Roll Call
  - b. Introductions
- II. Review Agenda/Agenda Modifications
- III. Old Business
- IV. New Business
  - a. Approval of October 25, 2019 Action Minutes  
*Attachment A – Action item (Minutes)*
  - b. Report from the Administering Agency (30 Minutes)
    - i. SKHHP Executive Manager – Angela San Filippo – Introduction – Auburn Set Up
    - ii. 2019 Wrap Up – 2020 Calendar – Maintain 4<sup>th</sup> Friday Schedule – Rotation of Meeting Locations
    - iii. SKHHP Member Invoices – 2019 Close Out Status; 2020 Schedule – Financial Report Out
  - c. Nexus Youth and Family Resources: Overview of Services within SKHHP Cities (30 Minutes)  
*Attachments B – Discussion Item (Nexus Service Overview)*
  - d. Monthly Education Item: King County Countywide Planning Policies (30 Minutes)
  - e. HB 1406 (30 Minutes)  
*Attachment C – Discussion Item (SKHHP Member City Overview)*  
*Attachment D – Discussion/Action Item (Revised Resolution)*  
*Attachment E – Discussion Item (ILA Policy Guidance – Pooling, Member Roles)*
    - i. Update on HB 1406 – City Updates
    - ii. Resolution 2019-06 – SKHHP Recommendation to Pool Funds

V. Next Meeting

- a. January 24th, 2020  
Location TBD

VI. Adjourn





**SKHHP Executive Meeting  
October 25, 2019**

**MINUTES**

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## **I. CALL TO ORDER**

Chair Nancy Backus called the meeting to order at 1:00 p.m. in the City of Tukwila, Tukwila Community Center, Meeting Room A, 12424 42<sup>nd</sup> Ave S Tukwila, 98168

### **ROLL CALL/ESTABLISHMENT OF QUORUM**

Executive Board Members Present: Chair Nancy Backus, City of Auburn; Vice Chair Brian Wilson, City of Burien; Luisa Bangs, City of Des Moines; Sue-Ann Hohimer, City of Normandy Park; Bob Harrison, City of Renton; Kelly Rider, King County; Marlla Mhoon, City of Covington; Merina Hanson, City of Kent; Brian Davis, City of Federal Way; Verna Seal, City of Tukwila.

Other Attendees: Jeff Tate, City of Auburn; Joy Scott, City of Auburn; Anthony Avery, City of Auburn; Colleen Brandt-Schluter, City of Burien; Lina Thompson, Lake Burien Presbyterian Church; Dafne Hernandez, City of Covington; Meredith Sampson, City of Tukwila; Minnie Dhaliwal, City of Tukwila; Hannah Bahnmilller, PSRC; Nicole Nordholm, City of Des Moines; Laurel Humphrey, City of Tukwila; Alexis Rinck, Sound Cities Association; Mark Santos-Johnson, City of Renton; Hayley Bonsteel, City of Kent; Sarah Bridgeford, City of Federal Way; Marty Kooistra, HDC

Administrative Assistant Present: Tammy Gallier, City of Auburn

## **II. APPROVAL OF MINUTES**

### **A. Approval of September 27, 2019 Action Minutes**

Marlla Mhoon motioned and Luisa Bangs seconded to approve the action minutes from the September 27, 2019 meeting.

MOTION CARRIED UNANIMOUSLY. (10-0)

### **III. MINUTES FROM October 25, 2019**

#### **B. Report from Administering Agency**

##### SKHHP Program Manager hiring process:

Since the last SKHHP Meeting in September, the Staff Working Group completed an interview with another candidate on October 7, 2019. There was also a second interview with the same candidate that occurred on October 16, 2019 with Vice Chair Wilson, Brian Davis, and Colleen Brandt-Schluter. On October 22, 2019, a third interview with Chair Backus and Jeff Tate occurred with the same candidate. As the meeting continues, more information and discussion will take place.

##### Invoicing Members:

Q3 and Q 4 invoices have been sent out with a few payments that have already been processed.

##### HR Policy Development:

At the September Board meeting, there was discussion of a SKHHP and Auburn Operational Policy. With feedback from the Board, there has been a revised policy introduced in the current packet with strike-through and underlines to reflect what the Executive Board feedback was. There being no additional feedback from the Board, the Operational Policy will go into effect.

#### **C. Follow Up From 9/27/19 Presentation by HDC**

At the September SKHHP Meeting, Patience Malaba from HDC provided a presentation to the Board regarding Healthy Housing and South King County. One of the items requested from Patience was a matrix that could highlight regulations and policies within the 9 cities of the SKHHP membership to help understand housing tools being used within each community. This will help better inform the Board regarding the policy landscape and to learn from each other. The hope is at future board meetings each member city will have a platform to talk about their programs and what has and has not worked. Patience sent a follow up handout, which included 5 categories of tools. Each member city is encouraged to look over the handout and add items that the city has in place. Future discussions will take place.

#### **D. Monthly Education Item: Burien's Recently Enacted Rental Housing Rules**

After Fox Cove property was sold to a new owner, families in the 36-unit complex were served with eviction notices to vacate. Many of the Fox Cove tenants were on a fixed income. With all the repairs needed and a long waiting list to get those issues resolved, the tenants could not afford anywhere else to live. This is an example of a trend across South King County, where once affordable rental units, especially those close to Seattle, are going away. Developers revamp old apartments in these outlying cities. With that process, they are pushing out residents who have lived there for years. Burien city officials first learned of the sale and previous problems at

Fox Cove in the fall of 2018, when a group of residents showed up at a council meeting. With the assistance from the City of Burien and church organizations, many families have since been able to find new homes.

A timetable of how the City of Burien enacted rental-housing rules:

In January of 2019, City of Burien Council had consensus to move forward with a suite of protections drafted by staff members. In February/March of 2019 city staff holds three meetings; two with tenants and one with landlords. In spring of 2019, State legislative session ends – ESSB 5600 requires 14 days for unlawful detainer (it was 3) and ESHB 1440 requires 60 days' written notice any rent increase. June 2019 Community conversation on a suite of protections minus the protections adopted by the State in April of 2019.

Key reasons why the adoption of the housing policies:

156,000 new units to meet housing needs

By 2040 244,000 units will be needed.

5-year action to preservice access to affordable homes for renters by supporting tenant protections to increase housing stability and reduce risk of homelessness.

The Rental Housing Policy and Rental Housing Inspection Program (RHIP) is now enacted into the City of Burien. The purpose of the policies are to establish regulations supporting the topic of increasing housing security, and to establish standards and enforcement mechanisms as they relate to rental housing within the City limits of Burien. The Rental Housing Inspection Program (RHIP) will protect the public health, safety, and welfare of tenants by encouraging the proper maintenance of rental housing by identifying and requiring correction of substandard housing conditions.

#### **E. HB 1923 Collaboration between Renton, Federal Way, Kent, Burien, Auburn and Tukwila**

City of Kent Long Range Planning Manager Hayley Bonsteel gave an overview of HB 1923 and the concept around it.

The 2019 Washington State Legislature enacted HB 1923, which created a grant opportunity made available to cities in Washington State for the purposes of encouraging an increase in urban residential building capacity. The Department of Commerce is overseeing the administration of the grant program, which allows cities with a population of over 20,000 to apply for grants of up to \$100,000. The deadline for the submittals was September 30, 2019. Six SKHHP member cities (Auburn, Burien, Federal Way, Kent, Renton and Tukwila) have each submitted a grant application with a request of \$100,000 for each city. The grant applications would utilize funding in the following way: 1. Each City would contribute approximately \$15,000 to \$20,000 to a collective pool of money that would total \$90,000 to \$120,000. This pooled money would be used for the purpose of developing a comprehensive assessment of the housing stock in South King County, including growth, type, associated demographics and income/affordability. Exact scope of work will determine dollar amount. 2. Each City would retain approximately \$80,000 to \$85,000 to utilize for housing policy development within its own boundaries.

The SKHHP Executive Board request: grant general support for an approach that would allow SKHHP and its Administering Agency to be the holder and the manager of the pooled funds totaling no more than approximately \$120,000 and that

authorizes the City of Kent to manage the grant and any consultant contracts associated with the use of these funds.

**F. HB 1406**

HB 1406 Resolution will remain on the Agenda for the next few meetings as updates take place. The Resolution was updated from the last meeting to capture Mayor Ralph's feedback regarding Section 5 of the Resolution. Those updates are in the current packet to reflect the changes. Last discussion, everyone went around the room and stated where they were at in regards to HB 1406. The Board was not comfortable with taking a position on a resolution until that conversation was more mature within each municipality. Each member city stated where they were in the discussions on HB 1406, with majority of the jurisdictions passing or being close to passing.

**IV. ADJOURNMENT**

There being no further business to come before the Executive Board, Chair Backus adjourned the meeting at 2:55 p.m.

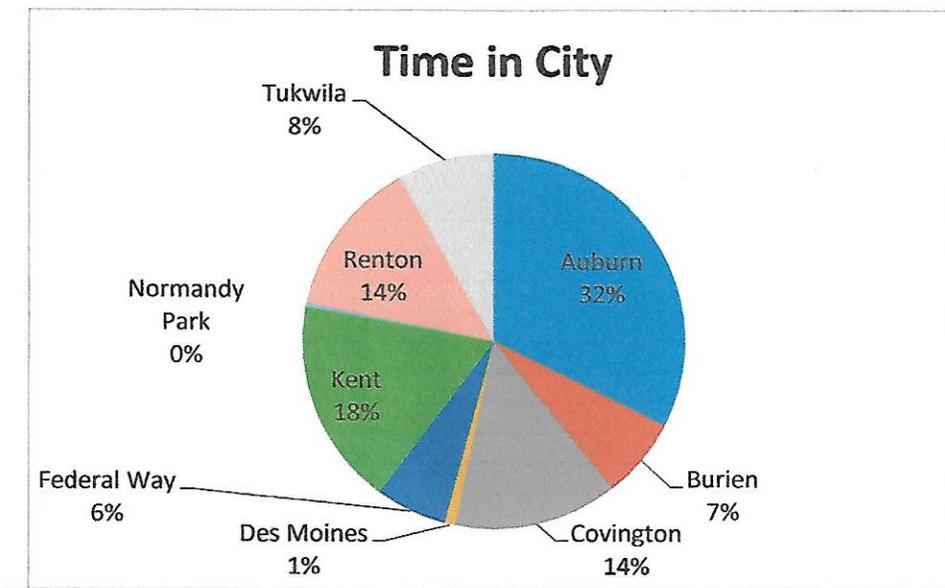




## YTD Outcomes

| Cities        | Arcadia Clients | Outreach Clients | SKYS Clients | YFCN Clients | Housing Clients | Total |
|---------------|-----------------|------------------|--------------|--------------|-----------------|-------|
| Auburn        | 47              | 329              | 24           | 10           | 6               | 416   |
| Burien        | 0               | 40               | 0            | 1            | 0               | 41    |
| Covington     | 2               | 68               | 0            | 0            | 0               | 70    |
| Des Moines    | 2               | 3                | 1            | 0            | 0               | 6     |
| Federal Way   | 7               | 30               | 4            | 1            | 0               | 42    |
| Kent          | 3               | 51               | 2            | 5            | 3               | 64    |
| Normandy Park | 0               | 0                | 0            | 0            | 0               | 0     |
| Renton        | 1               | 62               | 1            | 3            | 0               | 67    |
| Tukwila       | 0               | 47               | 1            | 0            | 0               | 48    |

*\*Funded Cities*



491 Total hours



## HB 1406 – SKHHP Member Action Overview

| City Name     | Action Type       | Date Resolution Passed | Date Ordinance Adopted |
|---------------|-------------------|------------------------|------------------------|
| Auburn        | Ordinance Adopted | 9/16/19                | 9/16/19                |
| Burien        | Ordinance Adopted | 9/16/19                | 9/16/19                |
| Covington     | Resolution Passed | 9/24/19                |                        |
| Des Moines    | Resolution Passed | 9/5/19                 |                        |
| Federal Way   | Ordinance Adopted | 10/15/19               | 11/5/19                |
| Kent          | Resolution Passed | 10/1/19                | Expected 11/19/19      |
| King County   | Ordinance Adopted | 8/28/19                | 8/28/19                |
| Normandy Park | Not Yet Started   |                        |                        |
| Renton        | Resolution Passed | 8/12/19                |                        |
| Tukwila       | Ordinance Adopted | 9/16/19                | 9/16/19                |



**RESOLUTION NO. 2019-06**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS URGING SKHHP ~~MEMBERS~~ MEMBER CITIES TO SUPPORT POOLING OF HB 1406 FUNDS.

WHEREAS, in 2019 the cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, and Tukwila and King County entered into an Interlocal Agreement (ILA) that formed the South King Housing and Homelessness Partners (SKHHP); and

WHEREAS, pursuant to the ILA, the ~~partners~~ member cities have a common goal to ensure availability of housing that meets the needs of all income levels in South King County; and

WHEREAS, also pursuant to the ILA, the ~~partners~~ member cities wish to act cooperatively to formulate housing policies and strategies that address housing stability, to foster efforts to preserve and provide affordable housing by combining public funding with private-sector resources, to support implementation of the Washington State GMA, related countywide planning policies, and other local policies and program relating to affordable housing, and to do so efficiently and expeditiously; and

WHEREAS, also pursuant to the ILA, the ~~parties~~ member cities have determined that the most efficient and expeditious way for the parties to address affordable housing needs in South King County is through cooperative action and pooling of public and private resources; and

WHEREAS, the ILA states that the parties intend that the ILA serves as a framework for all participating municipalities within the broader SKHHP Sphere of Influence to do the aforementioned work; and

WHEREAS, on July 26, 2019 the SKHHP Executive Board adopted Resolution 2019-05 which urges member cities to declare their intent to enact the provisions of HB 1406; and

WHEREAS, Resolution 2019-065 states that the Executive Board commits to developing options and a recommendation, including for the proposed pooling of funding, that details funding commitments for each member's city's legislative authority to consider for future subsequent action; and

WHEREAS, HB 1406 is a powerful and meaningful funding source to further advance the efforts of the housing objectives established through the ILA that, if pooled, will generate approximately \$1,000,000 per year for the eligible 20 year period (See Attachment A); and

WHEREAS, the Executive Board adopts the recommendations contained within this resolution as a unified statement of support by SKHHP member cities.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The Executive Board of SKHHP urges all ~~members~~ member cities to pool the base sales tax credit revenues collected under HB 1406 and to allocate the full amount of those revenues to SKHHP.

**Section 2.** In order to maximize HB 1406 funding within King County, the Executive Board of SKHHP urges all ~~members~~ member cities to take Ordinance action on HB 1406 after King County takes action.

**Section 3.** The Executive Board of SKHHP urges King County to ~~provide award~~ HB 1406 funds to ~~SKHHP housing development based in the Urban Growth Areas (UGA) of SKHHP member cities~~ in a manner that proportionately represents the cumulative population of ~~the UGA's of~~ SKHHP member cities.

**Section 4.** The Executive Board of SKHHP commits to aligning the use of HB 1406 funds with the work plan required within the adopted ILA ~~and the recommendation and priorities of the Regional Affordable Housing Task Force Five Year Action Plan.~~

**Section 5.** ~~Individual municipalities have unique housing needs and priorities and not every project proposal will align with a city's goals, policies, or laws. The intent and effect of this resolution is not to usurp a city's individual authority. Therefore, if funds are pooled for the purpose of aiding in the creation or preservation of housing, the process for project consideration must allow the city in which the project is proposed to first approve or reject the proposal prior to the Executive Board's commitment of funds to the project.~~

**Section 56.** This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS**

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

\_\_\_\_\_  
Shawn Campbell, Auburn City Clerk

SKHHP Resolution 2019-06 ~~Exhibit~~ Attachment A

Estimated HB 1406 Revenue by SKHHP Municipality (based on 2018 revenues)

| <b>City</b>                              | <b>Estimated Annual Revenue</b> |
|--|---------------------------------|
| Auburn                                   | \$154,992                       |
| Burien                                   | \$65,477                        |
| Covington                                | \$43,678                        |
| Des Moines                               | \$29,793                        |
| Federal Way                              | \$124,142                       |
| Kent                                     | \$185,467                       |
| Normandy Park                            | \$4,866                         |
| Renton                                   | \$236,380                       |
| Tukwila                                  | \$162,046                       |
| <b>Total (not including King County)</b> | <b>\$1,006,841.00</b>           |



# SKHHP Policy Guidance

## ILA Reference to Pooling of Resources

Page 1 – “Whereas, the Parties have determined that the most efficient and expeditious way for the Parties to address affordable housing needs in South King County is through cooperative action **and pooling public** and private resources.”

## ILA Reference to Member Roles and Responsibilities

Page 4, Section 4.b – “In order to carry out the purposes of SKHHP and this Agreement, the Executive Board will have the responsibility and authority to provide recommendations to the Parties regarding the allocation of public and private funding for affordable housing purposes.”

## ILA Reference to Authority of Each Party

Page 20, Section 29 – “Retained Responsibility and Authority. Parties retain the responsibility and authority for managing and maintaining their own internal systems and programs related to affordable housing activities.”

| <b>What Resolution 2019-06 Does</b>   |
|---|
| Provides a SKHHP recommendation to each member’s legislative body to pool HB 1406 funds.  |
| Bases this recommendation on the ILA that each member’s legislative body has already adopted, which states that member’s agree that pooling funds is a preferred approach.                              |
| It recommends that the full allocation of HB 1406 funds be committed to SKHHP.  |
| If funds are pooled, ensures that funds will be used in a manner that aligns with both the SKHHP work plan and the recommendations of the Regional Affordable Housing Task Force Five Year Action Plan. |
| If funds are pooled, and those funds are used to support capital project, the resolution ensures that members have a larger voice for projects that are proposed within their own community.            |
| <b>What Resolution 2019-06 Does Not Do</b>  |
| Usurp each member’s legislative authority to choose to agree with the recommendation or not.  |
| It does not actually pool any funds. Funds cannot be pooled unless and until a city (or county) legislative body takes a formal action to authorize pooling.  |
| It is not a binding document. It is a recommendation for each legislative body to consider.   |