



Economic Development Advisory Board

Regular Business Meeting
Thursday, February 11, 2021, 8:00 AM
Zoom Online Meeting Platform

Voting Members
Allan Dye; Bridgette Tuttle;
Jacob Walker; John Whims; Katy
Woods; Liz Nugent;
Sally King
Ad-hoc Member
Janelle Drews

Page

1. CALL TO ORDER

1.1. Virtual Participation Information:

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and [Proclamation 20-28.14](#) issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- Click link:
<https://us02web.zoom.us/j/87466082901?pwd=aDBlVW9lNm9CbHc1REtsTGJyNHNE3QT09>
- Dial in: (253) 215-8782
- Passcode: 414796
- Meeting ID: 874 6608 2901

2. ROLL CALL

3. APPROVAL OF MINUTES

- 3.1. Minutes of the January 28, 2021 EDAB Meeting 3 - 7
[Approval of Minutes](#)

4. DISCUSSION ITEMS

- 4.1. City Preliminary Financial Analysis - Deborah Knight 8 - 9
[City Preliminary Financial Analysis](#)
- 4.2. Community Human Services Advisory Board (CHSAB) Update - Rachel Adams 10 - 47
[CHSAB Update](#)
[2020 Human Services Annual Report](#)

5. NEW BUSINESS

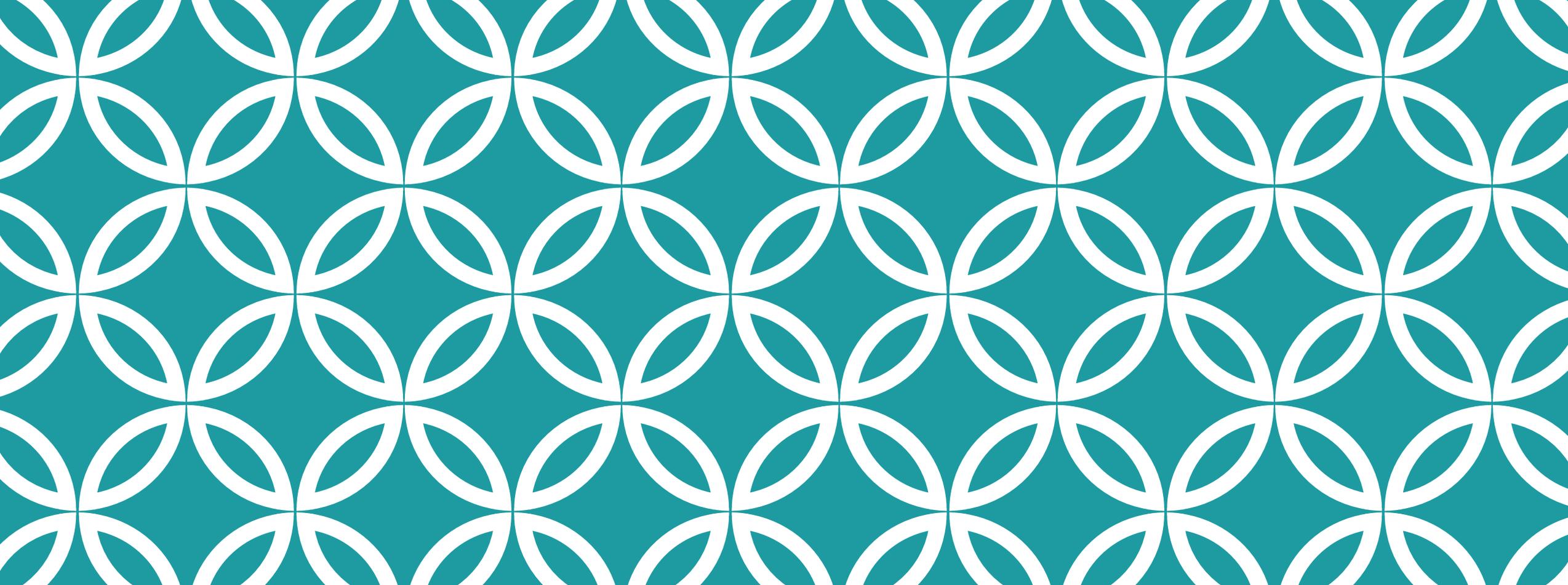
- 5.1. Subcommittee Meeting Schedule - Rich Huebner 48 - 49
[Subcommittee Meeting Schedule](#)

6. BOARD MEMBER REPORTS

- 6.1. Board Member Comments and Updates 50
[Board Member Comments and Updates](#)

7. ADJOURNMENT

- 7.1. Next Meeting - February 25, 2021 51
[Adjournment](#)



APPROVE MEETING MINUTES

January 28, 2021

Economic Development Advisory
Board

February 11, 2021

CALL TO ORDER

The January 28, 2021 Monroe Economic Development Advisory Board Meeting was called to order at 8:03 a.m.; Zoom Meeting Platform.

ROLL CALL

Members present: Allan Dye, Bridgette Tuttle, Jacob Walker, John Whims, Katy Woods, Liz Nugent, and Sally King

Staff present: Deborah Knight, James Palmer, and Rich Huebner

APPROVAL OF THE MINUTES

Board Member Bridgette Tuttle made motion to approve the minutes of the January 14, 2021 meeting. The motion was seconded by Board Member Katy Woods. Motion carried 7-0.

BOARD MEMBER DISCUSSION

Mr. Palmer asked Board members if they were all aware of where to access information related to COVID-19 guideline compliance; Mr. Palmer expressed concern that such information was being over-communicated. Board Member Whims requested Mr. Palmer continue to communicate at his current level of effort, that such communication cannot be overdone. Board Members Walker and Tuttle concurred, and Board Member Tuttle also suggested a focus on expanding communication through social media.

DISCUSSION ITEM

A. Update from Planning Commission meeting

Mr. Palmer commented that the draft Socioeconomic Baseline and Regional Demand Analysis Report, which was presented to the EDAB on January 14, was presented to the Planning Commission at its January 25 meeting. The primary focus of the Planning Commission discussion was on areas of the report that could be tightened up, with a primary focus on the recommended strategies.

Board Member Nugent, who is also a member of the Planning Commissions, shared that the Commission also discussed the need for an expanded variety of dining and lodging options in Monroe, two topics also previously discussed by the EDAB. Further, the Planning Commission discussed the former School District Administration site, and the promotion of biking in the North Kelsey area. Board Member Nugent commented that it is great to see things discussed at the Planning Commission and EDAB tying together.

Mr. Palmer concurred with Board member Nugent's comments, and shared that it's easy for different groups to get siloed; Mr. Palmer commented that he's happy for the opportunity to spread this information around and to combine resources.

Ms. Knight commented that Mr. Palmer and Board Member Nugent covered the Planning Commission discussion well, and added that the City recognizes the need to bring the Parks Board and Planning Commission together, as there is a recognized gap between what these two bodies are working on.

In regards to the riverfront planning work, Ms. Knight commented that the City is currently negotiating the transfer of the Cadman site, which will result the City possessing approximately 150 acres of land on the river. Ms. Knight commented that riverfront development is anticipated to be the next big economic development push for the City, with a focus on park efforts there (along with the planned North Hill Park west of Chain Lake Road).

Ms. Knight commented that there was also discussion of placemaking at the Planning Commission meeting, with a focus on a downtown public space, and an opportunity to connect downtown to the riverfront.

Discussion ensued around the City's ongoing waiver of fees for businesses in the downtown area. Board Members Tuttle and Dye commented that while that is a great program, it is not in and of itself a deciding factor for placing a new business downtown given the startup fees involved.

Discussion further ensued regarding the downtown area and how to position it. Board Member Tuttle commented that Snohomish is not a great comparison as their downtown area is not a thoroughfare, as Monroe's Main Street is; consensus agreed with this statement, and that a good comparison is cities for which their downtown area is a thoroughfare, such as Duvall. Board Member Whims commented that one of the most prominent issues for downtown businesses is the noise of being close to two highways (SR-203 and US-2), and the need to mitigate such noise. Board Member Whims asked if an ordinance to ban large trucks on Main Street was possible; Ms. Knight commented that the City will look into this question, and that if so, enforcement would be the next issue to address.

Board Member King asked if there is a website or other advertising outlet to target restaurants considering relocation or expansion. Discussion ensued on the City's previous efforts to attract wineries and breweries from Woodinville. Board Member Tuttle commented that while the buildout for such a space is less than a full-service restaurant, the cost of specialized equipment is very high.

Mr. Palmer commented that this discussion will be vital as the City plans a post-pandemic business recruitment plan.

B. DRAFT Human Services Downtown Business Flyer

Mr. Huebner presented a draft flyer addressing the issues of homelessness and Human Service needs for downtown businesses; this draft flyer was prepared by the City's contracted consultant firm, EnviroIssues.

Board Member Whims commented that he is passionate about the topic of homelessness, and how a City addresses it. Board Member Whims feels that this flyer

is fantastic, and that any discussion of economic development should include the topic of homelessness; Board Member Whims feels that the discussion of economic development is a moot point until the City addresses the issue of homelessness, as business owners and families are looking for a safe place.

Board Member Tuttle commented that the issue of someone being camped out in a business's entry is different than trespassing, and that it's important for business owners to know what to do in such an instance. Board Member Tuttle commented that such a scenario is viewed by many as a "gray area", that the correct action is to call 9-1-1, and this information needs to be spread. Board Member Tuttle suggested a Spanish version of the flyer also be made available.

Board Member Woods commented that she encounters homeless persons at least once a week at Coastal Community Bank, and that she wouldn't know what to do if not for an existing relationship with the Monroe Police Department.

Board Member Whims commented that he hated to call 9-1-1, concerned it was a waste of resources, and that he generally called the non-emergency number, so this conversation was helpful to him.

NEW BUSINESS

A. Subcommittee Meeting Schedule

Ms. Knight suggested, based on the meeting's conversation, that Board Member Whims consider serving on the Business Recruitment subcommittee (if his time allows), in addition to the Growth & Development subcommittee he previously volunteered for. Board Member Whims accepted this invitation, and, as previously discussed, Board Member Nugent vacated a seat on that subcommittee to maintain memberships at three each.

Mr. Huebner suggested the subcommittees meet on the first and third Thursdays, opposite the full board meetings. Consensus was for this recommendation, along with an agreement to remain morning meetings. Mr. Huebner commented that he, Ms. Knight and Mr. Palmer, as staff liaisons to the subcommittees, will finalize the meeting schedule and send out invites prior to the next meeting.

B. OPMA/PRA Training

Mr. Huebner shared that new and current board members are required by state law to complete Open Public Meetings Act and Public Records Act training; new members are required to complete these trainings within 90 days of taking their oath of office or assuming duties, and a refresher is required every four years.

Board Members Tuttle and Nugent commented that they completed the training upon their respective appointments to the Planning Commission, and Board Members Dye and King commented that they also completed the training upon their respective appointments to the EDAB. Board Member Woods commented that she completed such

training with the Monroe School Board; Ms. Knight confirmed that the City can accept the training from the School District.

For new Board Members Jacob Walker and John Whims, Mr. Huebner shared that the trainings are available on the City's website.

BOARD MEMBER REPORTS

Board Member Tuttle commented that she provided some information to Mr. Palmer via email about the Harry's space. Board Member Tuttle also commented that she has received a new liquor license for the Burnt Barrel Whiskey Bar, which she plans to reopen when indoor dining is allowed at 25% capacity or more. Board Member Tuttle offered to arrange a tour of the new Lewis & Main space for the EDAB members.

Board Member Woods commented that Coastal Community Bank is assisting applicants to the Paycheck Protection Program (PPP) 3rd Round, and that over \$3 million has been awarded in the Sky Valley so far. Board Member Woods commented that applicants do not need to be members of Coastal to receive help from the bank, and that over 90% of applicants she has assisted so far have been funded.

Board Member Walker commented that he would be interested in reviewing the numbers regarding large truck traffic on Main Street, and that the idea of a ban (discussed above) would be worth floating as a possibility.

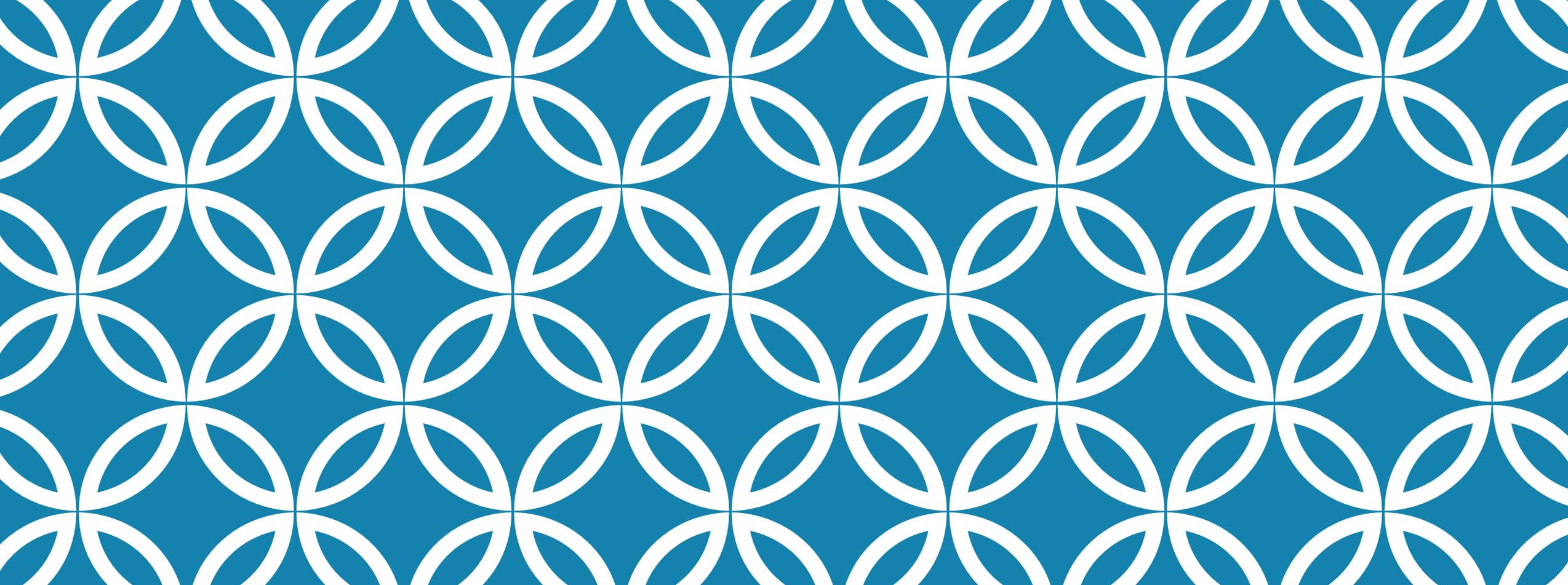
Board Member Dye asked if the effort to recruit wineries and breweries out of Woodinville was still active. Mr. Palmer commented that the initial response to the letter was light, and then the pandemic hit. Mr. Palmer further commented that businesses are still forming during the pandemic, but a very small group, and that his (Mr. Palmer) advice would be to wait until a level of certainty is established before continuing the effort in earnest.

Mr. Palmer asked that any feedback not provided at the January 14 meeting on the Socioeconomic Baseline and Regional Demand Analysis Report be sent to him.

ADJOURNMENT

The meeting adjourned at 9:26 a.m.

Deborah Knight, City Administrator



CITY PRELIMINARY FINANCIAL ANALYSIS

Economic Development Advisory
Board

February 11, 2021

City of Monroe Preliminary Analysis - All numbers subject to change during year end close out procedures.

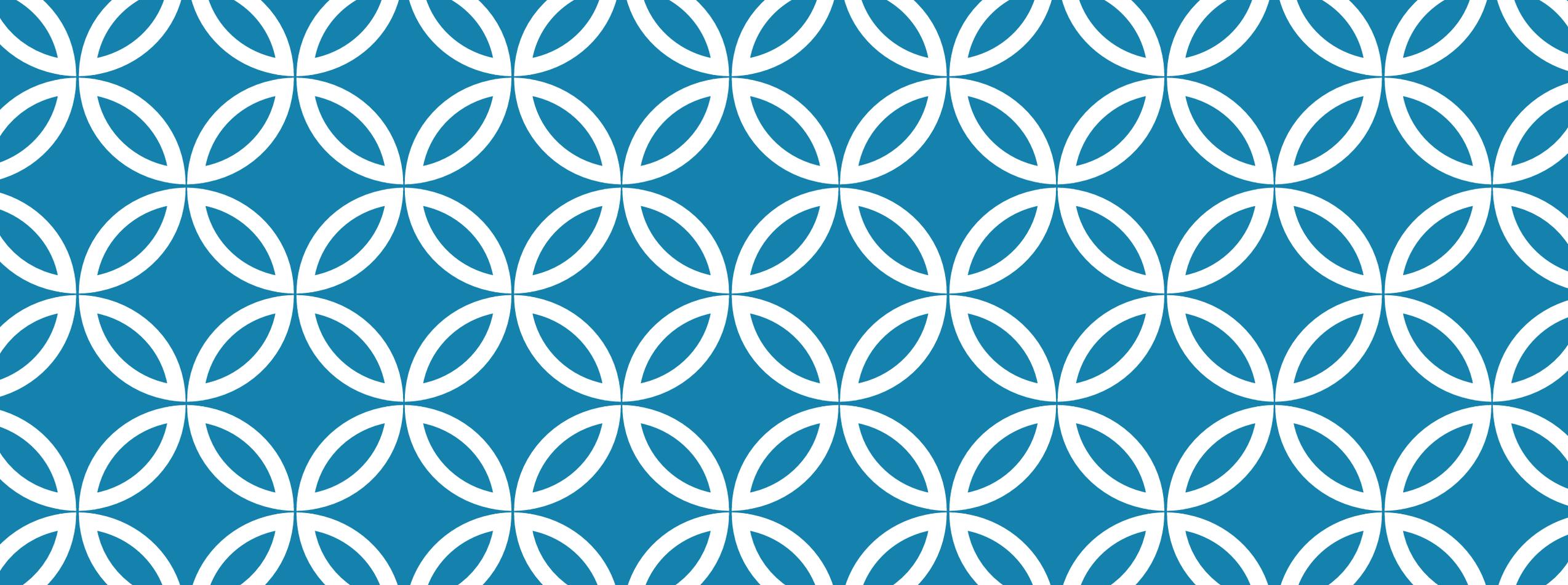
Real Estate Excise Tax (REET)		
2018	\$ 1,333,345	
2019	\$ 1,334,634	
2020	\$ 1,140,214	-14.57%
REET was consistent between fiscal years 2018 & 2019 but did decrease by 14.57% between fiscal years 2019 & 2020.		

Lodging Taxes		
2018	\$ 88,063	
2019	\$ 91,463	3.86%
2020	\$ 62,132	-32.07%
The number of hotels within Monroe did not change between fiscal years 2018 through 2020. However, due to the pandemic, Lodging Taxes, which support tourism economic development, has decreased significantly (32.07% down) between 2019 & 2020.		

Sales Tax - All inclusive		Sales Tax - Construction only	
2018	\$ 5,227,287	2018	\$ 807,642
2019	\$ 5,480,053	2019	\$ 781,581
	4.84%	2020	\$ 671,253
2020	\$ 5,497,827		-14.12%
	0.32%		

Aggregate sales taxes was consistent between fiscal years 2019 & 2020. However, construction sales taxes reflected the same trend we saw in REET. It is a reasonable conclusion that retail construction sales taxes increased during 2020 while the construction sector decreased. Construction was temporarily suspended at the start of the pandemic, which can account for some of the decrease to both REET and construction related sales taxes.

Admission Taxes		
2018	\$ 106,476	
2019	\$ 103,570	-2.73%
2020	\$ 31,331	-69.75%
Admission taxes can fluctuate 5% to 8% year to year based on public movie going preferences. However, admissions tax saw an almost 70% decrease from 2019 to 2020 due to pandemic related closures.		



COMMUNITY HUMAN SERVICES ADVISORY BOARD (CHSAB) UPDATE

Economic Development Advisory
Board

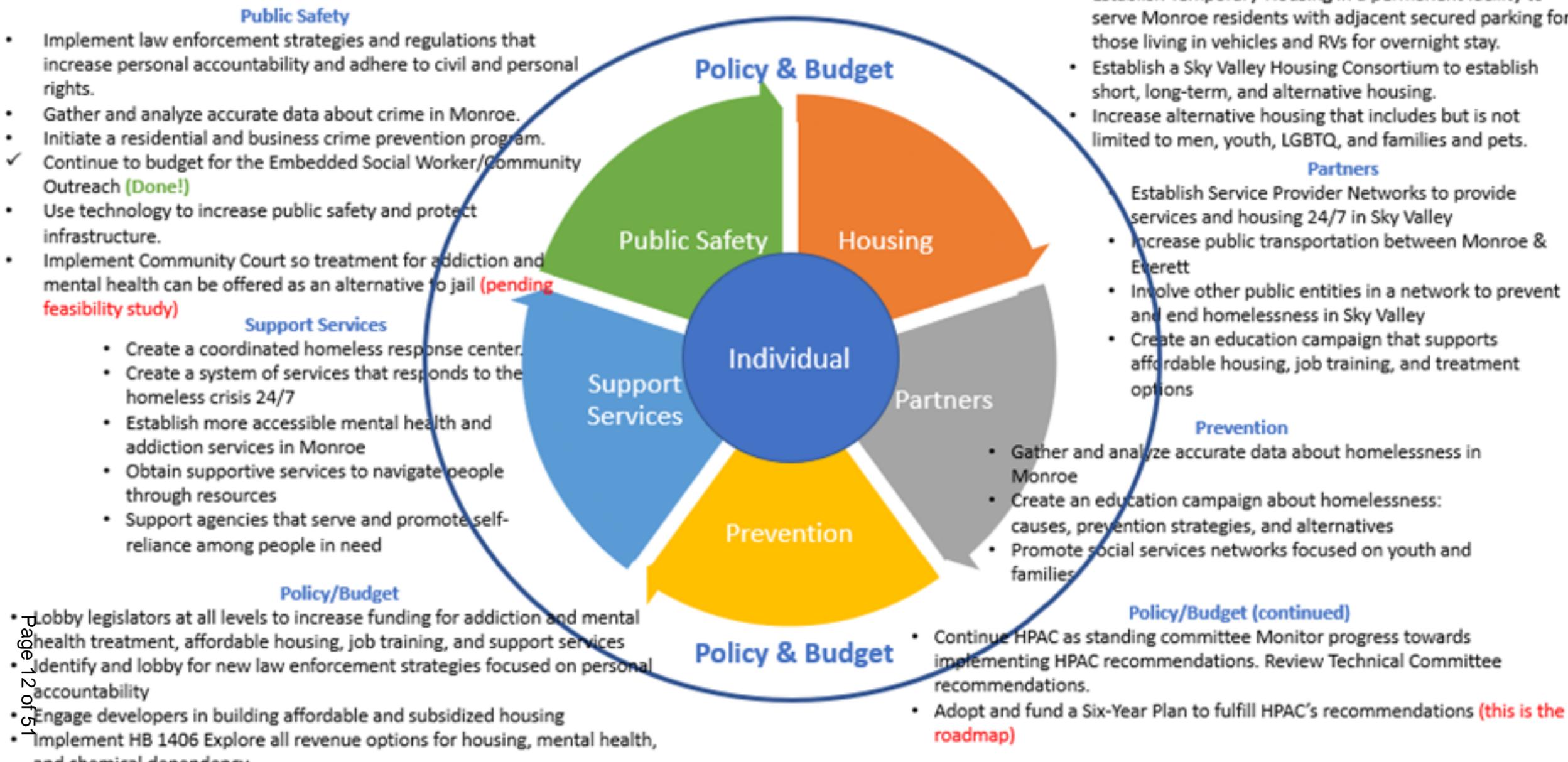
February 11, 2021

2020 Annual Human Services Report



Presented By:
City of Monroe
Project Management
Consultant
Rachel Adams

HPAC Recommendations



Hindsight is 2020

- Relationships
- Capacity

Covid19 Human Services Response

- Outreach
- Grants
- Partnerships

Housing

- Affordable Housing
- Sheltering Solutions
- Sky Valley Cold Weather Shelter

Partners

- Stakeholders
- Subject Matter Experts
- Technical Advisory Committee

Support Services

- Service Provider
Check Ins
- East County
Coordinated Entry

Policy & Budget

- HPAC
Recommendations
- CHSAB Established

Public Safety

- Existing Programs
- New Services

Prevention

- Communications Plan
- We Are Monroe Campaign



We are bakers.



Thank you!

**20
20**



HUMAN SERVICES ANNUAL REPORT

Acknowledgments

Mayor

Geoffrey Thomas

Monroe City Council

Kevin Hanford

Patsy Cudaback

Jeff Rasmussen

Heather Rousey

Ed Davis

Jason Gamble

Kirk Scarboro

City Staff

City Administrator Deborah Knight

Management Analyst Rich Huebner

Management Analyst Tyler Christian

Communications Consultant Willow Russell

Public Works Director Brad Feilberg

Community Development Director Ben Swanson

Principal Planner Shanna Restall

Finance Director Becky Hasart

Senior Planner Anita Marrero

Monroe Police Department

Chief Jeff Jolley

Administrative Director Debbie Willis

Sergeant Paul Ryan

Officer Justin Springer

Embedded Social Worker Elisa Delgado

Office of Public Defense

Embedded Social Worker Nicole Nagle

Homelessness Policy Advisory Board (HPAC)

Rachel Adams

Jim Bloss

Jennifer Chavez

Sean Cramer

Kyle Fisher

Jason Gamble (non voting member)

Geoffrey Godfrey

Phil Spirito (non voting member)

Todd Strickler

Bridgette Tuttle

Heidie Waxham

Mary Wysocki

Community Human Services Advisory Board (CHSAB)

Amber Mehta

Bryan Lipsy

Jim Bloss

Sarah Lunstrum

Jose Luis Nino De Guzman

Lynsey Gagnon

Tony Balk

Aisha Sial

Bridgette Tuttle

James Harrigan

Roger Evans

Amy Plumb (non voting member)

Todd Strickler (non voting member)

Technical Advisory Committee (TAC)

Jody Beisner

Kimberly Clem

Mary Wahl

Joe Neigel

Angelique Leone

Nicole Nagel

Desiree Hobson

Chris Gray

Sergeant Paul Ryan

Jamie Williams

Phil Spirito

Alessandra Durham

Amy Chestnie

Inga Paige

Laron Olson

Sarah Lunstrum

Dawnelle Carroll

Lynsey Gagnon

Monroe Homelessness Response Group

Laron Olson

Pastor Michael Hanford

Report Submitted By:

Rachel Adams

City of Monroe

Project Management Consultant

RAdams@monroewa.gov

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Hindsight is



This year's major themes have been relationship and capacity building.

January of 2020 Rachel Adams came on board with the City of Monroe as an unpaid intern to begin work on the action plan for the implementation of the HPAC recommendations. Ms. Adams worked with City Administrator Deborah Knight to identify and meet with Stakeholders and assemble a team of subject matter experts referred to as the Technical Advisory Committee (TAC). Ms. Adams signed a contract with the City of Monroe to continue her services as a Project Management Consultant in June of 2020.

February 25, 2020 The Homelessness Policy Advisory Committee (HPAC) recommendations were approved by resolution of the Mayor and Monroe City Council.

March-August of 2020 As the City and the TAC went through the 2020 Covid19 pandemic together, the work that had been done by the HPAC and TAC became part of the glue that held the City's response to the human services crisis together. The TAC meetings were put on hold and communication and collaboration of service providers was consistently happening in the form of service provider check ins that addressed the emerging immediate community needs.

August of 2020 The capacity of the original ad hoc HPAC was expanded to include not only those experiencing homelessness, but those who are at risk of becoming homeless, who are experiencing poverty, or are adversely impacted by a crisis. The expanded capacity is also reflected in the new name of the standing City board now referred to as the Community Human Services Advisory Board (CHSAB).

September-October of 2020 Another example of capacity and relationship building is the needs assessment and gap analysis that the TAC and CHSAB have recommended and was included in the 2021 budget. This exercise will help to show the areas of strength and opportunities for growth in the current local systems.

November-December of 2020 Most recently cohesive efforts resulted in a collaborative application response to Snohomish County's RFP for a Coordinated Entry contract. This would give a County Navigator actual presence in East County through coordinated efforts of our service providers.

The following report is organized by the major categories of the HPAC Recommendations. The implementation work and efforts of the TAC, CHSAB and City Staff are outlined in each category.

01

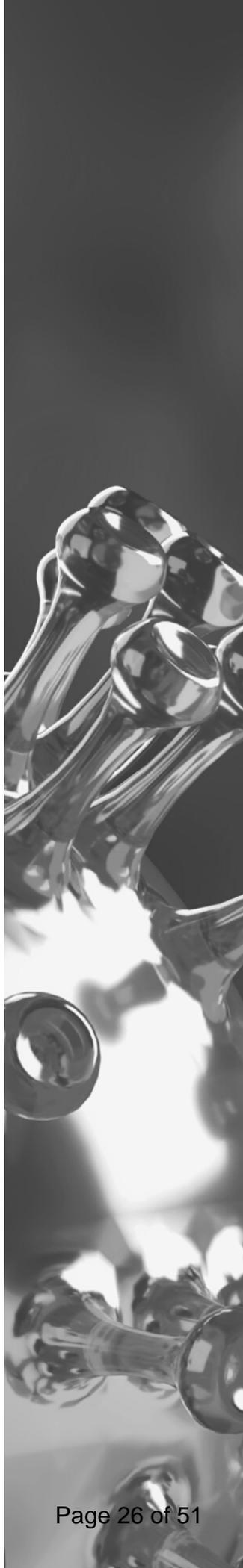
Covid19 Human Services Response

Current Services

Through the collaborative efforts of City Staff and the local service providers who had served on the TAC and others who were also brought to the table a list of current services being offered in Monroe has been maintained and is available on the City website (R1).

This group met for weekly check ins on zoom meetings to aid in coordinating and sharing resources. Local service providers have been focusing on prevention in food and rental assistance. During this response effort local partnerships have accelerated in becoming formed.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		Sky Valley Foodbank 2pm-5pm	MPD Outreach Team		Showers 12:30pm-2:30pm at the YMCA	
TTNS Outreach Team		TTNS Outreach Team		TTNS Outreach Team		
	Hot Food Event 12pm-2pm at the Library	Hot Food Event 12pm-2pm at the Library	Hot Food Event 12pm-2pm at the Library		Hot Food at Foursquare Church 10am	
	Food Share 9:30am at The Library	Food Gleanings 2pm-4pm at The Rock Church	Grocery Distribution at French Creek Manor 2pm-4pm	Food Gleanings 4pm-6pm at The Rock Church		
		VDA Showers 12pm-5pm		VDA Showers 12pm-5pm		



SAFE Teams

Through partnerships at the County level, the City was able to join forces with the Department of Emergency Management and the SAFE Teams.

City staff joined MPD and the embedded social worker team going out into the encampments to help screen the local homeless population for covid19 symptoms and exposure. The teams offered resources and handed out hygiene and PPE kits.

The City gathered feedback about what services the homeless populations were struggling to access under the new covid19 regulations. A service that was frequently identified on the survey was laundry.

The City applied for and received a \$10,000 grant from the Community Foundation of Snohomish County. With these funds the City was able to:

- Provide three different housing assistance grants to three separate agencies.
- Reopen the showers after hours and increase the frequency of offering this service.
- Provide 100 PPE kits to go out with the SAFE Teams.
- Provide non-perishable food for food outreach.
- Create a laundry certificate program that also supported a local business.

New City Services and Efforts

The City also provided a new level of service by placing a porta potty and hand washing station in front of City Hall for use while public facilities were closed.



The City sent out a new resources flyer in the June utility bill to share where to get help and ways to volunteer in the community.

CARES Act

City staff and partners translated the eviction moratorium into several languages including Spanish.

Through the CARES Act \$50,000 was made available in the form of a Community Relief Fund grant for service providers and non-profits to apply for.

The City of Monroe was invited to participate in the meeting of the Homelessness Policy Task Force along with partners in Snohomish County, the City of Everett, the City Edmonds, and other representatives from the community. The Task Force discussed how Federal, State, County, City Government, and social services resources are responding to covid19.

The City received nine grant applications.

The awarded funds were approved by the Mayor and Monroe City Council on August 11th.

County Council Member Megan Dunn has also been hosting a weekly human services zoom call.

The City also provided a utility forgiveness program for residents who were behind in utilities between the months of March – October whose delinquency can be shown to be incurred due to the public health emergency.

A survey was sent out to all the cities to do a deep dive into their Covid19 response programs. Ms. Adams gave an update on behalf of the City of Monroe.

A second allotment of CARES Act funding was distributed to the City for Community Relief. The TAC team recommended to City Staff that specific grants be made available to the Monroe Schools Foundation for continued family outreach and support, establishing a rental assistance program.

\$50,000 COMMUNITY RELIEF GRANT AWARDS

Boys and Girls Club	\$6,000
Housing Hope	\$5,000
Matthew House	\$2,000
Miracles and Memories	\$8,000
Monroe Community Senior Center	\$5,000
Monroe Public Schools Foundation	\$5,000
Sky Valley YMCA	\$6,000
St Vincent De Paul	\$5,000
Take The Next Step	\$8,000

Approved By The Mayor and Monroe City Council

August 11, 2020

Take the Next Step administered the rental assistance program and \$72,409.52 was disbursed, which represents aid received by 35 families, or 116 individuals who are safely in their homes.

The Community Relief Grant made available a second round of grant funding, in the amount of \$50,000,

for local non-profit service providers. The City received applications from nine local non-profit service providers.

At the November 10, 2020 City Council meeting the Mayor and Monroe City Council approved funding for all applicants.

\$50,000 COMMUNITY RELIEF GRANT AWARDS

Boys and Girls Club	\$7,500
Food Rescue of Sky Valley	\$2,500
Sea Mar	\$5,000
Miracles and Memories	\$7,500
Monroe Community Senior Center	\$5,000
Monroe Public Schools Foundation	\$7,500
Sky Valley YMCA	\$7,500
St Vincent De Paul	\$5,000
Beck's Place	\$2,500

Approved by the Mayor & Monroe City Council

November 10, 2020

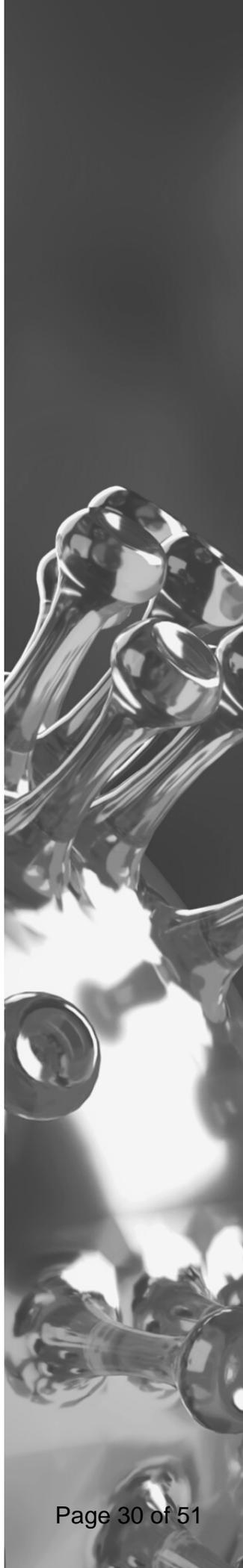
State Face Covering Program

The State in coordination with the Snohomish County Department of Emergency Management sent all cities a large allotment of face coverings to be distributed to community members in the 200% of the federal poverty line and below. (<\$43,440 for a family of 3).

City Staff received a second allotment of 12,000 face coverings to Monroe residents. This allotment were made available to all residents without income restrictions.



Through the help of the Monroe Chamber of Commerce, the downtown local businesses, the library, the farmers market, the public-schools foundation and faith community this supply has also been distributed.



02

Housing

Shelter

Several different shelter locations have been explored over the past year, but none were found viable.

A day center was suggested, but the location proposed was not a good fit.

City Staff along with the Faith Community leaders began exploring seriously the Congregations for the Homeless Model. (R3)

City of Monroe Staff also began reaching out to the cities of Snohomish and Sultan to work on joint efforts across interlocal faith communities to build the Sky Valley Consortium.

City Staff participated in a County Sheltering Forum hosted by County Executive David Somers to discuss the County's need to expand sheltering and transitional housing options.

Affordable Housing

The City researched the availability of affordable housing and options for providing shelter.

After connecting with all the affordable housing units in Monroe it was found that all are full and maintain waiting lists of 2-3 years.

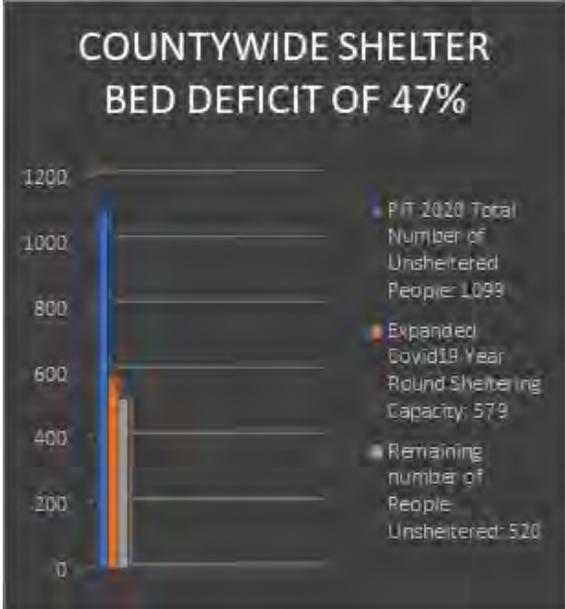
City Staff began efforts to establish the Sky Valley Consortium by reaching out to Sultan Volunteers of America (VOA).

City Staff met with the Snohomish Affordable Housing Group and hope to form a similar group.

There is a potential opportunity to create landlord engagement by finding out which local landlords would be willing to take housing vouchers.

Monroe Housing Action Plan

Collaboration between City Staff supporting the Community Human Services Advisory Board and the stakeholder's group for the Monroe Housing Action Plan will parallel track addressing housing needs and coordinate efforts. (R2)



Path to Housing



Cold Weather Shelter

Collaborative efforts between Snohomish County Human Services, the Medical Reserve Corp, the Department of Emergency Management, the Snohomish County Health District, the City of Monroe and local service provider partners in East County ensued to plan a pandemic specific cold weather sheltering solution for the cities of Snohomish, Monroe and Sultan following the announcement that the historical hosts were unable to safely proceed with their annual operations

VOA assumed this season's the role of lead agency and with the support of the County the cold weather shelter is being hosted at the Evergreen State Fairground to serve the entire Sky Valley. The cold weather shelter opened ahead of schedule due to earlier than normal cold weather.



Sky Valley Cold Weather Shelter
2020/2021

Evergreen State Fairground
 4H Building
 14405 179th Ave SE, Monroe, WA 98272

Doors open at 8:30pm.
 Doors are locked for the night at 9:30pm until 7am.
 For more information on the CWS and the nights it is operating.
 Please Visit: www.snohd.org/cold

..... Serving Monroe, Sultan & Snohomish
 October 23rd-March 15th



03

Partners

Stakeholders

City Staff began to identify stakeholders and set up meetings to go over the HPAC recommendations and get feedback on implementation.

Alessandra Durham – HART Report	EnviroIssues	MSD Superintendent Justin Blasko
Beck's Place	Everett Gospel Mission	Oxford House
Boys & Girls Club	Evergreen Health Recovery	Partnership to End Homelessness
Cahoots – White Bird clinic	Food Share	Continuum of Care
Representative Carolyn Eslick	Homeless Policy Task Force	Pastor Michael Hanford and the Faith
City of Auburn	Homeless Response Group	Community Leadership
City of Sequim	Interfaith	Provide Hope Food Rescue
City of Snohomish	Kevin St. Jacques Consulting	Red Cedar Mutual Aid
Cocoon House	Matthew House	County Councilmember Sam Low
Community Coalition	McKinney Vento Liaison	Sea Mar Behavioral Health
Community Foundation of Snohomish	Medical Reserve Corps	Sno-Isle Library
County	Miracles and Memories Academy	Snohomish County 211
Community Transit	Monroe Community Senior Center	Snohomish Affordable Housing Group
Congregations for the Homeless	Monroe Equity Council	Snohomish County Health District
County Councilmember Megan Dunn	Sky Valley Food Bank	Snohomish County Human Services
County Executive Dave Somers	Monroe Laundry Company	Snohomish County Tomorrow
Department of Emergency Management	Monroe Public Schools Foundation	Stars Unlimited
		YWCA Housing Navigator

Subject Matter Experts

A group of subject matter experts called the Technical Advisory Committee (TAC) was assembled to advise the City on the implementation of the HPAC recommendations.

Cascade Community Church – Kimberly Clem
Catholic Community Services – Mary Wahl
Community Coalition – Joe Neigel
Community Foundation of Snohomish County – Angelique Leone
Embedded Social Worker with the Public Defense – Nicole Nagel
Evergreen Health – Desiree Hobson
Housing Hope – Chris Gray
Monroe Police Department Community Outreach Team – Sgt. Paul Ryan
Sky Valley YMCA – Jamie Williams
Sno-Isle Libraries – Phil Spirito
Snohomish County Executive's Office – Alessandra Durham
St. Vincent de Paul – Amy Chestnie
St. Vincent de Paul – Inga Paige
Take the Next Step – Laron Olson
Take the Next Step – Sarah Lunstrum
Volunteers of America – Dawnelle Carroll
Volunteers of America – Lynsey Gagnon

TAC

In March, TAC meetings were put on hold and changed to service provider check ins as many of the TAC members needed to be able to shift focus and respond to the immediate Covid19 crisis. A list was created of local resources for the City website. (R3)

When TAC meetings resumed it was recommended that the City preform a Needs Assessment to best understand the formation needs of a one stop shop or community resource center.

The TAC recommendation was shared with the CHSAB and the CHSAB came to a recommendation that a 2021 budget request be made for \$50,000 for the asset mapping and needs assessment, and that if the one stop shop/community resource center is an identified need, there also be a \$40,000 project place holder and a commitment from the Mayor and Monroe City Council to long term funding.

County Partnerships

At the County level, City Staff is building stronger relationships by participating in the Snohomish County Human Services conference calls and by joining the Partnership to End Homelessness – Continuum of Care Communications Committee, and Snohomish County Tomorrow Community Advisory Board.



04

Support Services

City Collaborative Efforts

City Staff continues to assess the needs of local homeless people and those living in poverty while also gathering information about our local systems that are in place to assist them.

City Staff evaluated transportation with our current partners and set up a meeting with the senior center to discuss their capacity and the use of their fleet. It may not be in alignment with their mission. And may not be in their current capacity.

City Staff also met with two local successfully operating safe parking site programs to explore the model.

The City facilitated conversations with the Community Coalition and Monroe Police Department Outreach Team around an increase in youth vaping. The group reviewed City policies and ordinances that establish community norms for smoking and vaping in city parks.

Service Providers

The service providers continue to meet weekly on a zoom call to share information and resources. A google drive was created to house and store all the shared service provider resources. This is a cloud-based, virtual version of binders, flyers, and handouts.

The TAC team and City Staff have done some initial research on connecting the local service providers by using release of information (ROI) & implementing a shared data system.

Sultan VOA has been collaboratively working with TTNS in case management and created a transportation plan by each agency providing bus vouchers. The transportation plan is to facilitate Monroe unsheltered residents having access to the VOA showers on Wednesdays and Saturdays.

In efforts to keep mental health services in Monroe, The City reached out some of the former Compass Health clinicians and connected them with our local service providers for collaboration.

Hub and Spoke Model

There is exploration on how to create a potential hub and spoke model that branches off the Carnegie Center into Monroe and other cities.

Sultan VOA is leading collaborative efforts to bring back access to County services to East County. Sultan VOA has submitted a collaborative application of key service providers who maintain a local presence to host a mobile Coordinated Entry and 211 Navigator contract.



05

Policy & Budget

HPAC Recommendations

In February of 2020, the HPAC final report to City Council. It included the final recommendations, 2020 action plan and Gantt map along with the EnviroIssues communication plan. The Mayor and the City Council approved the recommendations and asked for performance measures to be added into the action plan.

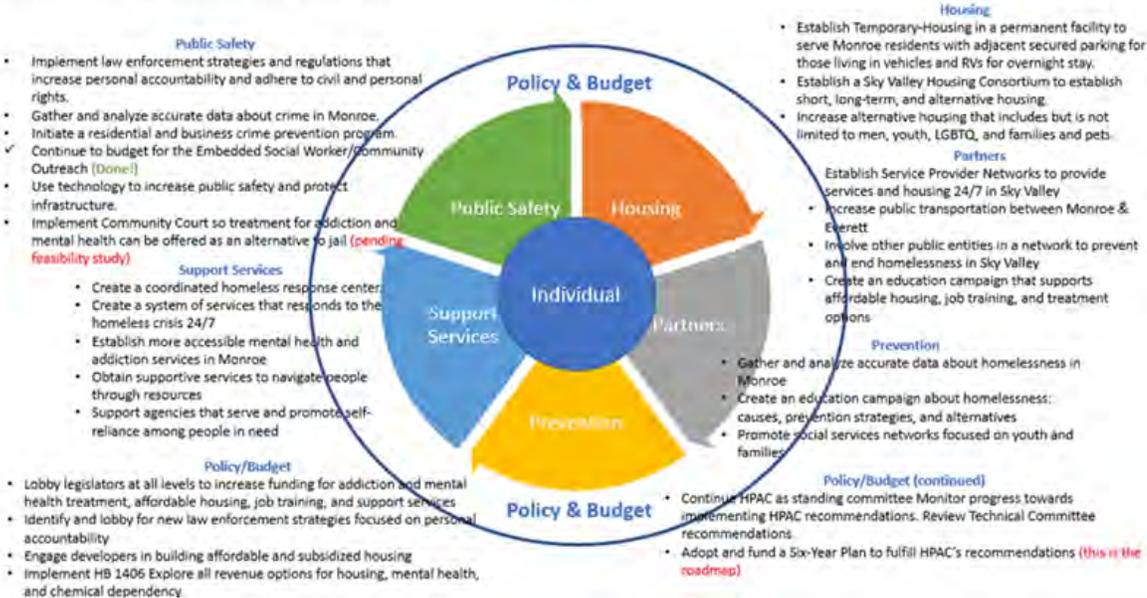
The City Council signed the resolution to adopt the HPAC recommendations. HPAC will continue as a standing committee as a result. (R5)

Lobbying

The Mayor went to Olympia for the lobbying sessions. Housing and Homelessness Advocacy Day also happened in Olympia.

HB1406 is being implemented and we are discussing how to best work with our service providers and partners to best use these resources for prevention and overcoming the barrier of first last and deposit

HPAC Recommendations

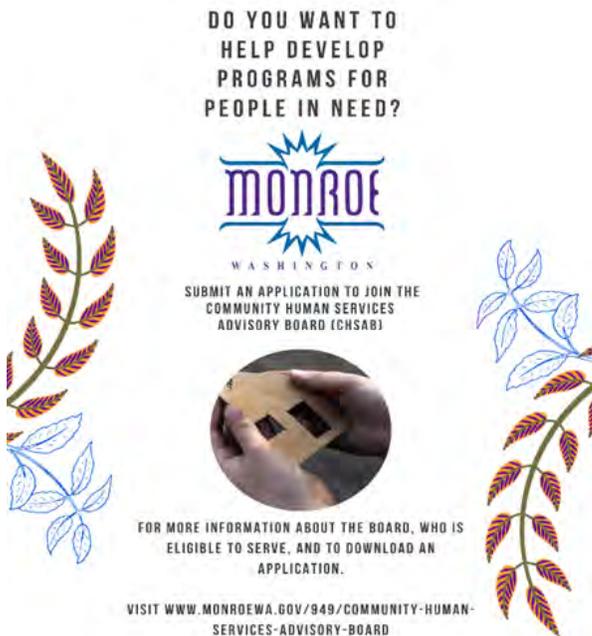


Community Human Services Advisory Board (CHSAB)

The City staff presented a resolution for council consideration to establish the HPAC as a standing committee and rename it the Community Human Services Advisory Board (CHSAB). The new name broadens the committee's mission to consider policies that affect community members who are experiencing homelessness, who are at risk of becoming homeless, who are experiencing poverty, or are adversely impacted by a crisis. (R6)

The City received fourteen applications for the Community Human Services Advisory Board (CHSAB). (R7)

The board's agenda materials are formatted to include a connection to the Homelessness Policy Advisory Committee (HPAC) recommendation categories and to the responsibilities of the CHSAB. (R4)



Legislative Priorities

The CHSAB reviewed the 2021 legislative priorities that relate to Homelessness, Housing and Human Services. (R10)

- Increase funding options to support affordable housing and homelessness programs at the state and local level.
- Pass legislation to address mental health to support local communities to improve mental health and especially to lend critical support to families and youth.
- Provide funding to respond to the national opioid epidemic and expand access to treatment.
- Work with the Snohomish County Boys and Girls Club to request \$350,000 from the State Capital Budget to complete the Monroe Boys and Girls Club, Early Childhood Education Program (EACAP) expansion.

Municipal Court

The City of Monroe, together with the cities of Lake Stevens and Sultan, hired a consultant to evaluate strategies to improve municipal court functions. The study looked at workload and staffing; customer service; performance; program and operating improvements; and facility and technology capacity.

City staff are working to implement some of the recommendations. Mayor Thomas will consider recommending other initiatives in the Mayor's 2021 Recommended Budget.

Temporary Encampment Code

The temporary encampment code was reviewed and discussed with the Community Development Department, the Planning Commission, the Faith Community and the CHSAB. (R11)

06

Public Safety

Existing Programs

Existing programs in law enforcement have continued.

New Level of Services

A new level of service has begun by the public defender now also having an embedded social worker.

Law enforcement has been responding to increased domestic violence and is partnering with a counselor as a resource.

The Monroe Outreach team and City Staff were present at the Farmers Market as part of an outreach booth.

Action Plan

Several items on the HPAC 2020 action plan now reflect being put on hold due to Coronavirus. The key in the Gantt map has a "CV" to reflect items on hold due to the Coronavirus.



07

Prevention

Communications Plan

City Staff began brainstorming survey questions to collect data and eventually have programs that are data driven.

Identification of Needs

City Staff reassessed the timing of needing to identify the needs of homeless families and moved it forward in the action plan. Meetings were scheduled with homeless individuals to hear their stories and attempt to gain insight into their situation, what services they need, and where some of the current system breakdowns they have encountered are.

City Staff has been meeting with our Communications Consultant EnviroIssues to work toward developing content and branding for the launch or the #WeAreMonroeWA campaign. The response to covid19 required adjusting the communication plan and timeline. The team decided to begin by seeking stories of acts of kindness and highlighting how our community is staying strong and positive during the pandemic. (R10)

With the content from EnviroIssues City Staff created a new human services website page on the City website. (R11)



We are bakers.



08

References

1. Additional Resources | Monroe, WA - Official Website
2. The Housing Action Plan Website can be viewed here:
<https://www.monroewahap.konveio.com/>
3. CFH <https://www.cfhomeless.org/year-round-shelter/>
4. <https://www.monroewa.gov/937/Additional-Resources>
5. To view the agenda materials please visit the City website:
<https://www.monroewa.gov/Archive.aspx?AMID=99>
6. To view the full agenda bill & resolution: 9457 (monroewa.gov)
7. To view the agenda bill & resolution:
<https://monroewa.gov/AgendaCenter/ViewFile/Item/9895?fileID=12281>
8. To view the full agenda bill & resolution:
<https://monroewa.gov/AgendaCenter/ViewFile/Item/9895?fileID=12281>
9. To view the agenda materials please visit the City website:
<https://www.monroewa.gov/Archive.aspx?AMID=99>
10. <https://monroe.municipal.codes/MMC/22.90>
11. Facebook: <https://www.facebook.com/We-Are-Monroe-WA-105780997847486> Instagram:
<https://www.instagram.com/wearemonroewa/>
12. <https://www.monroewa.gov/655/Human-Services>

Appendix A



	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
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2020 HPAC Action Plan - Gantt Map Chart (X = Started O = Not Started) (CV – On hold due to Coronavirus)

A. Housing												
Emergency Shelter and Transitional Housing (Crisis Housing, Rapid Rehousing and Permanent Supportive Housing)	O	O	CV	CV	X	X	X	X	CV	X	X	X
Evaluate Property Units			X	O	CV	CV	CV	O	O	O	O	O
Negotiate Lease – Master Leasing				O	O	O	O	O	O	O	O	O
Write RFP and Secure Program Manager through RFP				CV	O	O	X	O	O	O	O	O
Develop criteria with TAC	O	O	CV	CV	X	X	X	O	O	O	O	O
Provide Rental Assistance through RFP	O	O	O	X	X	O	O	O	X	X	O	X
Establish Sky Valley Housing Consortium	X	O	CV	X	O	X	O	X	X	O	O	O
Inventory Surplus Property			X	X	X	O	O	O	O	O	X	O
Identify Housing Needs	O	X	X	X	X	X						
Work with TAC to identify partners and available funding		X	X	X	X	X						
B. Partners												
Form a TAC	X	X	X	CV	X	X	X	X	X	O	O	X
Identify non-profit stakeholders and partners	X	X	X	X	X	X	X	X				
Determine shared mission and vision		O	O	O	X	X	X	X				
Evaluate needs and resources for one-stop shop			X	CV	O	X	X	X	X			
Write scope of work for RFP for one-stop shop				CV	O	X	X	X	O			
Establish Transportation service between Sky Valley and Everett	O	O	O	O	O	O	O	O	CV	O	O	O
Evaluate transportation needs with partners	X	O	O									
Evaluate existing transportation contracts with non-profits	X	O	O									
Apply for Transit Go (grant) program			X	X	O	O			X			
Provide information about services to remain housed, financial training, and incentives for businesses to hire employees with entry level skills, information about mental and behavioral health services.	O	O	O	X	X	X	X	X	X	X	X	X

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Work with partners to develop and promote annual "human services days" set up like a vendor show.	○	○	CV	CV	○	○	○	○	○	○	○	○
C. Prevention												
Educational Campaign (Enviroissues Contract)	X	X	X	X	X	X	X	X	X	X	X	X
Develop education and outreach communication plan	X	X	X	X	X	X	X	X	X	X	X	X
Educate Property Owners about laws, enforcement, trespass – Chamber of Commerce & Downtown Monroe Association		○	○	CV	X	X	○	○	○	○	○	X
Educate public about aggressive panhandling, property crime, and personal safety		○	○	CV	○	○	○	○	○	○	○	X
Educate public about safety regarding vigilantism and bullying		○	○	CV	○	○	○	○	○	○	○	X
Develop and implement Block Watch Program – residential and business buy in/ education/ communication – training & certification program.					X	X	X			○	○	○
Develop working relationship with McKinney Vento liaison at Monroe High School				X	X	X	○	○	X	X	X	X
Identify needs of homeless families	○	X	X	X	X	X	X	X	X	X	X	X
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 MSD to post flyers on school premises			X	X	CV	○	○	○	○	○	○	○
D. Public Safety												
Implement law enforcement strategies	○	○	○	X	X	X	X	X	X	X	X	X
Review Solicitation Regulations		○	○	CV								
Evaluate Bail Fees				CV	○	○	○	○	○			
Develop and implement Block Watch Program – residential and business buy in/ education/ communication – training & certification program					X	X				○	○	○
Continue Embedded Social Worker Program	X	X	X	X	X	X	X	X	X	X	X	X

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Police Department (Existing Program)	X	X	X	X	X	X	X	X	X	X	X	X
Public Defender (New level of services)			X	X	X	X	X	X	X	X	X	X
Install Cameras in Parks	O	O	O	O	O	O		X				
Collect data on court cases. Determine with Monroe Municipal Court the costs/benefits of community court model						X	X	X	O	O	O	O
Identify partners to develop community court model						X	X	X	X	O	X	X
Determine with Monroe Municipal Court and partners the cost/benefits of community court model						X	X	X	X			O
E. Support Services												
Coordinated Services – One Stop Shop				CV	O	X	X	X	X	O	O	X
Develop scope of work with TAC	X	X	CV	CV	O	X	X	X				
Issue RFP			CV	CV	O	O	O	O				
Award RFP						O	O	O				
Establish Homeless HMIS/by name lists						O	O	O	O	O	O	X
Work with TAC and Snohomish County to identify resources to provide housing and mental health navigators in the Sky Valley	X	X	CV	X	O	X	X	X	X	O	X	X
Provide facilities and funding for non-profits	O	O	CV	X	X	X	X	X	X	O	X	O
Work with Take the Next Step and Volunteers of America to designate a family resource center and/or services in Monroe			O	O	O	X	O	O	O	O	O	X
F. Policy & Budget												
Define 2021 Work Plan, Priorities, and implementation Model						O	O	X	X	X	X	X
Identify performance measures, and a full HMIS utilized by service providers.						O	O	O	O	O	O	X
Lobby for changes to State and Federal law	X	O	O	O					X			
Collaborate with Affordable Housing Consortium (AHC) on writing new						O	O	X	X	X	O	O

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housing chapter for the city's comprehensive plan update												
Continue HPAC as a standing committee	X	C	CV	CV	CV	X	X	X	X	X	X	X
Implement HB1406 and explore all revenue options for housing, mental health and chemical dependency.	X	X	X	X	X	X	X	X	X	X	O	O
Identify needs			X	X	X	X	X	X	X	X	X	X
Develop criteria with TAC									X	C	O	O
Provide Rental Assistance through RFP	O	C	C	CV	CV	O	C	C	O	X	X	X
Evaluate Program						O	C	C	X	X	X	X





Monroe Community Support Services

Businesses are an essential part of our community. Thank you for choosing Monroe! Times are over the top tough right now and we appreciate everything you do, whether that's providing jobs, donating to people in need, or keeping the lights on to serve your neighbors. You're there for us; we need to be there for you.

At the City, we strive to help people who are struggling, including those who are unhoused or living with addiction or mental health challenges. We know running a business is hard – particularly in a pandemic – and it can be upsetting when people shelter or ask for money near your business and you don't know what to do.

We believe every person in Monroe deserves to feel safe and supported, so here are some steps you can take.



Sky Valley Food Bank volunteers keep our community nourished.



What Do I Do If...

Q: I am struggling to pay my rent, mortgage, or utility bills?

A: Call 211 or visit: monroewa.gov/997 for available resources.

Q: I need help finding shelter, food, or other services?

A: Call 211 or visit: monroewa.gov/997 for available resources.

Q: I want to help someone who is unhoused or learn more about ending homelessness?

A: Share the resources listed above and/or visit: monroewa.gov/998 for ways to help and learn more.

Q: I feel unsafe because someone is behaving erratically or aggressively panhandling?

A: Call 911 if someone is blocking your path or indicating that they may hurt themselves or someone else. We will do everything we can to address the situation and help the person you called about.

Do remember, however, that experiencing homelessness is not a crime and people cannot be arrested for panhandling. It is considered free speech and is protected as a constitutional right.

Q: Someone is trespassing at my business or home?

A: Call 911 if someone is on your property uninvited and refuses to leave. We also encourage you to provide bright lighting outside and to lock dumpsters, sheds, and vehicles.

Q: I see people camped on public or private land?

A: Call the non-emergency dispatch line: 425-407-3999. They will alert our Community Outreach Team who will connect campers to resources, shelter, and services.

Homelessness Response

Monroe is a community where people help each other, and together we can ensure we are all housed and have the resources we need to thrive. At the City, we are working with service providers, community members, and within the justice system to help people in need.

Complex Roots

An important step in ending homelessness is understanding that the causes are varied and complex. Some people lose their home because housing and living costs are rising faster than wages. Some fled domestic violence. Some got sick or hurt and could not work. Some struggle with addiction or their mental health. Some lost their job at time when they were living paycheck to paycheck. Many are affected by systemic economic or racial disparities. Many are still working. Some are visibly experiencing homelessness. Many are not.

All are part of Monroe.



City Valley Food Bank and Take the Next Step volunteers hard at work.

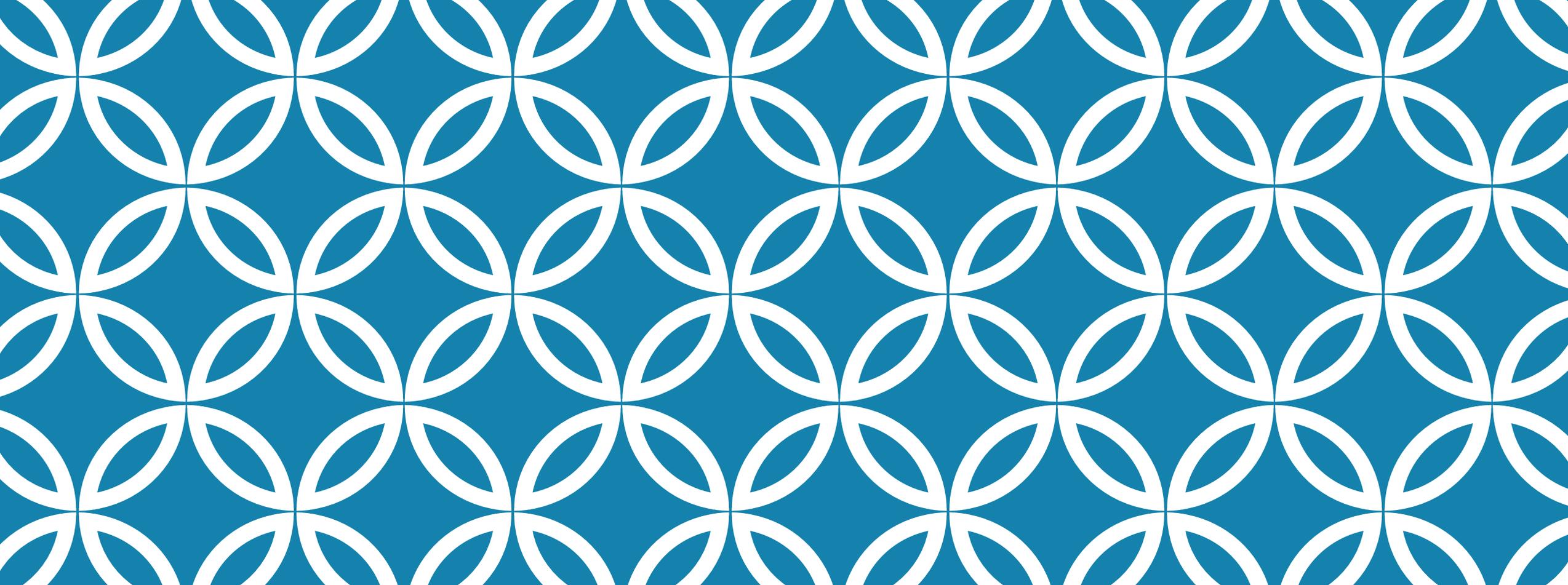


Current Efforts

The City's efforts aim to address the root causes of homelessness and meet the immediate needs of people experiencing homelessness.

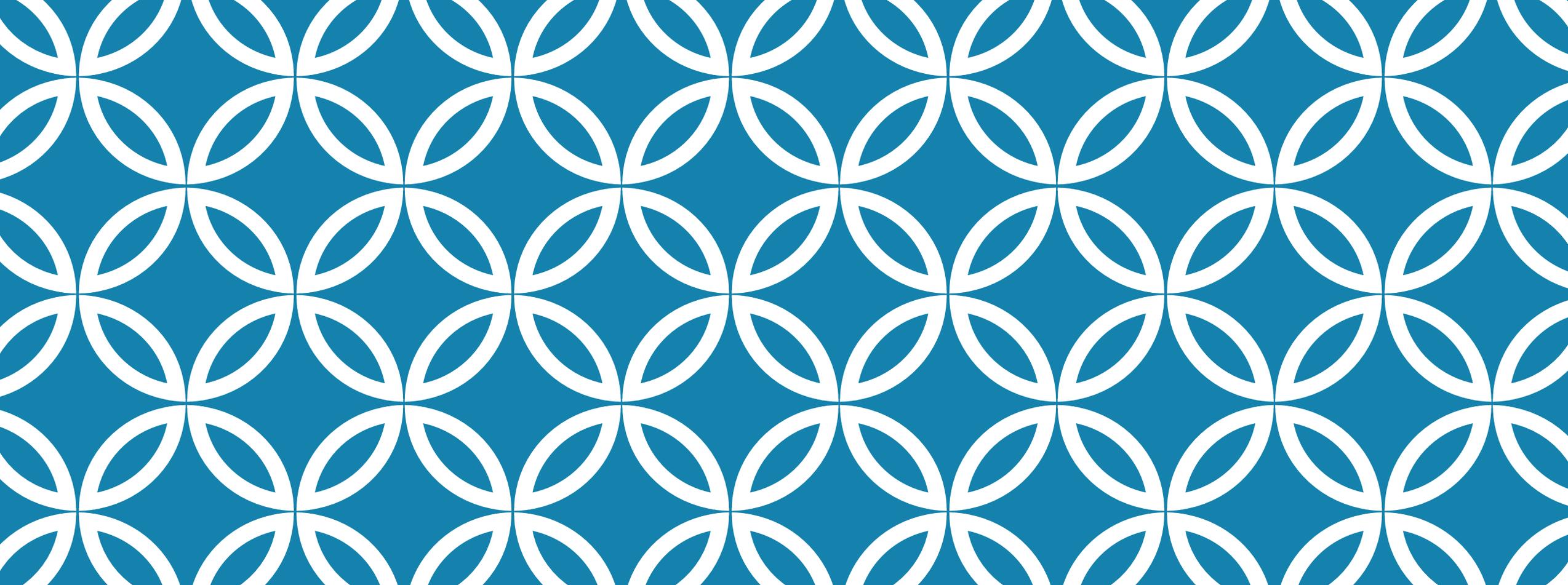
- **Community Outreach Team:** Meets consistently with those experiencing chronic homelessness and connects them to resources, medical assistance, substance abuse treatment, and housing.
- **Community Relief Grants:** Provided to nonprofits serving Monroe's most vulnerable residents.
- **Central Coordination:** A dedicated consultant helps to ensure all local service providers – from food banks, to schools, to shelters, to rental assistance programs – are aligned in their efforts.
- **Community Human Services Advisory Board:** Represents a broad spectrum of lived experiences and advises the Mayor and City Council on solutions that support marginalized communities, unsheltered people, those experiencing poverty, or being adversely affected by crisis.
- **Social Worker within the Judicial Process:** Provides guidance for people who were arrested and offers alternatives to incarceration, such as addiction treatment or services that support long-term recovery.

You can learn more about the City's efforts and how to help here:
www.monroewa.gov/655/Human-Services



SUBCOMMITTEE MEETING SCHEDULE

Economic Development Advisory
Board
February 11, 2021



BOARD MEMBER COMMENTS AND UPDATES

Economic Development Advisory
Board

February 11, 2021

NEXT MEETING THURSDAY, FEBRUARY 25, 2021

8:00AM-9:30AM

Zoom Meeting

