



MONROE CITY COUNCIL

Agenda Bill No. 19-017

SUBJECT:	<i>Resolution No. 001/2019, Establishing Homeless Policy Advisory Committee (HPAC)</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
01/22/2019	Police Administration	Chief Jolley Deborah Knight	Deborah Knight	Final Action #1

Discussion: 01/15/2018; 01/22/2019
Attachments: 1. Resolution No. 001/2019
 Exhibit A: Homelessness Policy Advisory Committee (HPAC)
 2. HPAC application

REQUESTED ACTION: Move to approve Resolution No. 001/2019, establishing an ad hoc Homelessness Policy Advisory Committee.

POLICY CONSIDERATIONS

DESCRIPTION/BACKGROUND

Mayor Thomas desires a forum for the coordination of information among citizens and stakeholders in the City of Monroe to seek solutions to, and assistance for unsheltered persons within the City. The City’s proposed strategy includes forming a Homelessness Policy Advisory Committee (HPAC) to provide advice and guidance regarding issues related to homelessness to the Mayor and City Council.

Attachment 1: Resolution establishes the HPAC; and Exhibit A outlines the HPAC responsibilities, membership, selection process, and timeline.
 Attachment 2: HPAC application.

IMPACT – BUDGET

Chief of Police Jeff Jolley, City Administrator Deborah Knight, and Staff will support the task force. City Staff will prepare meeting materials.

TIME CONSTRAINTS

There are no specific time constraints. Ideally, the task force would begin work in March 2019 and present recommendations to Mayor Thomas by September 2019.

Delaying action to form the advisory committee may result in increased frustration within the community with homelessness in the City.

ALTERNATIVES TO REQUESTED ACTION

1. Do not approve the advisory committee.
2. Request City Staff come up with further recommendations on homelessness.

**CITY OF MONROE
RESOLUTION NO. 001/2019**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROE, WASHINGTON, ESTABLISHING AN AD HOC
HOMELESSNESS POLICY ADVISORY COMMITTEE**

WHEREAS, the issue of homelessness has become a pressing and highly visible public health, safety and welfare concern for the City of Monroe and the Monroe community; and

WHEREAS, the Mayor and City Council recognizes the desirability of providing a forum for the coordination of information among local citizens and stakeholders to seek thoughtful, effective and lasting solutions to the current homelessness crisis, and to facilitate assistance for unsheltered persons in the Monroe community; and

WHEREAS, the Mayor and City Council desires to establish an ad hoc committee to provide such a forum and to offer nonbinding, advisory recommendations to the Council as requested.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Establishment of Homelessness Policy Advisory Committee.
The City Council hereby approves the establishment of an ad hoc committee to be known as the Homelessness Policy Advisory Committee. The composition, membership criteria, responsibilities, and procedures of said committee shall be as provided in Exhibit A, attached hereto and incorporated herein by reference as if set forth in full.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this ____ day of _____, 2019.

Approved: January 22, 2019
Effective: January 22, 2019

CITY OF MONROE, WASHINGTON

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

Elizabeth M. Adkisson, MMC, City Clerk

J. Zachary Lell, City Attorney

EXHIBIT A

City of Monroe

Homelessness Policy Advisory Committee

1. Introduction

The purpose of the Homelessness Policy Advisory Committee (HPAC) is to provide a forum for the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions to the City's homelessness crisis, and to facilitate assistance for unsheltered persons in the Monroe community. The HPAC will provide the Mayor and City Council with nonbinding advice and recommendations regarding issues related to homelessness.

2. Authority

The HPAC is an ad hoc advisory body established by Resolution No. 001/2019, approved by the Monroe City Council on January 22, 2019. The HPAC shall serve in a purely recommendatory, as-requested, capacity. Nothing herein shall be construed as requiring the City Council to solicit, accept, and/or follow any recommendation(s) proposed by the HPAC as a prerequisite for any City Council action.

3. Responsibilities and Functions

As may be requested by the Mayor and the City Council, the HPAC will:

- a. Provide nonbinding advice and recommendations to the Mayor and City Council in the formulation, monitoring, implementation, and review of the City's homelessness programs and policies; and
- b. Provide nonbinding advice or assistance to the Mayor and City Council on any other issues related to homelessness.

In recognition of the important role that other organizations and agencies play in addressing the needs of homeless persons and issues related thereto, the HPAC will consider and make recommendations concerning potential partnerships between the City and such organizations to ensure appropriate collaboration, maximize efficiencies, and coordinate efforts and resources.

4. Membership; Duration

The HPAC shall consist of nine to eleven members representing a cross section of local residents, businesses, faith communities, service providers, and the City of Monroe. Members shall be appointed by the Mayor and confirmed by the Council. Members may be removed by the Mayor.

At the City Council's discretion, the HPAC shall be disbanded upon completion of the objectives set forth herein.

5. Obligations of Members

Members of the HPAC, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the HPAC; and

EXHIBIT A

- Perform their duties in a manner ensuring that the public trust in the integrity, objectivity, and impartiality of the HPAC is preserved and enhanced.

6. Meetings and Minutes

The HPAC will meet at 6:00 p.m. on the first Thursday of every month in the City Council Chambers of Monroe City Hall. Other meetings of the HPAC may be scheduled as needed, with notice sent to the members with an agenda at least twenty-four hours in advance.

Meetings of the HPAC shall be open to the public and shall comply with Chapter 42.30 RCW, the Open Public Meetings Act, to the extent required by law. Provided, that no public comment shall be allowed at HPAC meetings.

A quorum for purposes of any meeting shall be the number of HPAC members who represent a simple majority of all members.

HPAC meeting minutes will be approved at the beginning of each meeting. Minutes will be distributed to the committee members and available on the City's website.

7. Reports

Advice and recommendations of the committee relating to specific projects and policies will be reported to the Mayor and City Council as requested.

8. Remuneration

Members of the HPAC shall serve without compensation.



CITY OF MONROE
APPLICATION
HOMELESSNESS POLICY ADVISORY COMMITTEE (HPAC)

NAME: _____ E-MAIL ADDRESS: _____

HOME ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____ CELL PHONE: _____

PLEASE LIST ANY PREVIOUS CITY APPOINTMENTS/OFFICES: _____

WHY ARE YOU INTERESTED IN SERVING ON THE COMMITTEE? _____

WHAT COMMUNITY ACTIVITIES OR OTHER EXPERIENCE DO YOU BRING TO THIS POSITION, INCLUDING LEADERSHIP ROLES? _____

DO YOU HAVE ANY SPECIAL SKILLS OR EXPERTISE APPLICABLE TO THIS POSITION? _____

ANY ADDITIONAL COMMENTS/INFORMATION YOU WISH TO PROVIDE FOR CONSIDERATION? _____

ARE YOU AWARE OF THE MEETING SCHEDULE FOR THIS COMMITTEE? _____

AND ARE YOU AVAILABLE TO ATTEND REGULARLY SCHEDULED MEETINGS? _____

*Meetings are scheduled for the first Thursday of the month. The first meeting will be Thursday, March 7, 2019, at 6 p.m.

Please submit completed applications to: City Clerk, City of Monroe, 806 West Main Street, Monroe, WA 98272; eadkisson@monroewa.gov; 360-794-4007 (fax); please contact the City Clerk for more information – 360-863-4538



CITY OF MONROE
APPLICATION
HOMELESSNESS POLICY ADVISORY COMMITTEE (HPAC)

APPLICATION CERTIFICATION:

SIGNATURE: _____ DATE: _____

HOMELESSNESS POLICY ADVISORY COMMITTEE (HPAC)

ROLE OF THE COMMITTEE

The Homelessness Policy Advisory Committee has been established to provide a forum for the coordination of information among citizens and stakeholders in the City of Monroe to seek solutions to, and assistance for unsheltered persons within the City. Committee members will provide advice and guidance regarding issues related to homelessness to the Mayor and City Council.

PUBLIC INPUT AND ATTENDANCE

All meetings of the committee will be official public meetings and open to the public. The meetings will be posted and/or advertised. There will be no public comment during meetings.

MEMBERSHIP CRITERIA

The HPAC shall consist of nine to eleven members representing a cross section of local residents, businesses, faith communities, service providers, and the City of Monroe. Members shall be appointed by the Mayor and confirmed by the Council. Members may be removed by the Mayor. At the City Council's discretion, the HPAC shall be disbanded upon completion of the objectives set forth herein.

Ex Officio Members. The committee may also include representatives from the Monroe Chamber, Downtown Monroe Association, Monroe School District, Everett Community College, Hospital District and not-for-profit partners as ex-officio (non-voting) members.

SELECTION PROCESS

Applications for positions on the HPAC will be available from January 25th to February 11th, 2019.

Mayor Thomas will review applications and present appointments to the City Council for confirmation on March 5, 2019.

SELECTION TIMELINE

Applications available	January 25, 2019
Applications close	February 11, 2019
Applications reviewed	February 11 – 15, 2019
Interviews	February 21, 2019
Council Confirmation	March 5, 2019