



City of Monroe  
806 West Main Street, Monroe, WA 98272  
Phone (360) 794-7400 Fax (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

## **Homeless Policy Advisory Committee Agenda**

Thursday, January 16, 2020 6:00 - 8:00 p.m. Council Chambers

# **Call To Order**

# **Roll Call**

# **Approval Of Minutes**

December 5, 2019 Minutes

Documents:

[HPAC MEETING MINUTES 12-5-19 DRAFT.PDF](#)

# **Old Business**

1. HPAC Final Recommendations - Motion to Approve for Council Consideration
2. Draft Final Report

Documents:

[HPAC FINAL RECOMMENDATIONS 01162020 V1.PDF](#)

# **New Business**

1. Draft HPAC Action Plan for Discussion

Documents:

[2020 HPAC ACTION PLAN DRAFT V2 DK EDITS 01062020.PDF](#)

# **Closing**

1. Closing Remarks
2. Next Meetings:

- January 30, 2020 - Final HPAC Committee Meeting
- February 18, 2020 - Council Presentation

**CALL TO ORDER**

The December 5, 2019 Monroe Homeless Policy Advisory Committee Meeting was called to order at 6 p.m. in the Monroe City Council Chambers.

**ROLL CALL**

Members present: Bloss, Wysocki, Tuttle, Strickler, Adams, Chavez, Fisher, Cramer, Waxham

Facilitator absent: Janice Corbin

Members absent: Godfrey, Gamble

Staff present: Thomas, Knight, Hasart, Simonson

**APPROVAL OF MINUTES**

Motion made by Committee member Bloss to approve the minutes from the November 21, 2019 HPAC meeting. Committee member Cramer seconded the motion. The motion passed 9-0.

**REVIEW AND DISCUSSION OF FUNDING OPTIONS**

City of Monroe Finance Director Becky Hasart presented possible funding sources to support implementation strategies. Director Hasart presented the sources of revenue the City receives and how those funds are allocated and where possible funding could derive from. Discussion covered property tax banked capacity, contingency reserve funds, the Affordable House for All fund, and RCW 82.14.530, a sales tax only to be used for housing and other related services for up to one tenth of one percent (0.1%). Monroe's sale tax is 9.3% and a breakdown of the allocation of the sales tax and how each funding source must be utilized. A comparison with neighboring jurisdictions was provided in the HPAC Funding Sources handout. This valuable information helped clarify the funding sources and how they can be used.

Administrator Knight brought forward the draft outline of the Table of Contents for the final report prepared by Facilitator Corbin. Administrator Knight asked if there was anything further to be included and suggested the addition of an executive summary. The purpose of the executive summary would be to highlight the work and various accomplishments of the committee and provide an overall high level overview of the final report. No objections were noted and all agreed to the addition.

Committee member Tuttle asked if a tag line had been decided on. Administrator Knight commented that many had been discussed, but one was never established.

Administrator Knight outlined the goals for the January 16, 2020 meeting will be to:

- make final recommendations;
- outline the implementation plan;

- Identify funding needs and of those, what recommendations would be presented to council.

Committee member Waxham inquired if the HPAC was planned to be an ongoing board. Suggestions were made that this committee could continue but perhaps meet on a quarterly basis or as needs arise.

Committee member Bloss recommended creating a “story board” timeline of the implementation plan by picking five or six items. With those items, layout a timeline with a six year plan with cost attached to each item.

Committee member Fisher commented on the difficulty to recommend pieces of the plan with no idea of the cost on them and it would help to narrow down the recommendations if the cost was known.

Administrator Knight indicated that the broad recommendations that have been suggested will have identified steps listed to help make choices along with some potential costs included. These breakdowns will be presented at the January 16<sup>th</sup> meeting.

Finance Director Hasart pointed out that one potential funding source, the one tenth of one percent tax, if brought to the April election to keep in mind that those funds would not be seen until December of 2020.

Committee member Tuttle inquired about the funding source of banked capacity and would that be in conflict with other committees making recommendations from that fund such as the EDAP.

Administrator Knight indicated those funding sources are separate so there is no conflict.

Committee member Wysocki inquired about possible grant funding either at a local, state, or federal level. Finance Director Hasart indicated that the funds being presented at tonight’s meeting were more realistic options for funding since grant possibilities are uncertain. Committee member Wysocki would like to continue to explore that as a possible funding source. It was agreed to definitely explore that option keeping in mind that the challenge with grant funds is that they may be dedicated for only certain items or programs and are very competitive. Other options are to help lobby for other dedicated funding.

Committee member Fisher asked if the banked capacity would move to the general fund. In addition, if the recommendation for a one tenth of one percent tax didn’t pass, would the general fund be able to step in or would it be a hard stop? Administrator Knight indicated that the council would want to keep a buffer but the \$100,000 dollars is separate. If there is any a recession, the City will have to manage cuts so a dedicated revenue as a steady funding source is important.

Mayor Thomas indicated that a dedicated funding source of the one tenth of one percent is a legacy fund for the group and that would continue in the long term. If that is an option that the committee is recommending, there would have to be a group outside of the City to work towards this goal and it is important that group helps provide information to educate the voters so they know what their vote would contribute to. Committee member Bloss was involved with the request for one tenth of one

percent for parks and talked about how important communication is. Again, this type of work would be off site and would be its own group since this is outside the scope of this committee.

Committee member Bloss inquired about immediately starting some of the current recommendations such as the community court and moving the embedded social worker from a part time position to full time. Administrator Knight indicated that these are some of the suggestions that will be brought forward at the January 16<sup>th</sup> meeting. Other suggestions included creating a “one stop shop” and with a request for proposal to seek an agency that does this work full time and could bring it to the City of Monroe. There will also be prioritization of those options. The committee needs to keep in mind that HB 1406 funding is for dedicated housing and rental assistance but contracting with another agency is important to manage those funds. An additional challenge is to find a location to provide affordable housing. Mayor Thomas indicated that while there are talks of communities working together to make regional services, it is harder to make sure the funds would be continued to be allocated in our community but we are definitely open to all of those inquiries. Administrator Knight has been meeting with other service providers to gain information of the services that are being provided and to avoid duplicating efforts. This may play into the possible creation of a consortium for the “one stop shop”.

Committee member Adams inquired if there could be elective payroll deductions for businesses or employees. Finance Director Hasart indicated that the City does have payroll deduction for employees and that the City can take donations for dedicated projects if other companies want to include those options.

Committee member Wysocki inquired if staff has the capacity to track how the money is used and what accomplishments resulted. Administrator Knight indicated that the committee could continue to meet to help track those accomplishments and revisit the work plan as part of the budget process to help make recommendations to the mayor.

Committee member Tuttle suggested a newsletter to the public or to include information in the city newsletter. She indicated that city hall and the police departments are doing a great job pushing out information on Facebook. She likes the idea of having updates on the goals so people can see how the money used so they know where there money is going. Committee member Wysocki indicated how much the social worker accomplishments that are shared monthly are so helpful.

Mayor Thomas indicated that there are funds outside of the \$100,000 for the City to help improve communication with not only Facebook but also the website. Administrator Knight said this was all part of the communication plan on how best to share information. Mayor Thomas cited an example about an issue that arose from social media and the time it took from the police department to investigate the matter and then get the accurate information out to the public.

Committee member Adams would also like to include metrics to show the successes. Committee member Waxham is interested if the implementation of the community court can show the results of that work. Mayor Thomas replied that community court is certainly an option but as an example, there were many arrests that occurred at a house on Blakeley and out of the 12-18 people that came out of there, none accepted any services and that the first group just recently went to court. This took police

officers significant effort locate the people to get to court and that is not efficient use of their time. We are hoping to spend the money to get out of that cycle instead of a “catch and release” option.

For the January 16<sup>th</sup> meeting, City Administrator Knight would like to talk about the implementation process, including partners, facilities and security, etc.

**ADJOURNMENT**

The meeting adjourned at approximately 7:52 pm.

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Deborah Knight, City Administrator

# HPAC Draft Recommendations

## Discussion

January 16, 2020

### Housing

- **Establish Temporary-Housing** in permanent facility with adjacent secured parking for those living in vehicles and RVs for overnight stay
- **Establish a Sky Valley Housing Consortium** to establish short, long-term, and alternative housing
- **Increase alternative housing for men, youth, LGBTQ, and families**

### Partners

- **Establish Service Provider Networks** to provide services and housing 24/7 in Sky Valley
- **Increase public transportation** between Monroe & Everett
- **Involve other public entities** in a network to prevent and end homelessness in Sky Valley
- **Create an education campaign** that supports affordable housing, job training, and treatment options

### Prevention

- **Create an education campaign** about homelessness: causes, prevention strategies, and alternatives
- **Promote social services networks** focused on youth and families
- **Adopt and fund a Six-Year Plan** to fulfill HPAC's recommendations

### Policy/Budget

- **Lobby legislators** at all levels to increase funding for addiction and mental health treatment, affordable housing, job training, and support services
- **Engage developers** in building affordable and subsidized housing
- **Identify and lobby for new law enforcement** strategies focused on personal accountability of homeless
- **Implement HB 1406** – Second Reading and Adoption scheduled for December 10, 2019
- **Continue HPAC as standing committee** - Monitor progress towards implementing HPAC recommendations. Review Technical Committee recommendations.

**HPAC Draft Recommendations  
Discussion  
January 16, 2020**

**Public Safety**

- **Implement law enforcement strategies** and regulations that increase personal accountability among the homeless and adhere to civil and personal rights
- **Initiate a residential and business** crime prevention program
- **Continue to budget** for the Embedded Social Worker/Community Outreach
- **Place cameras in public spaces**
- **Implement Community Court** so treatment for addiction and mental health can be offered as an alternative to jail
- **Gather and analyze accurate data** about crime and homelessness in Monroe

**Support Services**

- **Centralized delivery of services** to the homeless: treatment, housing, services
- **Create a system of services** that responds to the homeless crisis 24/7
- **Establish more accessible mental health** and addiction services in Monroe and Sky Valley
- **Establish a Navigator position** that connects the homeless with resources
- **Support agencies that serve and promote self reliance** among youth, children, families i.e., YMCA, Boys & Girls Club

# 2020-2022 Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
<b>Emergency Shelter and Transitional Housing with Services</b>	<b>Housing</b>	<b>Establish Temporary-Housing in permanent facility</b> with adjacent secured parking for those living in vehicles and RVs for overnight stay	<b>\$50,000</b>	<b>1/2020</b>	<b>6/2021</b>
Evaluate Properties				6/2020	12/2020
Negotiate Lease				1/2021	3/2021
Write RFP and secure Program Manager through RFP				1/2021	6/2021
Develop criteria with Technical Advisory Committee (TAC)			<b>\$46,000 (HB1406)</b>	6/2020	6/2021
Provide Rental Assistance through RFP					
<b>Establish Sky Valley Housing Consortium</b>	<b>Housing</b>	<b>Establish Sky Valley Housing Consortium</b> to establish short, long-term and alternative housing		6/2021	6/2022
		Increase alternative housing for men, <b>youth, LGBTQ, families and pets</b>			
Inventory surplus property				6/2021	12/2021
Identify housing needs				12/2021	06/2022
Work with Technical Advisory Committee to identify partners and available funding				06/2021	06/2022

# 2020-2022

## Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
<b>Form a Technical Advisory Committee</b>	<b>Partners</b>	<b>Establish Service Provider Networks</b> to provide services and housing 24/7 in Sky Valley  <b>Involve other public entities</b> in a network to prevent and end homelessness in Sky Valley		<b>1/2020</b>	<b>9/2020</b>
Identify non-profit stakeholders and partners				1/2020	3/2020
Determine shared mission and vision				2/2020	4/2020
Evaluate needs and resources for one-stop shop				3/2020	5/2020
Write scope of work for Request for Proposal for one-stop shop				4/2020	6/2020
<b>Establish Transportation service between Sky Valley and Everett</b>	<b>Partners</b>	<b>Increase public transportation</b> between Monroe & Everett		<b>1/2020</b>	<b>12/2020</b>
Evaluate transportation needs with partners				1/2020	3/2020
Evaluate existing transportation contracts with non-profits (e.g. Senior Center; SVT)				1/2020	3/2020
Apply for Community Transit GO (grant) program				3/2020	6/2020
<b>Provide information about services</b> to remain housed, financial training, incentives for businesses to hire employees with entry level	<b>Partners</b>	<b>Create an education campaign</b> that supports affordable housing, job training, and treatment options		<b>1/2021</b>	<b>12/2021</b>

# 2020-2022

## Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
skills, information about mental and behavioral health services.					
Work with partners to develop and promote annual “human service days” set up like a vendor show					
<b>Educational Campaign (Enviroissues Contract)</b>	<b>Prevention</b>	<b>Create an education campaign about homelessness: causes, prevention strategies, and alternatives</b>	<b>\$50,000 (Budgeted)</b>	<b>1/2020</b>	<b>6/2020</b>
Develop education and outreach communication plan				12/2019	2/2020
Educate property owners about laws, enforcement, trespass - Chamber of Commerce & Downtown Monroe Association				2/2020	12/2020
Educate public about aggressive panhandling, property crime, and personal safety.				2/2020	12/2020
Educate public about safety regarding vigilantism and bullying				2/2020	12/2020
Develop and implement Block Watch Program - residential and business buy in/education/communication - training & certification program.				10/2020	3/3/2021

# 2020-2022 Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
<b>Develop working relationship with McKinney Vento liaisons at Monroe School District</b>	<b>Prevention</b>	<b>Promote social service networks</b> focused on youth and families		6/2020	12/2020
Identify needs of homeless families				10/2020	3/2021
Work with McKinney-Vento Family Liaisons in the Monroe School District to distribute flyers of local and county services for homeless students and families and encourage MSC to post flyers on school premises.				3/2021	12/2021
<b>Define 2021 Work Plan, Priorities, and Implementation Model</b>	<b>Prevention/ Policy &amp; Budget</b>	<b>Adopt and fund a Six-Year Plan</b> to fulfill HPAC's recommendations		<b>6/2020</b>	<b>12/2021</b>
<b>Implement law enforcement strategies</b>	<b>Public Safety</b>	<b>Implement law enforcement strategies</b> and regulations that increase personal accountability among the homeless and adhere to civil and personal rights		<b>1/2020</b>	<b>12/2020</b>
Review Solicitation Regulations				2/2020	4/2020
Evaluate bail fees				<b>4/2020</b>	<b>9/2020</b>
Develop and implement Block Watch Program - residential and business buy in/education/communication - training & certification program.		<b>Initiate a residential and business</b> crime prevention program		1/2021	12/2021
<b>Continue Embedded Social Worker Program</b>	<b>Public Safety</b>	<b>Continue to budget</b> for embedded social worker/community outreach team		<b>1/2020</b>	<b>12/2020</b>

# 2020-2022 Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
Police Department (Existing program)			\$73,000		
Public Defender (New level of services)			\$20,000	3/2020	12/2020
<b>Install Cameras in parks</b>		<b>Place cameras in public spaces</b>	<b>\$17,000</b>	<b>1/2020</b>	<b>6/2020</b>
<b>Collect data</b> on court cases. Determine with Monroe Municipal Court the costs/benefits of community court model	<b>Public Safety</b>	<b>Implement Community Court</b> so treatment for addiction and mental health can be offered as an alternative to jail  <b>Gather and analyze data</b> about crime and homelessness in Monroe		<b>6/2020</b>	<b>12/2021</b>
Identify partners to develop community court model					
Determine with Monroe Municipal Court and partners the costs/benefits of community court model				1/2021	12/2021
<b>Coordinated Services – One Stop Shop</b>	<b>Support Services</b>	<b>Centralized delivery of services</b> to the homeless: treatment, housing, services	<b>\$50,000</b>	<b>4/2020</b>	<b>9/2021</b>

# 2020-2022

## Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
		<b>Create a system of services</b> that responds to the homeless crisis 24/7			
		<b>Establish more accessible mental health</b> and addiction services in Monroe and the Sky Valley			
Develop scope of work with Technical Advisory Committee				1/2020	5/2020
Issue Request for Proposal (RFP)				5/2020	9/2020
Award RFPs				9/2020	12/2020
Establish Homeless HMIS/By name lists				1/2021	9/2021
Work with Technical Advisory Committee and Snohomish County to identify resources to provide housing and mental health navigators in the Sky Valley	<b>Support Services</b>	<b>Establish a Navigator position</b> that connects the homeless with resources		<b>1/2020</b>	<b>12/2020</b>
Provide facilities and funding for non-profits		<b>Support agencies that serve and promote self-reliance</b> among youth, children, families i.e., YMCA, Boys and Girls Club		<b>On-going</b>	
Work with Take the Next Step and Volunteers of America to designate a family resource center and/or services in Monroe				<b>3/2020</b>	<b>12/2020</b>

# 2020-2022

## Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
Identify performance measures, such as reduction in the number of homeless individuals; reduction in lengths of stays at emergency shelters; increase in rental vacancy rate; and a full Homeless Management Information (HMIS) utilized by service providers.	<b>Policy &amp; Budget</b>	<b>Create a 5-year Plan</b> , which includes performance measures		<b>6/2020</b>	<b>9/2020</b>
<b>Lobbying for changes to State and Federal law</b>	<b>Policy &amp; Budget</b>	<p><b>Lobby legislators at all levels</b> to increase funding for addiction and mental health treatment, affordable housing, job training, and support services</p> <p><b>Identify and lobby for new law enforcement strategies</b> focused on personal accountability of homeless</p>		<b>1/2020</b>	<b>12/2021</b>
Collaborate with Affordable Housing Consortium (AHC) on writing new housing chapter for the city's comprehensive plan update.	<b>Policy &amp; Budget</b>	<b>Engage developers</b> in building affordable and subsidized housing		<b>6/2021</b>	<b>6/2022</b>
Continue HPAC as an ad hoc committee					
	<b>Policy &amp; Budget</b>	<b>Implement HB 1406</b>		<b>7/2019</b>	<b>3/2021</b>

# 2020-2022 Draft HPAC Action Plan

Action	Category	HPAC Recommendation	2020 Budget	Start	End
Identify needs			\$46,000 (HB1406)	4/2020	9/2020
Develop criteria with Technical Advisory Committee (TAC)				9/2020	12/2020
Provide Rental Assistance through RFP				1/2021	12/2021
Evaluate program				1/2022	3/2022
<b>Continue HPAC as adhoc committee</b>					
Define 2021 Work Plan, Priorities, and Implementation Model	<b>Policy &amp; Budget</b>	<b>Adopt and fund a Six-Year Plan to fulfill HPAC's recommendations</b>		<b>6/2020</b>	<b>12/2020</b>

**Total 2020 Investment \$312,000**