

SKHHP Executive Board
April 24, 2020, 1:00 – 3:00 PM
Virtual – Zoom Meeting

Video conference: <https://zoom.us/j/862721790> | Meeting ID: 862 721 790

OR by phone: 877 853 5257 US Toll-free | Meeting ID: 862 721 790

- I. Call to Order
 - a. Zoom meeting protocols
 - b. Roll Call
 - c. Introductions
- II. Review Agenda/Agenda Modifications
- III. Approval of February 28, 2020 Minutes – *Attachment A (action item)*
- IV. Old Business
 - a. HB 1406 (15 Minutes)
 - i. City updates on HB 1406
Attachment B – SKHHP Member City Overview
 - b. 2020-2021 Work Plan (20 minutes)
Attachment C – Resolution 2020-02 – DRAFT 2020-2021 Work Plan
 - c. Draft 2021 and 2022 Budget and SKHHP position descriptions (20 minutes)
Attachment D – DRAFT 2021 and DRAFT 2022 budget scenarios
Attachment E – Office Assistant/Program Coordinator descriptions
- V. New Business
 - a. Quarterly budget reports – Q4 2019 (10 minutes)
Attachment F – Q4 2019 budget report
 - b. Communication Plan (10 minutes)

Attachment G – SKHHP Communication Plan, June 2019

c. Operational Planning Discussion (40 minutes)

Attachment H – Discussion questions and responses received

VI. Next Meeting

a. May 22, 2020 - Location TBD

VII. Adjourn

HB 1406 – SKHHP Member Jurisdiction Tracking

City Name	Status	Date Resolution Passed	Date Ordinance Adopted	Pooling Resolution
Auburn	Ordinance adopted	9/16/2019	9/16/2019	12/16/2019
Burien	Ordinance adopted	9/16/2019	9/16/2019	12/16/2019
Covington	Resolution passed	9/24/2019	11/12/2019	4/28/2020 (scheduled)
Des Moines	Ordinance adopted	9/5/2019	11/19/2019	11/19/2019
Federal Way	Ordinance adopted	10/15/2019	11/5/2019	1/25/2020
Kent	Ordinance adopted	10/1/2019	11/19/2019	11/19/2019 - Mayoral authority
King County	Ordinance adopted	8/28/2019	8/28/2019	N/A
Normandy Park	Ordinance adopted	11/12/2019	11/12/2019	1/14/2020
Renton	Resolution passed	8/12/2019	Tentative April	Tentative April/May
Tukwila	Ordinance adopted	9/16/2019	9/16/2019	4/6/2020 – interim decision 90% rental assistance, 10% SKHHP pool

RESOLUTION NO. 2020-02**A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2020-2021 WORK PLAN**

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan each year to guide the work of SKHHP staff; 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, due to the timing of hiring 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 2020-2021 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 committee; 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 2020-2021 Work Plan as shown in Attachment A.

Section 2. This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this _____ day of _____, 2020.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

NANCY BACKUS, CHAIR



RESOLUTION 2020-02 – ATTACHMENT A

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 committee.

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) 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 and incorporates the “could do” activities in the work projected for 2021.

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 to May 4, 2020 and all public schools were closed through the end of the academic year.

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.

Responsible: The column in the 2021-2022 work plan designating responsible parties includes acronyms that are defined as follows:

AdvCom: SKHHP Advisory Committee 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

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

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:

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

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																							



SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

Date: April 24, 2020

To: SKHHP Executive Board

From: Angela San Filippo, SKHHP Executive Manager

RE: Draft 2021-2022 Budget Scenarios

OVERVIEW

Attached to this memo is a summary of three budget scenarios for 2021 and 2022 that reflect three different SKHHP staffing scenarios. The first scenario includes staffing SKHHP with only an Executive Manager, the second scenario projects the budget for adding an Office Assistant position, and the third scenario projects the budget for adding a Program Coordinator position.

The three scenarios were developed based on discussion at the February 2020 SKHHP Board meeting and hiring either an Office Assistant or a Program Coordinator. For each scenario the fund balance is spent down prior to increasing the revenue contributions for each member jurisdiction.

The wages and benefits for 2021 and 2022 for each position are based on the following:

- Executive Manager – projected by Auburn Human Resources based on benefits for employee only.
- Office Assistant – projected by Auburn Human Resources based on benefits for a full family.
- Program Coordinator – projected by Auburn Human Resources based on benefits for a full family.

Attributable to the estimated beginning fund balance in 2021, in each of the three 2021 budget scenarios the revenue contributions for each member jurisdiction are able to remain the same as they were in 2020.

In order to balance the budget and keep an ending fund balance of 8% of the operating costs, as required by the interlocal agreement, in 2022 revenue contributions are projected to increase for each member jurisdiction by 30% to hire an Office Assistant and 76% to hire a Program Coordinator.

NEXT STEPS

SKHHP Executive Board to provide direction to staff on how to move forward with personnel decisions and draft budget for adoption in May or June of 2020.

DRAFT SKHHP BUDGET SCENARIOS – 2021-2022

			Exec Mgr only	w/ Office Asst	w/ Prog Coor	Exec Mgr only	w/ Office Asst	w/ Prog Coor
	Actual 2019	Budget 2020	Draft 2021	Draft 2021	Draft 2021	Draft 2022	Draft 2022 (30% increase)	Draft 2022 (76% increase)
Beginning fund balance		\$ 205,945.00	\$ 137,625.00	\$ 137,625.00	\$ 137,625.00	\$ 196,757.81	\$ 67,055.70	\$ 30,766.85
REVENUES								
Auburn	\$ 20,236.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 33,800.00	\$ 45,760.00
Burien	\$ 11,676.00	\$ 35,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 19,500.00	\$ 26,400.00
Covington	\$ 5,838.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 9,750.00	\$ 13,200.00
Des Moines	\$ 5,838.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 9,750.00	\$ 13,200.00
Federal Way	\$ 20,236.00	\$ 46,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 26,000.00	\$ 33,800.00	\$ 45,760.00
Kent	\$ 26,464.00	\$ 54,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 44,200.00	\$ 59,840.00
Normandy Park	\$ 3,114.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,200.00	\$ 7,040.00
Renton	\$ 26,464.00	\$ 54,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 44,200.00	\$ 59,840.00
Tukwila	\$ 5,838.00	\$ 27,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 9,750.00	\$ 13,200.00
Unincorporated King County	\$ 27,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 44,200.00	\$ 59,840.00
King County Housing Authority	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
King County	\$ 48,000.00	\$ 41,000.00	\$ 41,000.00	\$ 41,000.00	\$ 41,000.00	\$ 41,000.00	\$ 30,800.00	\$ 15,160.00
Interest earnings	\$ 1,496.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office space (in-kind donation)	\$ -	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Contributions & Donations	\$ 31,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department of Commerce Grant	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Spend down balance	\$ -	\$ -	\$ -	\$ 70,569.30	\$ 106,858.15	\$ -	\$ 36,245.63	
TOTAL	\$233,200.00	\$ 388,500.00	\$ 263,500.00	\$ 334,069.30	\$ 370,358.15	\$ 263,500.00	\$ 348,195.63	\$ 386,240.00
EXPENSES								
SKHHP Manager	\$ 185.00	\$ 157,070.63	\$ 132,688.35	\$ 132,688.35	\$ 132,688.35	\$ 138,661.97	\$ 138,661.97	\$ 138,661.97
SKHHP 2nd position	\$ -	\$ 99,349.37	\$ -	\$ 105,611.01	\$ 138,600.88	\$ -	\$ 111,479.51	\$ 145,806.66
Misc - travel, phone, postage	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Supplies	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office space (in-kind donation)	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Professional services	\$ 6,149.60	\$ 126,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interfund IT	\$ -	\$ 20,000.00	\$ 12,300.00	\$ 24,600.00	\$ 24,600.00	\$ 12,600.00	\$ 25,200.00	\$ 25,200.00
Interfund Facilities	\$ -	\$ 12,000.00	\$ 16,800.00	\$ 16,800.00	\$ 16,800.00	\$ 17,200.00	\$ 17,200.00	\$ 17,200.00
Subtotal	\$ 6,334.60	\$ 420,420.00	\$ 185,788.35	\$ 303,699.36	\$ 336,689.23	\$ 192,461.97	\$ 316,541.48	\$ 350,868.63
COA 10% Administrative Fee	\$ 20,920.00	\$ 24,400.00	\$ 18,578.84	\$ 30,369.94	\$ 33,668.92	\$ 19,246.20	\$ 31,654.15	\$ 35,086.86
TOTAL	\$ 27,254.60	\$ 444,820.00	\$ 204,367.19	\$ 334,069.30	\$ 370,358.15	\$ 211,708.17	\$ 348,195.63	\$ 385,955.49
Estimated ending fund balance	\$205,945.00	\$ 137,625.00	\$ 196,757.81	\$ 67,055.70	\$ 30,766.85	\$ 248,549.64	\$ 30,810.57	\$ 31,051.36

CITY OF AUBURN

Invites applications for the position of:

SKHHP (South King Housing and Homeless Partners) **Office Assistant**

POSITION TITLE: **SKHHP Office Assistant**

POSITION SUMMARY: This is a full-time position that performs semi-routine, clerical work in support of the South King Housing and Homelessness Partners (SKHHP). Familiarity with South King County, affordable housing policies, and local governance structures is highly desirable.

SALARY: **\$49,890 – \$61,044**

OPENING DATE:

CLOSING DATE:

POSITION DETAILS:

South King Housing and Homeless Partners (SKHHP) is a coalition of ten jurisdictions, Cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, and Tukwila, and King County. SKHHP assists member governments in developing affordable housing policies, strategies, programs, and development regulations. SKHHP supports jurisdiction efforts to preserve and create high-quality housing affordable to low and moderate-income households and addresses the plight of those experiencing homelessness. SKHHP is managed by an executive board made up of the jurisdictions' mayors, city managers, or administrators (or their designated representatives).

The SKHHP Office Assistant reports to the Executive Manager and will work closely with and support the Executive Manager in all aspects of administration to fully execute SKHHP goals and annual work plans. The City of Auburn is the administering agency of SKHHP and all SKHHP staff will be employees of the City of Auburn. The ideal candidate will have strong knowledge of South King County and the ability to understand the big picture of the organization. **The ability to communicate information and data to a variety of audiences and a high level of cultural competency are key competencies for this role.**

This position will perform duties that require accountability, organization and prioritization skills, and outstanding interpersonal skills. A significant aspect of the job will be to provide administrative support for the SKHHP Executive Board and staff working groups. The position will be required to develop and maintain relationships with elected officials, local government staff, and stakeholder groups.

Work location. The primary work location for this position is Auburn City Hall's Annex, 1 E. Main Street, Auburn WA 98001; travel is required to other member jurisdictions in King County. There is also a satellite office located in the City of Burien.

EXAMPLES OF WORK/RESPONSIBILITIES:

- Provides administrative and staff support to the Executive Manager by answering and returning phone calls, relaying communications to staff, coordinating calendars, and other assigned administrative duties.

- Works courteously and effectively with public officials, citizens, supervisor, and other employees, both in person and over the telephone, assisting them in a wide variety of information pertaining to SKHHP.
- Schedules and plans various meetings; performs set-up duties for meetings; takes and disseminates meeting minutes and other materials as requested.
- Prepares written communications in the form of correspondence, reports, forms, fliers, memos; assists in creating presentations, brochures, graphics, and/or marketing materials.
- Performs photocopying and arranges for printing of SKHHP materials and documents.
- Efficiently operates printers and supplies; orders office supplies as needed.
- Anticipates customer needs and provides high priority customer service and satisfaction; provides outstanding internal customer support within the department, as well as to other City employees and elected officials.
- Assists in coordinating daily operations.
- Assists in budgeting and monitoring expenses.
- Safely operates office equipment at a high level of expertise.
- Fulfills other duties as assigned.

SKILLS AND ABILITIES:

- Familiarity with affordable housing policies and practices.
- Outstanding written and oral communication skills.
- Proficient in Microsoft Office, Outlook, Adobe, website applications, and other computer software.
- Ability to successfully accomplish projects to completion with strong time-management skills and attention to detail.
- Demonstrated experience and accuracy in tracking deadlines, assignments, and budgets.
- Experience working in a self-directed manner and as part of collaborative teams.
- Ability to juggle multiple tasks efficiently and adapt easily to changing priorities.
- Demonstrated commitment to applying race and social justice principals in a work setting.
- Strong interpersonal skills and high level of emotional intelligence.
- Ability to work flexible hours that may include some evenings or weekends.
- Regular, reliable, and punctual attendance.
- Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule at appropriate City worksites.

- Works effectively under pressure and with frequent interruptions.
- Completes work and projects in a thorough and timely manner.
- Understands and follows direction from supervisor, posted work rules, and procedures.

MINIMUM QUALIFICATIONS:

Graduation from High School or equivalent; AND

One year of experience in a combination of: housing/homelessness sector; project coordination and facilitation; community outreach and engagement; policy research; and data collection and analysis; OR

A degree from an accredited four-year college or university involving a course of study in land use planning, community development, urban planning, public policy, architecture, ethnic studies or closely related field.

PREFERRED QUALIFICATIONS:

- Familiarity with South King County and knowledge of South King County communities and organizations.
- Knowledge of local housing and homelessness initiatives and stakeholders.
- Familiarity with government, including experience working with elected officials and staff at the local government level.
- Prior experience with community organizing or coalition building.

REQUIRED LICENSES

Possesses and retains valid state driver's license during tenure of employment, without impending loss at time of appointment.

CITY OF AUBURN

Invites applications for the position of:

SKHHP (South King Housing and Homeless Partners) **Program Coordinator**

POSITION TITLE: **SKHHP Program Coordinator**

POSITION SUMMARY: This is a full-time position to assist in the management of the efforts of the South King Housing and Homelessness Partners (SKHHP). Familiarity with South King County, affordable housing policy, and local governance structures is highly desirable.

SALARY: **\$72,767 – \$89,448**

OPENING DATE:

CLOSING DATE:

POSITION DETAILS:

South King Housing and Homeless Partners (SKHHP) is a coalition of ten jurisdictions, Cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, and Tukwila, and King County. SKHHP assists member governments in developing affordable housing policies, strategies, programs, and development regulations. The coalition supports jurisdiction efforts to preserve and create high-quality housing affordable to low and moderate-income households and addresses the plight of those experiencing homelessness. SKHHP is managed by an executive board made up of the jurisdictions' mayors, city managers, or administrators (or their designated representatives).

The SKHHP Program Coordinator reports to the Executive Manager and will work closely with and support the Executive Manager in all aspects of administration to fully execute SKHHP goals and annual work plans. The City of Auburn is the administering agency of SKHHP and all SKHHP staff will be employees of the City of Auburn. The ideal candidate will have strong knowledge of South King County and the ability to understand the big picture of the organization. **Strong analytical skills with the ability to communicate complex information and data to a variety of audiences, ability to identify creative solutions to problems, and a high level of cultural competency are key competencies for this role.**

This position will perform duties that require **independent judgement**, accountability, organization and prioritization skills, and outstanding interpersonal skills. A significant aspect of the job will be to provide administrative support for the SKHHP Executive Board and staff working groups. The position will be required to develop and maintain relationships with elected officials, local government staff, and stakeholder groups.

Work location. The primary work location for this position is Auburn City Hall's Annex, 1 E. Main Street, Auburn WA 98001; travel is required to other member jurisdictions in King County. There is also a satellite office located in the City of Burien.

EXAMPLES OF WORK/RESPONSIBILITIES:

- Provides administrative and staff support to the Executive Manager by answering and returning phone calls, relaying communications to staff, coordinating calendars, and other assigned administrative duties.

- Works courteously and effectively with public officials, citizens, supervisor, and other employees, both in person and over the telephone, assisting them in a wide variety of information pertaining to SKHHP.
- Supports and assists in developing strategic and operational management plans.
- Schedules and plan various meetings, perform set-up duties for meetings, take and disseminate meeting minutes and other materials as requested.
- Monitor, track, and analyze developments in research, best- and emerging practices and policies, legislative and political activity, and other relevant affordable housing and homelessness issues.
- Prepares written communications in the form of correspondence, reports, forms, fliers, memos; assists in creating presentations, brochures, graphics, and/or marketing materials.
- Performs photocopying and arranges for printing of SKHHP materials and documents.
- Efficiently operates printers and supplies; orders office supplies as needed.
- Anticipates customer needs and provides high priority customer service and satisfaction; provides outstanding internal customer support within the department, as well as to other City employees and elected officials.
- Assists in coordination and management of daily operations.
- Assists in budgeting and monitoring expenses.
- Assists in developing and implementing community outreach and engagement strategies.
- Organizes, sets priorities, and oversees several projects at once, with minimal supervision.
- May make presentations before City Councils, City boards or commissioners, and other public groups.
- Safely operates office equipment at a high level of expertise.
- Fulfills other duties as assigned.

SKILLS AND ABILITIES:

- Familiarity with affordable housing policies and practices.
- Outstanding written and oral communication skills.
- Proficient in Microsoft Office, Outlook, Adobe, website applications, and other computer software.
- Ability to successfully manage projects to completion with strong time-management skills and attention to detail.
- Demonstrated experience and accuracy in tracking deadlines, assignments, and budgets.
- Experience working in an independent, self-directed manner and as part of collaborative teams.

- Ability to juggle multiple tasks efficiently and adapt easily to changing priorities.
- Demonstrated commitment to applying race and social justice principals in a work setting.
- Strong interpersonal skills and high level of emotional intelligence.
- Ability to work flexible hours that may include some evenings or weekends.
- Regular, reliable, and punctual attendance.
- Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule at appropriate City worksites.
- Works effectively under pressure and with frequent interruptions.
- Completes work and projects in a thorough and timely manner.
- Understands and follows direction from supervisor, posted work rules, and procedures.

MINIMUM QUALIFICATIONS:

A degree from an accredited four-year college or university involving a course of study in land-use planning, community development, urban planning, public policy, architecture, ethnic studies or closely related field;

AND

Two years of successful work experience in a combination of: housing/homelessness sector; project coordination and facilitation; community outreach and engagement; policy research; and data collection and analysis;

OR

Any combination of education, training, and/or experience that would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

PREFERRED QUALIFICATIONS:

- Familiarity with South King County and knowledge of South King County communities and organizations.
- Knowledge of local housing and homelessness initiatives and stakeholders.
- Familiarity with government, including experience working with elected officials and staff at the local government level.
- Prior experience with community organizing or coalition building.

REQUIRED LICENSES

Possesses and retains valid state driver's license during tenure of employment, without impending loss at time of appointment.



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 prepared 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. 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.

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 Washington State Department of Commerce Planning grant made available by 2019 House Bill 1923. 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



SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

COMMUNICATIONS PLAN

OVERVIEW

South King Housing and Homelessness Partners (SKHHP) is a coalition formed by an interlocal agreement between the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County. The agreement allows for South King County jurisdictions to work together and share resources in order to effectively address affordable housing and homelessness. This collaborative model is based on similar approaches used in Snohomish County, East King County, and other areas of the country. The purpose of the coalition is to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock.

COMMUNICATION PLAN OBJECTIVES

- Inform city leaders (Council, City Leadership) on the history and goals of SKHHP.
- Manage expectations of SKHHP among Council, City Leadership and community.
- Raise awareness among Council, City Leadership and community regarding housing conditions and needs in South King County.

KEY AUDIENCES AND STAKEHOLDERS

- South King County City Councils
- South King County City Leadership Teams
- South King County Human Services Commissions and Planning Commissions
- State and federal legislators that represent South King County.
- South King County communities (secondary)
- Media agencies

KEY MESSAGES

Approach: Stories and data can be powerful tools for helping our stakeholders understand the value of SKHHP and the role it plays in broader affordable housing strategies. Tell stories, use data to tell stories, avoid jargon, keep it simple, and use visuals.

Key message #1: SKHHP has been in place for 4 years.

- SKC has regional needs and we can accomplish more/be more effective in addressing these needs by working together and sharing resources.
- SKHHP began as a pilot in 2016 among six South King County cities to test the potential opportunities and feasibility of working together and providing some initial resources for shared staff capacity around the issue of affordable housing.
- After two years of successful collaboration, the cities created a more formal and larger collaborative structure, increasing the number of member jurisdictions and support staff. An agreement was reached in 2018 and the formal interlocal agreement was approved by members in 2019.

Key message #2: The need for SKHHP has become all the more necessary to serve our most vulnerable residents as increasing housing costs in South King County have resulted in a lack of affordable housing for workers, families and seniors.

- For several years the fastest growing rents in King County have been in South King County. Nearly 43,000 households spend more than half of their income on housing costs, and more than 1,000 South King County residents are homeless and without shelter.
- Many South King County communities are facing population growth, putting pressure on the supply of affordable housing units.
- Because rent prices are increasing, South King County is seeing an increasing trend of displacement of low-income residents to other communities.
- It is estimated that nearly 55,000 units of affordable housing are needed now in South King County.

Key message #3: There is no single answer to solving housing affordability and homelessness in South King County, but SKHHP can help by:

- Improving opportunities for healthy affordable housing.
- Finding new resources to preserve existing, or build new, affordable housing.
- Providing powerful voice for affordable housing needs in South King County.
- Building public awareness.
- Creating new staff capacity for jurisdictions to address affordable housing needs, with new or expanded policies or programs.

- Expanding the network of stakeholders.

Key message #4: Why focus on housing affordability and homelessness?

- Economic development message -Increasingly, workers cannot afford housing near their jobs, forcing them to work further away. This creates more transportation congestion. Further, investments in affordable housing are a proven catalyst for economic growth, job creation and development while high housing costs restrict opportunities for families to retain money for other needs.
- Quality of life message - After paying for housing, the average severely cost-burdened low-income household has barely more than \$15 per day to meet all other basic needs - including food, transportation, healthcare and savings. (Joint Center for Housing Studies, Harvard University)
- Public health/Human rights message - There are undeniable health implications for populations facing housing instability and housing cost burdens including increased hospitalizations and chronic . Unaffordable and unstable housing causes and perpetuates health disparities while also ballooning healthcare costs, creating strains on all parts of the system.
- Seniors who have lived in our communities all their lives are being forced to move because they can no longer afford their property taxes, or they cannot afford rents.
- Homelessness is one of the biggest crises facing our region. We know that the shortage of affordable housing is a root cause of homelessness in King County, and that increased housing costs are a direct driver of homelessness locally. SKHHP is not an effort to circumvent or usurp our region’s homeless crisis response system; it seeks to address one of the root causes of homelessness in our community by supporting the preservation and development of affordable housing across South King County.

Potential barriers:

- We already have enough affordable housing. *Response: 1) Historically this has been the view held by many in South King County. But in recent years we see that many workers, families and seniors cannot afford to live in our communities. We must address this challenge. 2) As Seattle housing prices continue to rise to among the highest in the nation, many look to South King County to find more affordable housing options. That pressure puts great demand on our existing housing stock, driving our prices up. 3) Many of the affordable units we do have are being renovated and rents increased.*
- This is duplicative of the new GPMC Affordable Housing Committee, Challenge Seattle, and/or the Regional Affordable Housing Task Force. *Response: SKHHP will complement the work that is being done at a broader level to set regional production and preservation goals and address housing affordability. By identifying our own local goals and needs and working collaboratively within this SKC-specific coalition, we will ensure that South King County needs are represented with a strong unified voice at county or state decision making tables.*

Messengers:

- TBD

LOGISTICS

Executive Board Members

- Chair Nancy Backus, City of Auburn Mayor
- Vice Chair Brian Wilson, Burien City Manager
- Brian Davis, City of Federal Way Community Development Director
- Dana Ralph, City of Kent Mayor
- Joseph Cimaomo, City of Covington Councilmember
- Michael Mathias, Des Moines City Manager
- Robert Harrison, City of Renton Chief Administrative Officer
- Sue-ann Hohimer, City of Normandy Park Mayor
- Sunaree Marshall, King County Special Projects Manager II
- Thomas McLeod, City of Tukwila Councilmember

Meeting Schedule

- Every fourth Friday from 1:00 pm – 3:00 pm in various partner cities.

SKHHP Staff

- Angela San Filippo, Executive Manager

SKHHP Staff Work Group

- Colleen Brandt-Schuler, City of Burien
- Dafne Hernandez, City of Covington
- Hannah Bahnmler, City of Renton
- Joy Scott, City of Auburn
- Julie Johnston, City of Covington
- Mark Santos-Johnson, City of Renton
- McCaela Daffern, King County
- Merina Hanson, City of Kent
- Minnie Dhaliwal, City of Tukwila
- Nicole Nordholm, City of Des Moines
- Rochelle Sems, City of Des Moines
- Sarah Bridgeford, City of Federal Way

Website

- <http://skhhp.org/home/>

SKHHP Executive Board

Operational Discussion Questions

1. What learning objectives do you have for the upcoming year?
 - Like to see and learn more about what King County and agencies that work on homelessness are working to alleviate our homeless issue.
 - Addressing concerns of South King County developing more affordable housing projects per capita than other areas with much greater need of affordable housing.
- b. Suggestions for educational items?
 - Example of successful preservation program or project, we hear a lot about new projects so it would be nice to hear about preservation of multifamily and single family housing stock.
 - Sharing and discussing articles related to not just homelessness but the politics of the homeless emergency.
2. What goals do you have for SKHHP for the upcoming year? For your jurisdiction as it pertains to SKHHP?
 - Need to accomplish completion of work plans, at least majority of those we can.
 - For my Council and jurisdiction I would like to occasional presentations from the Executive Manager during a study session at least once a quarter.
3. How should we be reporting progress on work plan objectives and action items?
 - a. To the SKHHP Executive Board?
 - At a Board meeting
 - b. To member jurisdictions?
 - Electronically
 - On occasion
 - c. To other Stakeholders?
 - Include a question in this conversation about SKHHP going on the road to member city councils which could be used as a way to get the word out about the work. Budget season is approaching and member councils will probably want to know what they are getting out of their contribution when discussing continuing their

contribution. Recommendation to be in front of Council during Q2 and/or early Q3 to talk up SKHHP.

- Electronically. Also encourage some type of “state of SKHHP” that could be posted on every City’s website.

4. In the future, how does SKHHP respond to proposed legislation during session?

- As one voice presented by a representative of SKHHP.
- Given we are a young organization still trying to figure out how to act independently without contradicting member jurisdictions’ policymakers, I think responses should be vetted with the executive board.

5. How do you want future priorities/annual work plans to be informed?

- In a retreat-like setting/session with the Executive Board members and Executive Manager and Finance Director.
- This year’s process was fine.

6. How should the Board navigate the annual SKHHP budget process?

- Expand this question to suggest allowing SKHHP to adopt a 2 year budget rather than a 1 year budget so it aligns with 8 of the 9 city budgeting processes. It also seems too tight to have it all dialed in by June 30th per the ILA. [ILA says June 1].
- Retreat-like setting/session same as #5, with monthly updates and YTD reporting quarterly.
- SKHHP’s budget is not complicated, so using the executive board for review and approval should be fine.

a. What support do you need for your jurisdiction’s budget process as it pertains to SKHHP?

- How to address budget amendments and carry forward from one year to the next?
- How to allow single invoicing to be collected early in the year so that SKHHP is fully funded for operations?
- Like to have quarterly reports from Executive Manager to Council in a study session which in turn will be aired for our jurisdiction.
- Requests to increase member contributions should be accompanied with accomplishments, goals, resulting needs, etc.

7. What is the process for formulating official SKHHP positions and should those positions be communicated for use by everyone?
 - Whomever and whatever one says in a SKHHP capacity has to be coordinated and one message. The Vision and Mission are coordinated and one message so exactly like that.