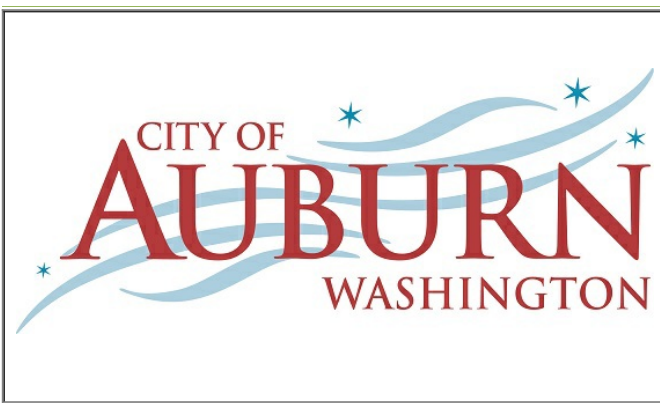


	City Council Study Session Community Wellness Special Focus Area November 22, 2021 - 5:30 PM City Hall Council Chambers and Virtual AGENDA Watch the meeting LIVE! Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.
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I. CALL TO ORDER

II. PUBLIC PARTICIPATION

A. Public Participation

The Auburn City Council Meeting scheduled for Monday, November 22, 2021 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To attend the meeting virtually please click one of the below links, enter the meeting ID into the Zoom app, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:

Zoom: <https://us06web.zoom.us/j/88188147437>

The public can also view the meeting on YouTube:
<https://www.youtube.com/user/watchauburn/live/?nomobile=1>

To join the meeting by phone, please use the below call-in information:

253 215 8782
877 853 5257 (Toll Free)

Webinar ID: 881 8814 7437

B. Roll Call

III. ANNOUNCEMENTS REPORTS AND PRESENTATIONS

IV. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Ordinance No. 6843 (Tate)(5 Minutes)

An Ordinance relating to fee codes, and amending Sections 19.02.070, 19.04.040, 19.06.040, 19.08.030, 15.07.080, 13.06.050, 13.06.275, 13.20.200, and 13.41.040 of the Auburn City Code

B. Deputy Mayor Selection Discussion (Council)

V. COMMUNITY WELLNESS DISCUSSION ITEMS

A. Annual Joint Council and Human Services Committee Meeting (60 Minutes)

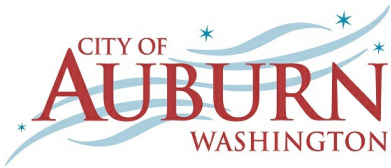
Roundtable discussion between the City Council and the Human Services Committee

VI. OTHER DISCUSSION ITEMS

VII. NEW BUSINESS

VIII. ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office, on the City website (<http://www.auburnwa.gov>), and via e-mail. Complete agenda packets are available for review at the City Clerk's Office.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6843 (Tate)(5 Minutes)

Date:

November 15, 2021

Department:

Community Development

Attachments:

[Ordinance No. 6843 Fee Code Changes](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

Schedule Ordinance 6843 for City Council action on December 6, 2021.

Background for Motion:**Background Summary:**

Current city code establishes several unique and inconsistent methods for when a land development fee is established and when it should be collected. Some sections state that a fee should be established when a permit application is submitted, some sections state that it should be established after the permit has been reviewed and is approvable, and other sections state that it should be established at the time the permit is issued. This creates irregularities and inconsistencies between building permits, impact fees, and utility system development charges. It also means that when a new fee schedule is adopted (and that goes into effect on January 1st each year), some fees vest to the prior year and other fees are now subject to the new fee schedule.

Ordinance 6843 seeks to create a consistent standard across all sections of city code by utilizing the following principle: fees are established and imposed based on the date that a permit application is determined to be complete and that fees are payable prior to permit issuance. The one exception is contained within ACC 15.08.080 which requires that a building permit plan review be established and imposed based on the date that a permit application is determined to be complete and that fees are payable prior to commencement of city review.

Reviewed by Council Committees:

Councilmember: Stearns

Staff: Tate

Meeting Date: November 22, 2021

Item Number:

ORDINANCE NO. 6 8 4 3

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, RELATING TO FEE CODES, AND AMENDING SECTIONS 19.02.070, 19.04.040, 19.06.040, 19.08.030, 15.07.080, 13.06.050, 13.06.275, 13.20.200, AND 13.41.040 OF THE AUBURN CITY CODE

WHEREAS, the Auburn City Code establishes several types of fees and charges related to the review of development proposals, connections to utility systems, and payment of impact fees; and

WHEREAS, where Auburn City Code establishes a fee there is language that describes when the fee is assessed and when it is must be paid; and

WHEREAS, the language used in City Code to describe fee assessment and collection varies from one fee to another; and

WHEREAS, these variations in language create inconsistencies in how fees are assessed and collected; and

WHEREAS, these variations also present challenges when the fee schedule is updated each year resulting in projects that have some fees vested to the prior year and other fees updated to the current year; and

WHEREAS, the purpose of these amendments is to better standardize City Code language across all fees and to eliminate the challenges that are presented each year as the fee schedule is updated.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, DO ORDAIN as follows:

Section 1. Amendment to City Code. Section 19.02.070 of the Auburn City Code is amended to read as follows:

~~The school impact fee shall be imposed, based on the impact fee schedule, at the time of application to the city for a development activity permit. Except when fees are deferred, the school impact fee shall be imposed based on the fee schedule that is in effect at the time the submitted building permit application is determined to be complete and shall be payable prior to issuance of the permit. When fees are deferred, the assessment will be based on the fees in effect at the time of payment.~~ The school impact fee shall be imposed based on the impact fee schedule adopted for the applicable school district. The impact fee and the application fee shall be collected by the city and maintained in separate accounts. All school impact fees shall be paid to the district from the school impact fee account monthly. The city shall retain all application fees associated with the city's administration of the impact fee program.

A. Impact fees shall be imposed upon development activity in the city concurrent with the issuance of a building permit. The fees are based upon the adopted fee schedule and collected by the city from any applicant where such development activity requires issuance of a residential building permit or a building permit for a manufactured or mobile home located on platted lots within manufactured/mobile home parks, and the fee has not been previously paid. Impact fees are only collected and disbursed within the boundaries of a school district that has executed an interlocal agreement with the city of Auburn.

~~B. Applicants for single-family and multifamily residential building permits and for manufactured/mobile home building permits shall pay the total amount of the impact fees assessed before the building permit is issued, using the impact fee schedules then in effect.~~ The owner of the manufactured/mobile home park shall be responsible to pay the fee.

Section 2. Amendment to City Code. Section 19.04.040 of the Auburn City Code is amended to read as follows:

C. Except when fees are deferred, ~~the amount of impact fees shall be assessed at the time an applicant submits a complete application for a building permit~~the transportation impact fee shall be assessed based on the fee schedule that is in effect at the time the submitted building permit application is determined to be complete and shall be payable prior to issuance of the permit, or pursuant to an independent fee calculation accepted by the director pursuant to ACC 19.04.050, and adjusted for any credits pursuant to ACC 19.04.060. When fees are deferred, the assessment will be based on the fees in effect at the time of payment. Should the scope of the development change after the building permit application is determined to be complete, the amount of the impact fees may be adjusted as determined by the city to reflect the revised scope but shall be based on the fee schedule that is or was in effect at the time of the originally submitted building permit application. ~~Should the scope of the development change after permit application and prior to fee payment, the amount of the impact fees will be adjusted to the fees in effect at the time of payment.~~ When fees are deferred pursuant to subsections F, G and H of this section, the assessment will be based on the fees in effect at the time of payment.

~~D. Payment of impact fees shall be made by the feepayer at the time the building permit is issued, unless fees are deferred pursuant to this chapter.~~

~~ED.~~ Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to ACC 19.04.060 shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to ACC 19.04.060 setting forth the dollar amount of the credit awarded. Impact fees, as determined after the application of appropriate credits, shall be collected from the feepayer at the time the building permit is issued.

~~FE.~~ For complete single-family building permit applications for new development, redevelopment or a change in use, and at or before issuance of any single-family residential building permit for a dwelling unit that is being constructed, the

applicant may elect to record a covenant against title to the property on forms prepared and provided by the city. The forms shall require payment of transportation impact fees due and owing by automatic payment through escrow no later than: (a) closing of the sale of the unit; (b) at final inspection or issuance of certificate of occupancy; or (c) 18 months from the date the original building permit was issued, whichever comes first. Failure to pay shall result in the following:

1. If the full amount of any fees required by this chapter remains unpaid 30 days after the city has sent written notification of the payment obligation to the responsible party, then the responsible party shall be subject to the enforcement provisions of ACC 1.25.030 and 1.25.065. Written notification shall be by regular and certified mail to the responsible party's most current mailing address on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.
2. Any unpaid charges under this chapter that are outstanding 30 days after their due date shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection (F)(1) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.
3. The appeals process authorized in ACC 19.04.080 shall not apply to determinations made pursuant to this section.

~~GE~~. For complete multifamily building permit applications for new development, redevelopment or a change in use, and at or before issuance of any multifamily residential building permit that is being constructed, the applicant may elect to record a covenant against title to the property on forms prepared and provided by the city. The forms shall require payment of transportation impact fees due and owing by automatic payment through escrow no later than: (a) closing of the sale of the unit; b) at final inspection or issuance of certificate of occupancy; or (c) 18 months from the date the original building permit was issued, whichever comes first. Failure to pay shall result in the following:

1. If the full amount of any fees required by this chapter remains unpaid 30 days after the city has sent written notification of the payment obligation to the responsible party, then the responsible party shall be subject to the enforcement provisions of ACC 1.25.030 and 1.25.065. Written notification shall be by regular and certified mail to the responsible party's most current mailing address on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.
2. Any unpaid charges under this chapter that are outstanding 30 days after their due date shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection (G)(1) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.

3. The appeals process authorized in ACC 19.04.080 shall not apply to determinations made pursuant to this section.

HG. For nonresidential development composed of:

1. New development; or
2. Redevelopment or a change in use that includes:
 - a. Commercial office and retail uses; and
 - b. Light and heavy manufacturing uses, but excludes:
 - i. Warehousing and distribution uses; and
 - ii. Institutional development (including, but not limited to, public and private schools and colleges and hospitals);

and before issuance of any permit application and following the execution of a payment agreement on forms prepared and provided by the city, the applicant may elect to pay transportation impact fees due and owing, less any credits awarded, no later than before issuance of certificate of occupancy or 18 months from the date of issuance of the original building permit, whichever comes first.

Failure to pay shall result in the following:

3. If the full amount of any fees required by this chapter remains unpaid 30 days after the city has sent written notification of the payment obligation to the responsible party, then the responsible party shall be subject to the enforcement provisions of ACC 1.25.030 and 1.25.065. Written notification shall be by regular and certified mail to the responsible party's most current mailing address on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the impact fee

amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.

4. Any unpaid charges under by this chapter that are outstanding 30 days after their due date shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection (H)(3) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.

5. The appeals process authorized in ACC 19.04.080 shall not apply to determinations made pursuant to this section.

Section 3. Amendment to City Code. Section 19.06.040 of the Auburn City Code is amended to read as follows:

B. ~~The amount of impact fees shall be determined at the time an applicant submits a complete application for a building permit using the impact fee schedules then in effect~~ Except when fees are deferred, the fire impact fee shall be imposed based on the fee schedule that is in effect at the time the submitted building permit application is determined to be complete and shall be payable prior to issuance of the permit, or pursuant to an independent fee calculation accepted by the director pursuant to ACC 19.06.050, and adjusted for any credits pursuant to ACC 19.06.060. When fees are deferred, the assessment will be based on the fees in effect at the time of payment.

C. ~~Payment of impact fees shall be made by the feepayer at the time the building permit is issued for each unit in the development.~~ The amount to be paid shall not be increased for any applicant that submitted a complete application for the building permit before the city established the impact fee rates.

Section 4. Amendment to City Code. Section 19.08.030 of the Auburn City Code is amended to read as follows:

C. ~~The amount of impact fees shall be determined at the time an applicant submits a complete application for a building permit using the impact fee schedules then in effect. Except when fees are deferred, the parks impact fee shall be imposed based on the fee schedule that is in effect at the time the submitted building permit application is determined to be complete and shall be payable prior to issuance of the permit,~~ or pursuant to an independent fee calculation accepted by the director pursuant to ACC 19.08.040, and adjusted for any credits pursuant to ACC 19.08.050. When fees are deferred, the assessment will be based on the fees in effect at the time of payment.

D. ~~Payment of impact fees shall be made by the feepayer at the time the building permit is issued for each unit in the development.~~ The amount to be paid shall not be increased for any applicant that submitted a complete application for the building permit before the city established the impact fee rates.

Section 5. Amendment to City Code. Section 15.07.080 of the Auburn City Code is amended to read as follows:

B. Plan Review Fees.

1. When submittal documents are required by ACC 15.07.050, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. The building official and/or the fire code official may have the option to charge a deposit in lieu of the full plan review fee, if the full amount is not known at the time. Any plan review deposit shall be applied toward the total plan review fee owed. ~~The actual permit fees and related plan review fee shall be determined upon completion of the plan review and the balance owing shall be paid at the time of permit issuance. The plan review fee shall be imposed based on the fee schedule that is in effect at the time the building permit application is determined to be complete and is payable prior to commencement of city review. The permit~~

fee shall be imposed based on the fee schedule that is in effect at the time the building permit application is determined to be complete and is payable prior to issuance of the permit.

The plan review fee shall be a separate fee from the permit fees specified in this section and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in IBC Section 107.3.4.2, an additional plan review fee shall be charged at the rate shown in the fee code established by the jurisdiction.

2. *Stock Plan Program.* When plans are submitted under the “stock plan program,” a plan review fee, that is established in the adopted fee schedule, shall be paid at the time ~~of application for each stock plan~~the permit application is determined to be complete and is payable prior to commencement of city review. ~~The building official may have the option to charge a partial deposit, in lieu of the full plan review fee. All portions of fees paid as a deposit amount shall be applied to the total plan review fees owed. The applicant shall be required to pay the balance of amount owed for the plan review.~~ Valuations used to compute the permit fees shall include all options submitted with a registered plan. When a registered plan consists of a number of plan options that can produce any number of similar but different buildings, the building official may charge plan review fees based on each different building configuration. ~~Plan review fees shall be paid for at the time of application for a building permit.~~ The plan review fees specified in this subsection are separate fees from the permit fees specified in the fee ~~code~~schedule, and are in addition to the permit fees.

Section 6. Amendment to City Code. Section 13.06.050 of the Auburn City Code is amended to read as follows:

Any person desiring to obtain city water service shall submit an application for a utility permit to the city. Permit applications must be completed by the applicant and submitted to the city for review, approval and determination of fees. All permits issued under the provisions of this chapter shall be valid for a period of

180 days after the date of application approval. Permits may be extended one time by the city, for a period of 60 days, if an extension is applied for prior to the expiration of the time originally limited in the permit. If the time extension is not requested prior to the expiration of the time originally limited in the permit, an additional fee equal to one-half the original permit shall be charged if a time extension is granted.

~~Once the permit application has been approved by the city, the applicant may obtain their permit by paying the appropriate permit fees to the city. The connection fee shall be imposed based on the fee schedule that is in effect at the time the submitted utility permit application is determined to be complete and shall be payable prior to issuance of the permit.~~

Section 7. Amendment to City Code. Section 13.06.275 of the Auburn City Code is amended to read as follows:

It is unlawful for any person to install a fire protection service line without first obtaining a permit to do so from the city. ~~The water utility fee for said permit is listed in the city of Auburn fee schedule, and shall be paid to the city prior to the issuance of the permit.~~ The water utility fees shall be imposed based on the fee schedule that is in effect at the time the submitted utility permit application is determined to be complete and shall be payable prior to issuance of the permit. In addition, a fee as listed in the ~~city of Auburn~~ fee schedule will be charged to cover the cost of coliform/purity testing for new services greater than 100 feet in length.

Section 8. Amendment to City Code. Section 13.20.200 of the Auburn City Code is amended to read as follows:

An application for any side sewer permit shall be made with the city, which the applicant shall supplement with plans, specifications or other information as deemed necessary by the city. ~~A permit application and inspection fee shall be~~

~~charged in accordance with the city of Auburn fee schedule. The sewer permit fee shall be imposed based on the fee schedule that is in effect at the time the submitted utility permit application is determined to be complete and shall be payable prior to issuance of the permit.~~

Section 9. Amendment to City Code. Section 13.41.040 of the Auburn City Code is amended to read as follows:

~~Except when fees are deferred, the water, sanitary sewer and storm drainage utilities systems development charges are immediately due and payable upon obtaining a permit for connection to the city utility system development fees shall be imposed based on the fee schedule that is in effect at the time the submitted utilities permit application is determined to be complete and shall be payable prior to issuance of a utility permit that authorizes connection to the city utility.~~

Systems development charges for parcels that will utilize infiltration for storm water disposal are immediately due and payable upon obtaining a building permit to develop the parcel. When fees are deferred pursuant to subsections A or B of this section, the assessment will be based on the fees in effect at the time of payment.

A. For residential development for new development, redevelopment or a change in use, and prior to issuance of a permit application, the applicant may elect to record a covenant against title to the property on forms prepared and provided by the city that requires payment of water, sanitary sewer and storm drainage development charges due and owing, less any credits awarded, by providing for automatic payment through escrow of these development charges due and owing to be paid no later than at time of closing of the sale of the unit or at final inspection or issuance of certificate of occupancy or 18 months from the date of issuance of the original building permit, whichever comes first. Failure to pay shall result in the following:

1. If 30 days after the city has sent the responsible party written notification of its obligation to pay the charges established in this chapter the full amount remains unpaid, the responsible party shall be subject to the enforcement provisions of ACC 1.25.030 and 1.25.065. Written notification shall be by regular and certified mail and to the most current available contact information on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the ~~impact-fees~~system development charge amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.

2. Any unpaid charges adopted by this chapter that are outstanding 30 days from the date the charges are due shall constitute a lien against the property(ies) for which a permit(s) has been issued in the amount of the unpaid charges. In addition to the actions authorized in subsection (A)(1) of this section, the city may record a lien against the permitted property(ies) in the amount of the unpaid charges and may immediately suspend any permits previously issued for the lot or unit associated with the current development activity and shall limit the granting of any future permits for the lot or unit until such time that all outstanding water, sanitary sewer and storm drainage development charges are paid in full.

3. The appeals process authorized in ACC 13.41.070 shall not apply to determinations made pursuant to this section.

B. For nonresidential development composed of new development, redevelopment or a change in use and inclusive of commercial office and retail uses, light and heavy manufacturing uses, but excluding warehousing and distribution uses, and institutional development including but not limited to public and private schools and colleges and hospitals, and prior to the issuance of any permit application and following the execution of a payment agreement on forms prepared and provided by the city, the applicant may elect to pay water, sanitary

sewer and storm drainage development charges due and owing, less any credits awarded, no later than prior to issuance of certificate of occupancy or 18 months from the date of issuance of the original building permit, whichever comes first. Failure to pay shall result in the following:

1. If 30 days after the city has sent the responsible party written notification of its obligation to pay the charges established in this chapter the full amount remains unpaid, the responsible party shall be subject to the enforcement provisions of ACC 1.25.030 and 1.25.065. Written notification shall be by regular and certified mail and to the most current available contact information on file with the city. For the purposes of applying ACC 1.25.030 and 1.25.065, the responsible party shall constitute a property owner, the property(ies) for which a permit(s) has been issued shall constitute the property(ies) on which the violation is occurring, and the ~~impact fees~~system development charge amount remaining unpaid shall constitute a violation occurring on the permitted property(ies) under these sections.

Section 5. Constitutionality and Invalidity. If any section, subsection sentence, clause, phrase or portion of this Ordinance, is for any reason held invalid or unconstitutional by any Court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 6. Implementation. The Mayor is authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 7. Effective Date. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

CITY OF AUBURN

ATTEST:

NANCY BACKUS, Mayor

Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

Kendra Comeau, City Attorney

Published: _____



AGENDA BILL APPROVAL FORM

Agenda Subject:

Annual Joint Council and Human Services Committee Meeting
(60 Minutes)

Date:

November 15, 2021

Department:

Community Development

Attachments:

[Attachment 1 - Sample Quarterly](#)

[Reimbursement](#)

[Attachment 2 - Sample Annual Demographics](#)

[Attachment 3- HSC-CC Joint Meeting](#)

[PowerPoint](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

For discussion only.

Background for Motion:**Background Summary:**

Chapter 2.36 of the Auburn City Code (ACC) creates the Human Services Committee. Two important passages within Chapter 2.36 that lay the foundation for the purpose and role of the Committee are as follows:

ACC 2.36.010 – “There is created the human services committee which is established to review the social needs of the city that should be considered when appropriating federal revenue sharing funds and general funds, and also to serve as a committee to advise the mayor and the council on allocation and application for grant funds to be used for community development projects.”

ACC 2.36.020 – “The human services committee should assist and advise elected officials of the city in identifying the local social service needs and recommending priorities to meet those needs including but not restricted to proposing programs, reviewing and evaluating existing programs, encouraging citizen participation, and performing other assignments referred to the committee by the mayor or council as deemed appropriate.

To achieve the above objectives, the Committee and staff work together to gather data, identify community needs, evaluate grant applications, and develop policy. The Human Services Committee does not have decision making authority; the Committee makes recommendations for consideration by City Council.

The joint meeting offers an opportunity for both bodies to have a more casual conversation about city needs and objectives as well as ways to enhance the overall

delivery of human services in Auburn. Discussion topics include:

Staff Member: Tate

Date: November 22, 2021

- Needs Assessment Overview (5 Min)
- Race and Equity Outcomes (5 Min)
- Reporting and Demographics (10 Min)
- 2023-2024 Application Process (10 Min)
- Council and Committee Discussion (30 Min)

Reviewed by Council Committees:

Councilmember: Mulenga

Staff: Tate

Meeting Date: November 22, 2021

Item Number:

REIMBURSEMENT REQUESTS

Agency and Program Name

Address

City & ZIP

Program Contact Name

Phone

Email

Invoice Date

Costs below incurred from to

Signature of Authorized

Printed Name

Signer

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac							\$0.00
Shoreline							\$0.00
Tukwila							\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Choose from drop down list

Measurement: Choose from drop down list

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	0	0	0	0	0	0

SERVICE UNIT 2

Service Unit 1: Choose from drop down list

Measurement: Choose from drop down list

Description:

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	0	0	0	0	0	0

NARRATIVE

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	0	0	0	0	0	0

HOUSEHOLDS AND INDIVIDUALS SERVED

Agency

Program

Enter all unduplicated households and individuals served, regardless of funding source.

City	Unduplicated Households	Unduplicated Individuals
Auburn		
Bellevue		
Burien		
Covington		
Des Moines		
Federal Way		
Issaquah		
Kenmore		
Kent		
Kirkland		
Mercer Island		
Redmond		
Renton		
Sammamish		
SeaTac		
Shoreline		
Tukwila		
Seattle		
Other KC		
Outside KC		
Unknown		
TOTAL	0	0

HOUSEHOLDS BY INCOME

Agency

Program

Enter figures for each data variable, in the row of each city to which you are reporting.

City	Very Low Income <u><30% AMI</u>	Low Income <u><50% AMI</u>	Moderate Income <u><80% AMI</u>	Above Moderate <u>>80% AMI</u>	Unknown	Total
Auburn						0
Bellevue						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
TOTAL	0	0	0	0	0	0

AGE

Agency

Program

Enter figures for each data variable, in the row of each city to which you are reporting.

CITY	0-5	6-12	13-17	18-24	25-34	35-54	55-74	75-84	85+	Un-known	Total
Auburn											0
Bellevue											0
Burien											0
Covington											0
Des Moines											0
Federal Way											0
Issaquah											0
Kenmore											0
Kent											0
Kirkland											0
Mercer Island											0
Redmond											0
Renton											0
Sammamish											0
SeaTac											0
Shoreline											0
Tukwila											0
Seattle											0
Other KC											0
Outside KC											0
Unknown											0
TOTAL	0	0	0	0	0	0	0	0	0	0	0

GENDER

Agency

Program

Enter figures for each data variable, in the row of each city to which you are reporting.

City	Female	Male	Transgender	Unknown	Total
Auburn					0
Bellevue					0
Burien					0
Covington					0
Des Moines					0
Federal Way					0
Issaquah					0
Kenmore					0
Kent					0
Kirkland					0
Mercer Island					0
Redmond					0
Renton					0
Sammamish					0
SeaTac					0
Shoreline					0
Tukwila					0
Seattle					0
Other KC					0
Outside KC					0
Unknown					0
TOTAL	0	0	0	0	0

RACE/ETHNICITY

Agency

Program

Enter figures for each data variable, in the row of each city to which you are reporting.

City	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Some Other Race	Multi-Racial	Unknown	Hispanic, Latino or Spanish Origin*	Total
Auburn										0
Bellevue										0
Burien										0
Covington										0
Des Moines										0
Federal Way										0
Issaquah										0
Kenmore										0
Kent										0
Kirkland										0
Mercer Island										0
Redmond										0
Renton										0
Sammamish										0
SeaTac										0
Shoreline										0
Tukwila										0
Seattle										0
Other KC										0
Outside KC										0
Unknown										0
TOTAL	0	0	0	0	0	0	0	0	0	0

*Note - Hispanic, Latino, or Spanish Origin can be of any race

<https://2020census.gov/en/about-questions/2020-census-questions-race.html>

DEMOGRAPHICS NARRATIVE

Agency

Program

Include narrative text to explain trends you perceive or issues to which you want to draw our attention. Note also where you have had difficulty in collecting demographic information. If your program served what you consider to be large numbers of people that cannot be represented in this demographic form, note that issue here (including the number of people) and offer explanations for that issue.

**To start a new paragraph, use ALT+ENTER for line break.*

HOMELESS INDIVIDUALS

(optional)

Agency**Program**

Enter figures for each data variable, in the row of each city to which you are reporting. All data

City	Homeless Yes	Homeless No	Unknown	Total
Auburn				0
Bellevue				0
Burien				0
Covington				0
Des Moines				0
Federal Way				0
Issaquah				0
Kenmore				0
Kent				0
Kirkland				0
Mercer Island				0
Redmond				0
Renton				0
Sammamish				0
SeaTac				0
Shoreline				0
Tukwila				0
Seattle				0
Other KC				0
Outside KC				0
Unknown				0
TOTAL	0	0	0	0

PERSONS WITH DISABILITIES

(optional)

Agency**Program**

Enter figures for each data variable, in the row of each city to which you are reporting.

City	Disabilities Yes	Disabilities No	Disabilities Unknown	Total
Auburn				0
Bellevue				0
Burien				0
Covington				0
Des Moines				0
Federal Way				0
Issaquah				0
Kenmore				0
Kent				0
Kirkland				0
Mercer Island				0
Redmond				0
Renton				0
Sammamish				0
SeaTac				0
Shoreline				0
Tukwila				0
Seattle				0
Other KC				0
Outside KC				0
Unknown				0
TOTAL	0	0	0	0

ENGLISH PROFICIENCY

(optional)

Agency

Program

Enter figures for each data variable, in the row of each city to which you are reporting.

City	Limited English Yes	Limited English No	Limited English Unknown	Total
Auburn				0
Bellevue				0
Burien				0
Covington				0
Des Moines				0
Federal Way				0
Issaquah				0
Kenmore				0
Kent				0
Kirkland				0
Mercer Island				0
Redmond				0
Renton				0
Sammamish				0
SeaTac				0
Shoreline				0
Tukwila				0
Seattle				0
Other KC				0
Outside KC				0
Unknown				0
TOTAL	0	0	0	0

Family Size	Very Low Income <30% AMI	Low Income <50% AMI	Moderate Income <80% AMI
1 person	\$24,300	\$40,500	\$63,350
2 persons	\$27,800	\$46,300	\$72,400
3 persons	\$31,250	\$52,100	\$81,450
4 persons	\$34,700	\$57,850	\$90,500
5 persons	\$37,500	\$62,500	\$97,750
6 persons	\$40,300	\$67,150	\$105,000
7 persons	\$43,050	\$71,750	\$112,250
8 persons	\$45,850	\$76,400	\$119,500

[back to Households x Income worksheet](#)

Effective June 1, 2021

COMMUNITY SERVICES

HUMAN SERVICES COMMITTEE

NOVEMBER 22, 2021

Department of Community Development

Planning • Building • Development Engineering • Permit Center
Sustainability • Community Services • Code Enforcement

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AUBURN
VALUES

S E R V I C E

E N V I R O N M E N T

E C O N O M Y

C H A R A C T E R

S U S T A I N A B I L I T Y

W E L L N E S S

C E L E B R A T I O N

AGENDA

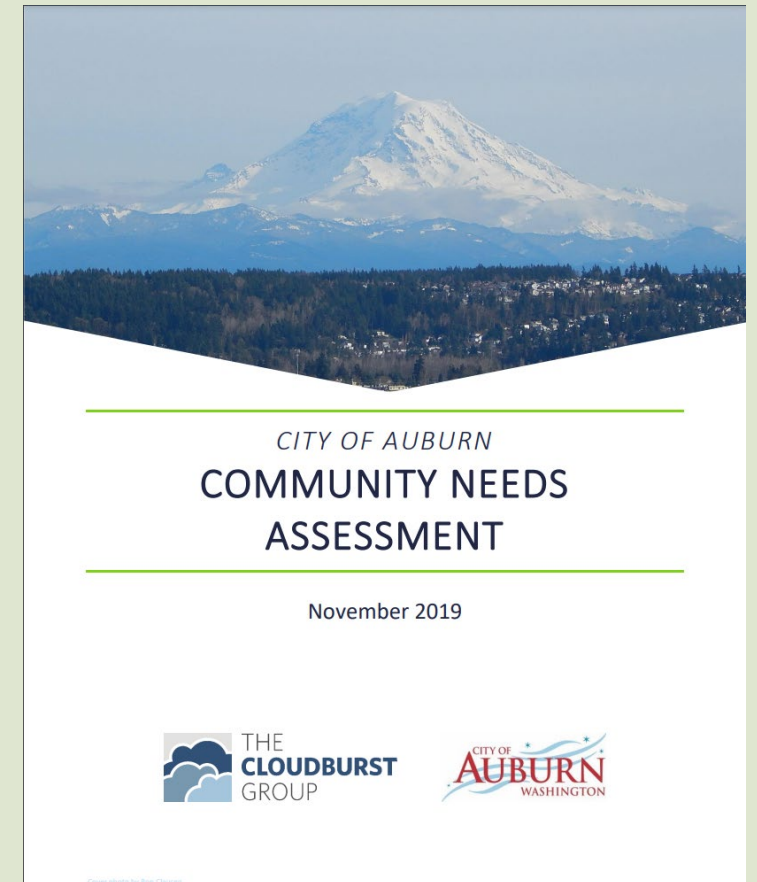
- Needs Assessment Overview (5 min)
- Equity and Inclusion Pilot (5 min)
- Reporting and Demographics (10 min)
- 2023-2024 Application Process (10 min)
- Council and Committee Discussion (30 min)

HUMAN SERVICES COMMITTEE

- Volunteer Committee that makes recommendations to the Mayor and City Council on the allocation of, and application for grant funds to be used for community development. The Committee assists the Mayor and City Council in identifying local social service needs and recommends priorities to meet those needs
- Monthly meetings on the fourth Monday of each month
- Funding application review (General Fund, CDBG, CDBG-CV)

NEEDS ASSESSMENT OVERVIEW

- Community Needs Assessment developed in 2019
- Key Findings
 - Prioritize budget allocations to enhance and increase housing, emergency shelter, and supportive service resources that are evidence-based and align with local and national best practices
 - Program and system alignment with the Housing First philosophy, ensuring low barriers and quality supportive services so all people have access to basic housing, shelter and service needs
 - Implement a system navigation approach that promotes streamlined and trauma-informed access to community resources and housing location services



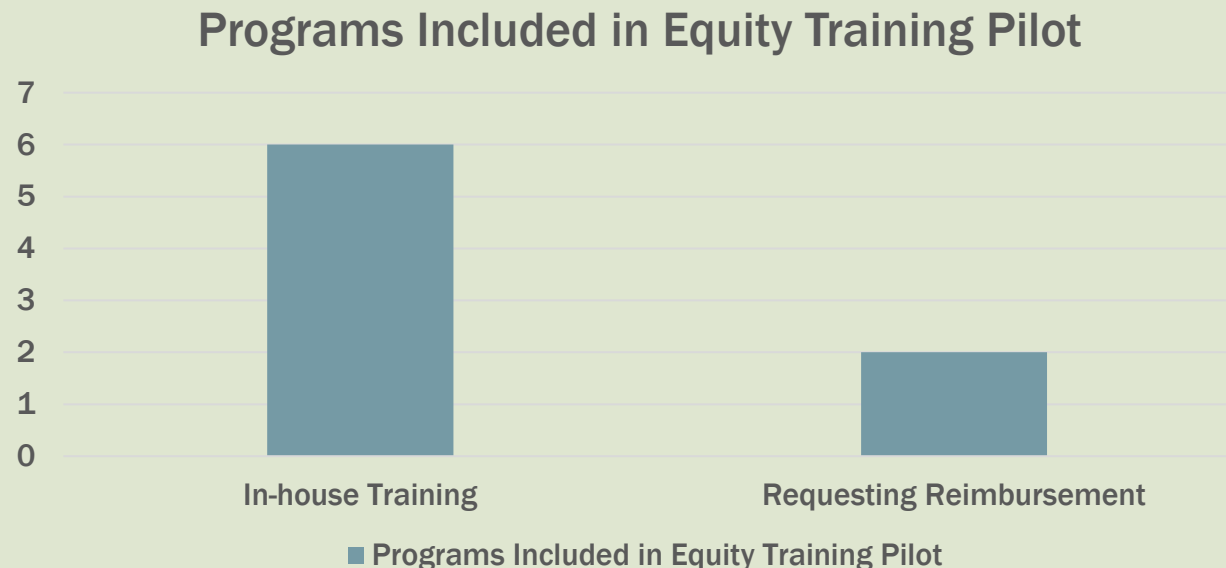
COVID IMPACTS AND EMERGING TRENDS

- How has the pandemic impacted Human Services in Auburn?
 - Increased demand for existing services
 - Adaptations to service delivery
 - Regional coordination across South King County Cities
 - Increased partnerships across agencies and programs
 - Additional short term CDBG-CV application/funding

- What are the emerging trends?
 - Assessing disproportionate impacts
 - Short-term vs. long-term strategies
 - Immigration and refugee arrival

EQUITY AND INCLUSION PILOT

Human Services is instituting a pilot program to provide financial reimbursement of up to \$1,000.00 annually for agencies receiving \$25,000.00 or more in Human Service funding dollars to participate in annual equity and inclusion training for their program staff and volunteers.



PROGRAM REPORTING & DEMOGRAPHICS



- Quarterly reports submitted by each funded program includes quantitative program scope of work data and qualitative narrative
- Sample Quarterly Reimbursement Report (Attachment 1)
- Sample End-of-Year Demographics Report (Attachment 2)

PROGRAM REPORTING & DEMOGRAPHICS

2021 Quarters 1-3 Data Snapshot (General Fund)

- Bed nights- 6038
- Case Management Hours- 1218
- Households Receiving Eviction Prevention - 822
- Job Training- 36
- Auburn Residents Served- 11,051

2021 Quarter 1-3 Data Snapshot (CDBG-CV)

- Residents Receiving Childcare Services- 31
- Meals Delivered- 10,888
- Households Receiving Eviction Prevention- 104
- Individuals Receiving Employment Training- 7
- Auburn Residents Served- 307

AGENCY SUCCESS STORIES

- **St. Stephen Housing-** operates 20 units of temporary housing for homeless families. Families work with Case Managers, focusing on three crucial areas: increasing their income, reducing barriers to obtaining housing and finding permanent sustainable housing.

“Between our two sites, we had 4 households move out this quarter. All moved to permanent housing, except for one that simply transferred between our sites. Families are staying longer in the program since the start of the pandemic, but we are starting to see more movement over the last two quarters. We will soon be signing families up for our Christmas Adopt-a-Family program. Our agency also continues to participate in King County's Eviction Prevention and Rental Assistance Program, and we anticipate continuing to do so through 2022.”

AGENCY SUCCESS STORIES

- **Aerospace Joint Apprenticeship Committee, Advanced Manufacturing Prep (APM) Training Center-** builds critical capacity for advanced manufacturing workforce development serving a community that otherwise lacks nearby access to higher education leading to living wage employment.

“During the third quarter, AJAC signed two new Auburn residents into apprenticeship and held one AMP session at Green River College's Auburn campus. AJAC also partnered with community-based organizations and public workforce agencies including El Centro De La Raza, ACRS, Auburn WorkSource, TRAC Associates and Workforce Central to promote the AMP and MA programs. One Auburn resident inquired about the MA program and met directly with AJAC staff to begin the enrollment process in January when AJAC plans to offer in-person MA training in partnership with Green River College.”

AGENCY SUCCESS STORIES

- **Child Care Resources, Child Care Financial Assistance-** provides child care subsidies for low- and moderately-low-income families who need help paying for child care and do not qualify for the state subsidy.

“Because of the scholarship I have not had to live paycheck to paycheck. It gives me a little breathing room financially and every now and then I can spoil myself or my daughter. Without the scholarship, it would not be possible.”

“I have been able to keep my daughter at the same childcare, even when I reduced my hours for a short time due to covid and the child care tuition was still the same.”

2023-2024 PRIORITY AREAS

- **Basic Needs** - Programs that meet a diverse array of non-housing related basic needs, including food access, youth programming, domestic violence advocacy, physical and behavioral health, childcare resources, immigration supports, legal assistance, etc.
- **Job Training and Education** - Programs that provide education, job training and placement, or apprenticeship opportunities with the aim of increasing economic opportunities for participants.
- **Homelessness Interventions**- Programs that provide housing solutions or supportive services for individuals and families experiencing homelessness. Programs can include rapid re-housing, transitional housing for individuals exiting homelessness, diversion, shelter (including domestic violence shelter), rapid exit from shelter, storage, laundry, hygiene, physical or behavioral health, outreach, and other interventions serving community members experiencing homelessness.
- **Housing Stability**- Programs that work to prevent homelessness. These can include eviction prevention and fair housing supports, utility assistance, legal assistance, behavioral health services, and other homelessness prevention supports.

APPLICATION PROCESS

Human Services Committee Application Review Timeline

- 2021-2022 General Fund Application and Review
 - March-September 2020
- 2021 CDBG-CV Application and Review Process
 - November 2020
- 2023-2024 General Fund Application Review
 - March-September 2022

COUNCIL-COMMITTEE DISCUSSION

