



## KING COUNTY

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

### Signature Report

#### Motion 16897

**Proposed No.** 2025-0273.1

**Sponsors** Balducci

1 A MOTION approving the 2026 work plan and 2026  
2 budget for SKHHP, South King Housing and Homelessness  
3 Partners.

4 WHEREAS, King County and the cities of Auburn, Burien, Covington, Des  
5 Moines, Federal Way, Kent, Maple Valley, Normandy Park, Renton, SeaTac, and  
6 Tukwila are parties to an Interlocal Agreement for South King Housing and  
7 Homelessness Partners, as authorized by Ordinance 18945, and

8 WHEREAS, the interlocal agreement indicates that the recommended annual  
9 budget and work plan for South King Housing and Homelessness Partners ("SKHHP")  
10 become effective upon approval by the legislative body of each party and adoption by the  
11 SKHHP executive board, and

12 WHEREAS, on May 16, 2025, the SKHHP executive board recommended to the  
13 legislative body of each party, as SKHHP's work plan and budget, the SKHHP 2025  
14 Work Plan and the 2026 SKHHP Operating Budget, which is Attachment A to this  
15 motion;

16 NOW, THEREFORE, BE IT MOVED BY THE COUNCIL OF KING  
17 COUNTY:

Motion 16897

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- 18           The 2026 work plan and 2026 budget for SKHHP, South King Housing and  
19 Homelessness Partners, which is Attachment A to this motion, is hereby approved.

Motion 16897 was introduced on 9/16/2025 and passed by the Metropolitan King County Council on 10/21/2025, by the following vote:

Yes: 8 - Barón, Dembowski, Dunn, Mosqueda, Perry, Quinn, von  
Reichbauer and Zahilay  
Excused: 1 - Balducci

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Signed by:

*Girmay Zahilay*

1AEA3C5077F8485...

Girmay Zahilay, Chair

ATTEST:

DocuSigned by:

*Melani Hay*

8DE1BB375AD3422...

Melani Hay, Clerk of the Council

**Attachments:** A. Adopted SKHHP 2026 Work Plan and Budget 2025-5-16

## RESOLUTION NO. 2025-01

### A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2026 SKHHP WORK PLAN AND OPERATING BUDGET

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan and budget each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement, the annual budget includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption by the Executive Board, the annual work plan and budget will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

WHEREAS, if a party does not approve the work plan or budget in a timely manner, the Executive Board may adopt the budget and work plan with a two-thirds majority vote; and

WHEREAS, the purpose of the annual work plan and budget is to provide management and budget guidance, and implement the overarching SKHHP mission 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 2026 work plan includes four goals with corresponding action items that further SKHHP's mission.

~~NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:~~

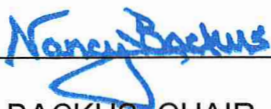
**Section 1.** The Executive Board adopts the 2026 SKHHP Work Plan in Attachment A.

**Section 2.** The Executive Board adopts the 2026 SKHHP Operating Budget in Attachment B.

**Section 3.** Each party's contribution to SKHHP's operating budget will be transmitted on an annual basis during the first quarter of the calendar year.

**Section 4.** This Resolution will take effect and be in full force upon approval by the legislative body of each participating jurisdiction.

Dated and signed this 19<sup>th</sup> day of May, 2025.



NANCY BACKUS, CHAIR, SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

**RESOLUTION 2025-01 – ATTACHMENT A**  
**SKHHP 2026 WORK PLAN**

**PURPOSE**

Establish a 2026 SKHHP work plan and budget that is guided by Executive Board priorities, is consistent with the SKHHP Interlocal Agreement, and furthers SKHHP’s mission.

**BACKGROUND**

Established by an interlocal agreement, SKHHP jurisdictions work together and share resources to increase options for South King County residents to access affordable housing and preserve existing affordable housing. The 2026 SKHHP work plan builds on work done in previous years and was developed in collaboration with the Executive Board and staff work group.

The work plan is organized into four goals with corresponding action items. Each action is identified by priority as follows:

- Higher – Identified as higher priority by Executive Board or is necessary to carry out the Interlocal Agreements
- Medium – Identified as mid-level priority
- Lower – Identified as lower priority

Quarterly budget and progress reports on the status of the work plan elements will be submitted to the SKHHP Executive Board and the legislative body of each member jurisdiction as follows:

**Quarter 1:** May | **Quarter 2:** August | **Quarter 3:** November | **Quarter 4:** February

In accordance with the Interlocal Agreement, the 2026 SKHHP work plan and budget will be approved by the SKHHP Executive Board and the legislative body of each member jurisdiction.

**SKHHP MISSION**

South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

**GOALS & ACTIONS**

| Goal                                                           | Actions       |
|----------------------------------------------------------------|---------------|
| 1. Fund the expansion and preservation of affordable housing.  | 1 through 5   |
| 2. Develop policies to expand and preserve affordable housing. | 6 through 10  |
| 3. Serve as an advocate for South King County.                 | 11 through 16 |
| 4. Manage operations and administration.                       | 17 through 22 |



## Goal 1

### Fund the expansion and preservation of affordable housing.

| Actions                                                                                                                                                                                                      | Priority of Actions<br>••• = Higher<br>•• = Medium<br>• = Lower |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 1. Pool resources from member cities for the Housing Capital Fund, including SHB 1406 funds, HB 1590 funds, and general funds.                                                                               | •••                                                             |
| 2. Develop and execute contract documents and covenants for projects ready to move forward from 2023-24 Housing Capital Fund funding rounds.                                                                 | •••                                                             |
| 3. Facilitate approval from participating Councils of recommended projects from 2025 Housing Capital Fund funding round and prepare contract documents and covenants for any projects ready to move forward. | •••                                                             |
| 4. Manage 2026 Housing Capital Fund funding round including adopting annual guidelines, updating application materials, soliciting proposals, and facilitating project selection.                            | •••                                                             |
| 5. Encourage investment in South King County by private investors, lenders, and philanthropies.                                                                                                              | ••                                                              |
| Indicators                                                                                                                                                                                                   |                                                                 |
| ○ Number of housing units and number of projects funded with financial support from SKHHP                                                                                                                    |                                                                 |
| ○ Number of housing units preserved with financial support from SKHHP                                                                                                                                        |                                                                 |
| ○ Total dollar amount pooled by member jurisdictions for Housing Capital Fund                                                                                                                                |                                                                 |
| ○ Total dollar amount from new sources of revenue added to the Housing Capital Fund                                                                                                                          |                                                                 |
| ○ Geographic diversity of applications received for annual Housing Capital Fund funding round                                                                                                                |                                                                 |



Goal 2

Develop policies to expand and preserve affordable housing.

| Actions                                                                                                                                            | Priority of Actions<br>••• = Higher<br>•• = Medium<br>• = Lower |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 6. Facilitate implementation of subregional affordable housing preservation strategies in coordination with South King County long-range planners. | ••                                                              |
| 7. Facilitate updates to the Affordable Housing Inventory Dashboard.                                                                               | ••                                                              |
| 8. Convene land use planners (SoKiHo) to increase coordination and collaboration on housing policy and planning.                                   | •                                                               |
| 9. Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing.   | •                                                               |
| 10. Develop SKHHP Executive Board briefings on key housing and homelessness topics, especially as they relate to the goals of the work plan.       | •                                                               |
| Indicators                                                                                                                                         |                                                                 |
| ○ Number of subregional housing preservation strategies facilitated or supported                                                                   |                                                                 |
| ○ Successful progress on update to the Affordable Housing Inventory Dashboard                                                                      |                                                                 |
| ○ Number of relationships fostered with developers                                                                                                 |                                                                 |
| ○ Number of Executive Board briefings on key housing and homelessness topics                                                                       |                                                                 |



### Goal 3

#### Serve as an advocate for South King County.

| Actions                                                                                                                                                                                                           | Priority of Actions<br>••• = Higher<br>•• = Medium<br>• = Lower |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 11. Work collaboratively with public funders at the state and local levels to increase alignment and promote shared affordable housing goals and equitable geographic distribution of resources.                  | ••                                                              |
| 12. Coordinate with the Advisory Board in collaboration with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials and community members.          | •                                                               |
| 13. Represent SKHHP at relevant local and regional meetings and forums that help advance SKHHP's mission and provide a voice for increasing access to safe, healthy, and affordable housing in South King County. | •                                                               |
| 14. Connect affordable housing developers with property owners who intend to sell naturally occurring affordable housing in coordination with member cities.                                                      | •                                                               |
| 15. Meet with legislators as opportunities arise to inform about SKHHP's mission, goals, and the Housing Capital Fund and host a legislative forum (odd numbered years).                                          | •                                                               |
| 16. Organize a tour of affordable housing sites in South King County with priority given to visiting Housing Capital Fund supported projects (even numbered years).                                               | •                                                               |
| Indicators                                                                                                                                                                                                        |                                                                 |
| ○ Number of collaborative work sessions held with public funders                                                                                                                                                  |                                                                 |
| ○ Number of events or engagement opportunities Advisory Board members organize or support                                                                                                                         |                                                                 |
| ○ Number of meetings, forums, or events attended that advance SKHHP's mission                                                                                                                                     |                                                                 |
| ○ Number of meetings with legislators that promote SKHHP and South King County                                                                                                                                    |                                                                 |
| ○ Number of affordable housing developers connected with property owners intending to sell naturally occurring affordable housing                                                                                 |                                                                 |
| ○ South King County legislative forum or affordable housing tour successfully executed                                                                                                                            |                                                                 |



## Goal 4

### Manage operations and administration.

| Actions                                                                                                                                                      | Priority of Actions<br>••• = Higher<br>•• = Medium<br>• = Lower |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 17. Develop annual work plan and budget.                                                                                                                     | •••                                                             |
| 18. Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.                                                    | •••                                                             |
| 19. Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund and SKHHP Operating Account. | •••                                                             |
| 20. Organize and host monthly Executive and Advisory Board public meetings.                                                                                  | •••                                                             |
| 21. Establish and implement monitoring and compliance process to ensure Housing Capital Fund projects maintain affordability for tenants.                    | •••                                                             |
| 22. Maintain and update the SKHHP website.                                                                                                                   | ••                                                              |
| Indicators                                                                                                                                                   |                                                                 |
| ○ Work plan and budget adopted                                                                                                                               |                                                                 |
| ○ Quarterly progress reports prepared and presented to Executive Board                                                                                       |                                                                 |
| ○ Financial reports and public records maintained                                                                                                            |                                                                 |
| ○ Monthly Executive and Advisory Board meetings held                                                                                                         |                                                                 |
| ○ Process established for monitoring and compliance of Housing Capital Fund projects                                                                         |                                                                 |
| ○ Website maintained                                                                                                                                         |                                                                 |

**RESOLUTION 2025-01 – ATTACHMENT B****2026 SKHHP Operating Budget**

|                                                    |    |         |
|----------------------------------------------------|----|---------|
| Estimated beginning fund balance - January 1, 2026 | \$ | 337,293 |
|----------------------------------------------------|----|---------|

|                                                   |    |         |
|---------------------------------------------------|----|---------|
| Estimated ending fund balance - December 31, 2026 | \$ | 293,417 |
|---------------------------------------------------|----|---------|

**REVENUES**

|                                 |           |                |
|---------------------------------|-----------|----------------|
| Auburn                          | \$        | 52,295         |
| Burien                          | \$        | 30,171         |
| Covington                       | \$        | 15,086         |
| Des Moines                      | \$        | 15,086         |
| Federal Way                     | \$        | 68,386         |
| Kent                            | \$        | 68,386         |
| Maple Valley                    | \$        | 15,086         |
| Normandy Park                   | \$        | 8,045          |
| Renton                          | \$        | 68,386         |
| SeaTac                          | \$        | 15,086         |
| Tukwila                         | \$        | 15,086         |
| King County*                    | \$        | 68,386         |
| Additional King County*         | \$        | 6,614          |
| Office space (in-kind donation) | \$        | 12,000         |
| <b>TOTAL REVENUES</b>           | <b>\$</b> | <b>458,099</b> |
| Spend down balance              | \$        | 43,876         |
| <b>TOTAL</b>                    | <b>\$</b> | <b>501,975</b> |

**EXPENSES**

|                                        |           |                |
|----------------------------------------|-----------|----------------|
| Salaries & Wages                       | \$        | 253,191        |
| Benefits                               | \$        | 68,296         |
| Professional Services                  | \$        | 81,945         |
| Interfund Allocations                  | \$        | 40,000         |
| Office Space (in-kind donation)        | \$        | 12,000         |
| Supplies                               | \$        | 2,000          |
| <b>Subtotal</b>                        | <b>\$</b> | <b>457,432</b> |
| Administering agency - 10% admin fee** | \$        | 44,543         |
| <b>TOTAL</b>                           | <b>\$</b> | <b>501,975</b> |

**RESERVE**

|              |           |                |
|--------------|-----------|----------------|
| <b>TOTAL</b> | <b>\$</b> | <b>501,975</b> |
|--------------|-----------|----------------|

\*King County contribution based on the population of unincorporated King County is shown as increasing at the same rate as other partner jurisdictions and the additional allocation decreasing to maintain a total contribution of \$75,000 per year.

\*\*10% administrative fee is calculated as a percentage of operating costs which excludes in-kind donations and carry-forwards.

Resolution No. 2025-01

May 16, 2025

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## Certificate Of Completion

|                                                                                   |                            |
|-----------------------------------------------------------------------------------|----------------------------|
| Envelope Id: 84A064CC-65BB-4394-AF4A-EEF9C7C4CB9D                                 | Status: Completed          |
| Subject: Complete with Docusign: Motion 16897.docx, Motion 16897 Attachment A.pdf |                            |
| Source Envelope:                                                                  |                            |
| Document Pages: 2                                                                 | Signatures: 2              |
| Supplemental Document Pages: 7                                                    | Initials: 0                |
| Certificate Pages: 5                                                              | Envelope Originator:       |
| AutoNav: Enabled                                                                  | Cherie Camp                |
| Envelopeld Stamping: Enabled                                                      | 401 5TH AVE                |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada)                                 | SEATTLE, WA 98104          |
|                                                                                   | Cherie.Camp@kingcounty.gov |
|                                                                                   | IP Address: 198.49.222.20  |

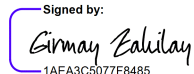
## Record Tracking

|                                      |                            |                    |
|--------------------------------------|----------------------------|--------------------|
| Status: Original                     | Holder: Cherie Camp        | Location: DocuSign |
| 10/22/2025 2:04:05 PM                | Cherie.Camp@kingcounty.gov |                    |
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## Signer Events

Girmay Zahilay  
girmay.zahilay@kingcounty.gov  
Council Chair  
Security Level: Email, Account Authentication (None)

## Signature

Signed by:  
  
1AEA3C5077F8485...  
Signature Adoption: Pre-selected Style  
Using IP Address: 146.129.133.101

## Timestamp

Sent: 10/22/2025 2:05:07 PM  
Viewed: 10/22/2025 2:19:28 PM  
Signed: 10/22/2025 2:19:36 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 10/22/2025 2:19:28 PM  
ID: d7d5542b-7c76-4efb-801a-c16d2188e333

Melani Hay  
melani.hay@kingcounty.gov  
Clerk of the Council  
King County Council  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
8DE1BB375AD3422...  
Signature Adoption: Pre-selected Style  
Using IP Address: 198.49.222.20

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Signed: 10/22/2025 2:28:11 PM

**Electronic Record and Signature Disclosure:**  
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ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

| In Person Signer Events      | Signature | Timestamp |
|------------------------------|-----------|-----------|
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| Notary Events                | Signature | Timestamp |

| Envelope Summary Events | Status           | Timestamps            |
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| Certified Delivered     | Security Checked | 10/22/2025 2:28:02 PM |
| Signing Complete        | Security Checked | 10/22/2025 2:28:11 PM |
| Completed               | Security Checked | 10/22/2025 2:28:11 PM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
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