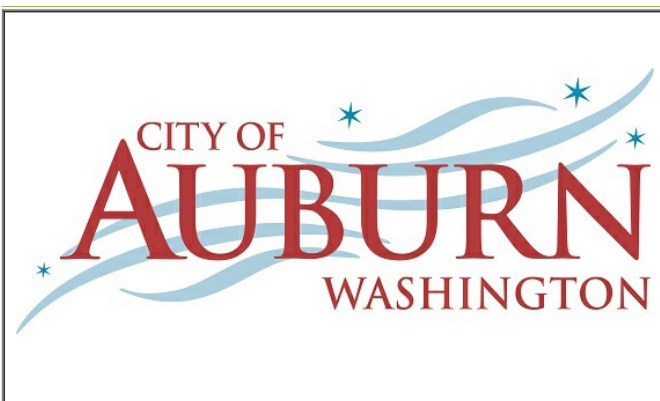


	City Council Study Session Community Wellness Special Focus Area August 8, 2022 - 5:30 PM City Hall Council Chambers AGENDA Watch the meeting LIVE! Watch the meeting video Meeting videos are not available until 72 hours after the meeting has concluded.
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I. CALL TO ORDER

II. PUBLIC PARTICIPATION

A. Public Participation

The Auburn City Council Study Session Meeting scheduled for Monday, August 8, 2022 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To view the meeting virtually please click the below link, or call into the meeting at the phone number listed below. The link to the Virtual Meeting is:

<https://www.youtube.com/user/watchauburn/live/?nomobile=1>

To listen to the meeting by phone or Zoom, please call the below number or click the link:

Telephone: 253 215 8782

Toll Free: 877 853 5257

Zoom: <https://us06web.zoom.us/j/87323259916>

B. Roll Call

III. AGENDA ITEMS FOR COUNCIL DISCUSSION

A. Ordinance No. 6868 (Gaub/Comeau) (10 Minutes)

An Ordinance amending sections within Chapter 10.42 of the Auburn City Code (ACC) related to the use of automated traffic safety cameras to detect traffic violations

B. Ordinance No. 6876 (Tate) (10 Minutes)

An Ordinance relating to fee codes, and amending Chapter 5.10, Sections 5.15.020, 5.15.090, 5.20.010, and 5.30.030 of the Auburn City Code (ACC)

IV. COMMUNITY WELLNESS DISCUSSION ITEMS

A. King County Regional Homelessness Authority Regional Planning Update (Tate) (30 Minutes)

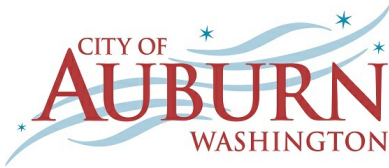
A presentation by King County Regional Homelessness Authority staff providing an update to their work on regional planning and data collection

B. South King Housing and Homelessness Partners 2023 Work Plan and Budget (Tate) (20 Minutes)

A presentation by South King Housing and Homelessness Partners (SKHHP) related to their proposed 2023 work plan and budget priorities

V. 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. 6868 (Gaub/Comeau) (10 Minutes)

Department:

Public Works/Legal

Attachments:

[Ordinance No. 6868](#)

[Exhibit A](#)

Date:

July 19, 2022

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

For discussion only.

Background for Motion:**Background Summary:**

The City intends to use automated traffic safety cameras for the detection of traffic violations in school zones, as provided within Auburn City Code Chapter 10.42. Several sections of ACC 10.42 adopt the Revised Code of Washington (RCW) by reference, and a number of sections from the RCW regulating Automated Traffic Enforcement have changed since ACC 10.42 was originally adopted. Several RCW sections are now incorrectly referenced and need to be updated, and some of the language within the code needs to be updated for clarity. The City is currently anticipating implementing the school zone traffic safety cameras in September of 2022 and this code revision is necessary before that implementation.

Reviewed by Council Committees:

Councilmember: Stearns

Staff:

Gaub/Comeau

Meeting Date: August 8, 2022

Item Number:

ORDINANCE NO. 6868

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
AUBURN, WASHINGTON, AMENDING SECTIONS WITHIN
CHAPTER 10.42 OF THE AUBURN CITY CODE RELATED
TO THE USE OF AUTOMATED TRAFFIC SAFETY
CAMERAS TO DETECT TRAFFIC VIOLATIONS

WHEREAS, the City intends to use automated traffic safety cameras for the detection of traffic violations in accordance with the authorization and restrictions in RCW 46.63.170 and Auburn City Code (ACC) Chapter 10.42;

WHEREAS, while these authorities give cities the legal ability to use traffic safety cameras in several possible locations (including school zones), at this time the City intends to implement traffic safety cameras in school zones only, starting in the fall of 2022;

WHEREAS, several sections of ACC 10.42 adopt RCW sections by reference. Since the City's enactment of ACC 10.42 in 2005, a number of its adopted RCW sections have changed, leaving ACC 10.42 with now outdated or incorrect RCW references;

WHEREAS, ACC 10.42 is in need of revision for updating, precision and clarity.

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

Section 1. Amendments to City Code. Auburn City Code sections 10.42.010 through 10.42.080 are amended to read as set forth in Exhibit A to this Ordinance.

Section 2. Implementation. The Mayor is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. Severability. The provisions of this ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this ordinance, or the invalidity of the application of it to any person or circumstance, will not affect the validity of the remainder of this ordinance, or the validity of its application to other persons or circumstances.

Section 4. Effective date. This Ordinance will take effect and be in force five days from and after its passage, approval, and publication as provided by law.

INTRODUCED: _____

PASSED: _____

APPROVED: _____

NANCY BACKUS, MAYOR

ATTEST:

APPROVED AS TO FORM:

Shawn Campbell, MMC, City Clerk

Kendra Comeau, City Attorney

Published: _____

EXHIBIT A—ORDINANCE NO. 6868

ACC 10.42.010 Authorized use of automated traffic safety cameras; Restrictions.

A. Law enforcement officers of the city of Auburn and persons or entities authorized by the City commissioned by the Auburn police chief are authorized to use automated traffic cameras and related automated systems to detect one or more of the following: (1) stoplight violations; (2) railroad crossing violations; and (3) school speed zone violations.

B. The City's use of automated traffic safety cameras is subject to the following restrictions:

1. Use of automated traffic safety cameras is restricted to “two arterial intersections” (the intersections of two or more arterials with traffic control signals that have yellow change interval durations in accordance with RCW 47.36.022), railroad crossings, and school speed zones only;

2. Automated traffic safety cameras may only take pictures of the vehicle and vehicle license plate and only while an infraction is occurring. Pictures taken by automated traffic safety cameras may not reveal the face of the driver or of the passengers in the vehicle.

3. Unless otherwise provided by law, all photographs, microphotographs, or electronic images, or any other personally identifying data prepared under this section are for the exclusive use of law enforcement in the discharge of duties under this section.

C. At least 30 days prior to the activation of any automated traffic safety cameras, ~~the~~ city shall clearly mark all locations where automated traffic safety cameras are in use by placing signs in locations that clearly indicate to a driver that they are entering a zone where traffic laws are enforced by an automated traffic safety camera.

D. For the purposes of this chapter, “automated traffic safety camera” means a device that uses a vehicle sensor installed to work in conjunction with an intersection traffic control system, a railroad grade crossing control system, or a speed measuring device, and a camera synchronized to automatically record one or more sequenced photographs, microphotographs, or electronic images of the rear of a motor vehicle at the time the vehicle fails to stop when facing a steady red traffic control signal or an activated railroad grade crossing control signal, or exceeds a speed limit to a school speed zone as detected by a speed measuring device.

**ACC 10.42.020 Notice of infraction for automated traffic safety camera
violations~~control systems~~.**

A. When ~~an ever any vehicle is photographed by an~~ automatic traffic safety camera detects a violation under this section, a notice of infraction ~~may shall~~ be mailed to the registered owner of the vehicle within 14 days of the violation, or to the renter of a vehicle within 14 days of establishing the renter's name and address under this section.

B. If the registered owner of the vehicle is a rental car business, the law enforcement agency shall, before issuing a notice of infraction, provide a written notice to the rental car business that a notice of infraction may be issued to the rental car business if the rental car business does not, within 18 days of receiving the written notice, provide to the issuing agency by return mail:

~~(1.)~~ a statement under oath stating the name and known mailing address of the individual driving or renting the vehicle when the infraction occurred; or

~~(2.)~~ a statement under oath that the business is unable to determine who was driving or renting the vehicle at the time the infraction occurred; ~~or~~

~~(3.)~~ A rental car business's timely mailing of this statement to the issuing law enforcement agency relieves the business of any liability for the notice of infraction under this chapter. In lieu of identifying the vehicle operator, the rental car business may pay the applicable penalty.

~~in lieu of identifying the vehicle operator, the rental car business may pay the applicable penalty. Timely mailing of this statement to the issuing law enforcement agency relieves a rental car business of any liability under this chapter for the notice of infraction.~~

C. The law enforcement officer issuing the notice of infraction shall include with it a certificate or facsimile thereof, based upon inspection of photographs, microphotos, or electronic images produced by an automated traffic safety camera, stating the facts supporting the notice of infraction. This certificate or facsimile is prima facie evidence of the facts contained in it and is admissible in a proceeding charging a violation under this chapter.

ACC 10.42.030 Response to infraction notice; request for hearing.

A ~~person receiving a~~ notice of infraction based on evidence detected by an automated traffic safety camera ~~shall direct the violator to respond to the notice as required by law. The response may be respond to the notice by mail. The person receiving the infraction may also request a hearing.~~

**ACC 10.42.040 Presumption of committed infraction; Overcoming
—Presumption ~~overcome~~**

A. In a traffic infraction case involving a violation detected through the use of ~~a photo enforcement system under RCW 46.63.160 or detected through the use of~~ an automated traffic safety camera under this chapter, proof that the particular vehicle described in the notice of ~~traffic~~ infraction was in violation of any ~~such~~ provision of RCW 46.63.1~~760~~, together with proof that the person named in the notice of traffic infraction was at the time of the violation the registered owner of the vehicle, constitutes in evidence a prima facie presumption that the registered owner of the vehicle was the person in control of the vehicle at the point where, and for the time during which, the violation occurred.

B. This presumption may be overcome only if the registered owner states, under oath, in a written statement to the court or in testimony before the court that the vehicle involved was, at the time of the violation, stolen or in the care, custody, or control of some person other than the registered owner.

**ACC 10.42.050 Infractions not part of driving record, processed as parking
infractions.**

Infractions detected through the use of automated traffic safety cameras are not part of the registered owner's driving record under RCW 46.52.101 and RCW 46.52.120.

Additionally, infractions generated by the use of automated traffic safety cameras under this chapter shall be processed in the same manner as parking infractions prosecuted under the Auburn eCity eCodes, including for the purposes of RCW 3.50.100, 3.62.040, 46.16~~A.120216~~, and 46.20.270, and any other applicable statutes.

ACC 10.42.060 Fines; payment.

A. ~~Stoplight Violations and Railroad Crossing Violations.~~ The fine for stoplight violation ~~and railroad crossing violation~~ infractions under committed pursuant to the provisions of this chapter shall be \$139.00, including all applicable statutory assessments. ~~\$124.00 if paid within 15 days from the date of issuance of such notice, or in the sum of \$157.00 if not paid within 15 days from the date of issuance of such notice. Fines shall be paid directly to the Auburn municipal court or as otherwise directed on the notice of infraction. It is further provided that if the fine amounts are not paid before the amounts due are sent to collection, or before the city or a contractor on the city's behalf take action to collect the same, the costs of such collection efforts shall be added to the amounts due and owing.~~

B. Railroad crossing and School Speed Zone Violations. The fine for railroad crossing and school speed zone violation infractions under ~~committed pursuant to the provisions of~~ this chapter shall be \$200.00 if paid within 15 days ~~of from~~ the date ~~the of issuance of~~ such notice was issued, or ~~in the sum of \$2150.00 if not paid~~ after within 15 days from the date ~~the of issuance of such notice~~ was issued.

C. Failure to respond to infraction notice. Violators failing to respond to a notice of infraction as required by law shall be assessed a \$25.00 penalty.

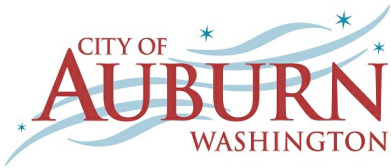
D. Payment of fines. Fines shall be paid directly to the ~~Auburn municipal court or as~~ otherwise directed on the notice of infraction. ~~It is further provided that if the fines amounts are not paid before they~~ amounts due are sent to collections ~~or before the city or a contractor on the city's behalf take action to collect the same, the collection costs of such collection efforts shall~~ may be added to the amounts due and owing.

ACC 10.42.070 Nonexclusive enforcement.

Nothing in this chapter prohibits a law enforcement officer from issuing a notice of traffic infraction to a person in control of a vehicle at the time a violation occurs under RCW 46.63.030(~~1~~)(a), (b), or (c).

ACC 10.42.080 Authorization of electronic signatures.

In connection with the use of automated traffic safety cameras under this chapter, photo enforcement program for stoplight and/or speed violations, the city council of the city of Auburn authorizes the use of police chief or designees to utilize electronic signatures in accordance with ~~the provisions of Chapter 19.34~~ RCW 1.80 and other applicable law.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Ordinance No. 6876 (Tate) (10 Minutes)

Date:

August 2, 2022

Department:

Community Development

Attachments:

[Ordinance 6876 Title 5 Code Changes](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

For discussion only.

Background for Motion:**Background Summary:**

The Washington State Legislature enacted Engrossed House Bill (EHB) 2005 during the 2017 legislative session which then went into effect on July 23, 2017 (EHB 2005 is included as Attachment A). The purpose of EHB 2005 was to help simplify the administration of municipal general business licenses which is intended to enhance the business climate in Washington State.

EHB 2005 states that by 2022 municipalities are required to administer their business license program through the State's Business Licensing System. The purpose of this requirement is to ensure that the business community is provided a one stop shop for obtaining and renewing all of their business licenses statewide. Instead of a franchise restaurant having to obtain or renew 40 separate business licenses in 40 separate communities, this mandate will allow that business to obtain or renew through a singular portal. The legislation does not eliminate a local municipality's right to collect their adopted business license fees or to remove the local municipality's authority to approve or deny a license. City fees are paid through the State Business License System and transferred to the City. New applications are submitted through the State Business License System and routed to the City for review (e.g. in the same fashion that the State routes a liquor license application to the City before it will issue the permit).

The amendments proposed under Ordinance 6876 are intended to facilitate the transition of licensing services over to the State's Business Licensing system.

Reviewed by Council Committees:

Councilmember: Stearns

Staff:

Tate

Meeting Date: August 8, 2022

Item Number:

ORDINANCE NO. 6 8 7 6

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, RELATING TO FEE CODES, AND AMENDING CHAPTER 5.10, SECTIONS 5.15.020, 5.15.090, 5.20.010 AND 5.30.030 OF THE AUBURN CITY CODE

WHEREAS, the Auburn City Code establishes the regulations, requirements, procedures, and fees for business licensing within the city; and

WHEREAS, the Washington State Legislature enacted Engrossed House Bill (EHB) 2005 during the 2017 legislative session; and

WHEREAS, EHB 2005 was designed to simplify the administration of municipal general business licenses which is intended to enhance the business climate in Washington State; and

WHEREAS, EHB 2005 intends to accomplish this objective by requiring that the State Business Licensing System be used as a common statewide portal for businesses to apply for and renew their license; and

WHEREAS, EHB 2005 requires that local municipalities that have a local business license program to onboard with the State's Business Licensing System by the end of 2022; and

WHEREAS, EHB 2005 does not eliminate a City's authority to regulate business activity within its boundaries or to eliminate business license application submittals in advance of issuance of licenses; and

WHEREAS, the purpose of these amendments is to ensure that the City's business license regulations, procedures and requirements are consistent with a process the relies upon the use of the State Business License System.

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

Section 1. Amendment to City Code. Chapter 5.10 of the Auburn City Code is amended to read as follows:

5.10.010 Purpose.

The purpose of this chapter is to establish the business license code for the city of Auburn and shall be deemed an exercise of the power of the city to license. For purposes of this code, businesses having paid their business registration fee or registration renewal fee prior to the adoption of this chapter shall be considered as having met their obligation for payment of business license fees for the 12-month period in which the payment of the registration fee or renewal fee was made.

5.10.020 Definitions.

For the purpose of this chapter and Chapter 5.15 ACC, the following terms, phrases, words and their derivations will have the meaning given in this section.

A. "Business" means all activities, occupations, trades, pursuits, professions, and matters located within the city or within the city's jurisdiction, with a physical presence in the city and operated on a permanent or ongoing basis whether operated with the object of gain, benefit, advantage or profit, or operated not for profit, to the business enterprise or to another person, directly or indirectly; provided, that "business" will not mean governmental agencies.

B. "Business enterprise" means any entity, person, partnership, association, corporation, trust, society, or club engaged in a business within the city of Auburn.

C. "Director" means the director of community development or the director's designee.

D. "Department" means the city of Auburn department of community development.

E. "Employee" means any person employed at any business enterprise who performs any part of their duties within the city. All officers, agents, dealers, franchisees, etc., of a corporation or business trust, and partners of a partnership, except limited partners, are employees within this definition.

F. "Engage in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators ~~thereof~~thereof hold themselves out to the public as conducting such business.

G. "Licensee" means any business granted a business license.

H. "Nonprofit" means any business enterprises registered as nonprofit corporations within the state of Washington or granted nonprofit status through the code of the Internal Revenue Service of the United States.

I. "Physical presence" means an address where the business is located. ~~A post office box with an Auburn address for a business is considered a physical presence.~~

J. "Place of business" means the physical location of the business.

~~K. "Business license year" means that period of time between July 1st of one year and June 30th of the following year.~~

~~K~~L. "Life and safety codes" mean building codes, fire codes, electrical codes and other codes of the city relating to health, safety and related requirements for use and occupancy of buildings.

L. "Business Licensing Service" and "BLS" mean the office within the Washington State Department of Revenue providing business licensing services to the city.

5.10.020 Definitions.

A. Annual city license fees shall be as established in the city's fee schedule.

B. Organizations and businesses exempt from taxation under a provision of 26 USC 501(c)(~~3~~) and (c)(~~4~~) are exempt from paying license fees. Those organizations must be able to show satisfactory proof from the Internal Revenue Service (IRS) of the tax-exempt status.

C. Religious organizations are assumed by the IRS of being exempt from taxes under 26 USC 501(c)(3) without application for or issuance of a determination letter by the IRS are fully exempt from the licensing requirements of this chapter.

5.10.040 General business license required.

A. Any person desiring to establish or conduct any business enterprise or undertaking as defined in this section and ACC 5.10.020 within the corporate limits of the city ~~shall must~~ first apply to the obtain a business license from the city clerk, as designated by the mayor, for a license to conduct such business ~~and obtain such license as approved by the city.~~

1. Application shall be upon a form furnished by for the business license clerk on which the applicant shall state the business name, address, and telephone number; the owner's date of birth and government-issued identification number (e.g., driver's license number); the nature of the business activity or activities in which the applicant desires to engage; the place where the business will be conducted; the number of employees, and the name of the contact person along with an address, date of birth, government-issued identification number, and telephone number, and the business identification number issued by the state of Washington; is made through the Business Licensing Service and must include all information required for all licenses requested, the total fees due for all licenses, and the application handling fee required by RCW 19.02.075.

2. Applicants claiming exemption from the city license fee under ACC 5.10.030 (B) must submit proof of being granted a federal tax exemption by the Internal Revenue Service under a provision of 26 USC § 501(c). and the IRS letter testifying to nonprofit status or the copy of the application to the IRS.

B. This Subsection C of this section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engage in business" in ACC 5.10.020(F). If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

C. Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent

contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:

1. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
2. Owning, renting, leasing, using, or maintaining an office, place of business, or other establishment in the city.
3. Soliciting sales.
4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
5. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
6. Installing, constructing, or supervising installation or construction of, real or tangible personal property.
7. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
8. Collecting current or delinquent accounts.
9. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
11. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
12. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
13. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

14. Investigating, resolving, or otherwise assisting in resolving customer complaints.

15. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

16. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

D. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license:

1. Meeting with suppliers of goods and services as a customer.

2. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

3. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

4. Renting tangible or intangible property as a customer when the property is not used in the city.

5. Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

6. Conducting advertising through the mail.

7. Soliciting sales by phone from a location outside the city.

E. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection C of this section. The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus-generating contact or subsequent contacts.

F. Threshold Exemption. ~~For purposes of the license required by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city, shall submit a business license registration to the director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.~~

G. It is unlawful for any person to operate or physically conduct any business within the city without having first obtained a general city business license ~~for the current business year or portion thereof~~. The applicant for a business license required under this title ~~shall must~~ be ~~over the age of at least~~ 18 years of age. If any person required to pay a license fee, by the terms and provisions of this chapter, for any period, fails or refuses to do so, they ~~shall will~~ not be granted a license for the current period until such delinquent license fee, together with penalties, has been paid in full.

H. ~~Specific Unless specifically exempted~~, businesses identified in Chapters 3.80, 3.84, 3.88, 5.20, 5.30 and 5.84 ACC or elsewhere in this title or other titles of the Auburn City Code will be required to also obtain a city general business license even when their annual gross income is at or below \$2,000~~an individual business license as otherwise indicated~~.

I. Any business within the city jurisdiction on any project requiring a permit must have a business license.

5.10.050 Renewal.

A. ~~A The city general~~ business license ~~shall be valid for a calendar year and is to expire on the date established by the Business Licensing Service (BLS), and must be renewed annually by payment of the established fee prior to December 31st of any given year on or before that date to continue in business within the city.~~

B. Application for renewal of the business license is made through the BLS, and must include all information required to renew each license involved, the total fees due for all licenses, and the renewal application handling fee required by RCW 19.02.075.~~For the 2010 calendar year only, business license renewals~~

~~shall only be valid for the period July 1, 2010, to December 31, 2010, subject to the payment of the established fee. For the 2011 calendar year and subsequent calendar years, business license renewals shall be for the period January 1st through December 31st.~~

~~C. Failure to renew the required license by the date due will subject the business to penalties as set forth in Chapter 1.25 ACC. Businesses that fail to comply with city code requirements will have their license and the ability to conduct business within the city revoked. The license term and respective fee amount due may be prorated as necessary to synchronize the business license expiration with the expiration of the business account maintained by the BLS.~~

~~D. In those instances wherein the business license has been lost, stolen or destroyed, the business license clerk will reissue the license in accordance with the fee schedule established in ACC 5.10.030. Failure to complete the renewal of the business license by the expiration date will incur the late renewal penalty required by RCW 19.02.085 in addition to all other fees due.~~

~~E. Failure to complete the business license renewal within 120 days after expiration will result in the cancellation of the license and will require submitting a new application for license as otherwise provided for in this chapter in order to continue to engage in business in the city. The city may require payment of all past due amounts prior to approving the new business license.~~

~~F. In addition to the other provisions described in this section, failure to renew the required business license by the date due will subject the business to other penalties imposed directly by the city, as set forth in Chapter 1.25 ACC. Businesses that fail to comply with city code requirements will have their license and the ability to conduct business within the city revoked.~~

5.10.060 — Payment.

~~All license fees and penalties herein provided for shall be paid by bank draft, certified check, cashier's check, personal check, money order, or in cash. If payment is made by draft or check, the fee shall not be deemed paid unless the check or draft is honored in the usual course of business; nor shall acceptance of any such check or draft by the city be an acquittance or discharge of the fee unless and until said check or draft is honored.~~

5.10.070 Overpayment.

Should a business enterprise make an overpayment of any fee or charge required under this title, and within two years after the date of such overpayment, makes an application for refund or credit for the overpayment, the claim shall be considered by the director and, if approved, shall be repaid from the general fund.

~~5.10.080~~ — Notice.

~~The clerk is authorized, but not required, to mail to business enterprises the forms for applications for licenses or renewal of existing licenses. Failure of the business enterprise to receive any such forms shall not excuse the business enterprise from making application for and securing the license or renewal of license required and payment of the license fee when due.~~

5.10.090 Transferability.

~~Once granted, the~~ the city business license shall be personal to the licensee and ~~it shall~~ may not be assigned or transfered to any other person(s) or business entities. Every person or business required to obtain a business license by this chapter must obtain their own license.

5.10.100 Change in business activity.

~~Once granted, t~~The city business license granted in pursuance hereof shall be used~~to issued under this chapter authorizes the~~ conduct of business only at the designated address and only for the specific purpose for which such license is issued. Any significant change in the nature of the business, even when conducted at the same location established in an existing license, shall necessitate a new application to the city~~requires applying for a new license as provided for in this chapter.~~

5.10.110 Additional/distinct license required.

A. A distinct license ~~shall be~~ required for each branch, establishment, or location at which ~~the business related~~ activity is carried on, and each license ~~shall~~ authorizes the licensee to carry on, pursue, or conduct only that one distinct business activity or business enterprise at that location.

B. A separate license shall not be required for a facility determined ~~by the director~~ to be an accessory facility to a branch, establishment, or location for which a license is issued, such as may be provided by a warehouse or storage facility for example.

C. ~~When~~ If a person wishes to change the place of business within the city, the person must notify the Business Licensing Service sufficiently prior to the intended change to allow the city to review and approve the change of location. Such a change of location may require submitting a new application for license as otherwise provided for in this chapter. ~~of a business enterprise is changed, the licensee shall return the license to the department and a new license shall be issued for the new place of business free of charge, provided that the criteria for issuance as established in this chapter are met at the new location.~~

D. When more than one distinct business activity is conducted by a person at the same physical location, each such distinct activity is deemed a separate business requiring a separate license be obtained therefor.

E. If more than one person each operates a separate business at the same location, each such business must have a separate license.

Section 2. Amendment to City Code. Section 5.15.020 of the Auburn City Code is amended to read as follows:

A. No license shall be issued, nor shall any license be renewed, pursuant to the provisions of this chapter to:

1. An individual who is not at least 18 years of age at the time of application.
2. An applicant who has had a similar license revoked or suspended pursuant to applicable city codes or Section 6.01.150 of the King County Code (KCC) or other similar code provision of any jurisdiction, within two years prior to the license application.
3. An applicant whose business activities violate or are not in compliance with state, federal or local laws.
4. An applicant whose business activities are injurious to the public health or safety.

B. No person or business may reapply for a denied or revoked business license merely by renaming the business. The denial or revocation of a license applies to any business entity, regardless of its name, that is operating under the same ownership and/or management and engages substantially in the same type of business enterprise as that of a business that has been previously denied a license or has had its license revoked under this chapter within a year of such application for a license.

C. In any case where an applicant seeks a business license for a business to be located in a building or structure for which a building permit is required, whether as a newly constructed building or structure, or a remodeled building or structure, the building permit process, including final inspections/issuance of occupancy permits, shall be completed prior to issuance of a business license.

D. In any case where an applicant seeks a business license for a business to be located in a building or structure for which no building permit is required, ~~the applicant shall be entitled to receive a "conditional" business license,~~ assuming that all other applicable licensing requirements of this title have been met, ~~which conditional issuance of the~~ license ~~shall is viewed as a conditional issuance, and~~ be conditioned on the business premises being inspected for compliance with life and safety codes, and subject to the following:

1. The applicant shall arrange for such inspection(s) within 60 days of commencing business at the premises under the conditional business license by contacting the planning department of the city; provided, that the applicant may request from the planning director an extension of the said 60-day time period, which request may be granted upon a good cause showing of why the inspection could not be timely completed.
2. Failure of the applicant to arrange for and complete the life and safety code compliance inspection within the 60-day time period shall cause the conditional business license to be automatically cancelled. Such cancellation shall not require compliance with the provisions for denial, revocation or suspension of business licenses herein. Thereafter, until all licensing and inspection requirements have been fully complied with, any continued operation of the business shall constitute a violation of this chapter.

E. In any case where an applicant seeks a business license for a business where a building permit is required or is not required, the applicant shall demonstrate satisfactory and full compliance to all applicable titles and chapters of the Auburn City Code prior to the issuance of the business license.

Section 3. Amendment to City Code. Section 5.15.090 of the Auburn City Code is amended to read as follows:

In addition to or as an alternative to any other ~~city-imposed~~ penalty provided herein or by any other business license or regulation ordinance, the city shall be entitled to its costs and reasonable attorneys fees in any action to enforce the provisions of this chapter or any other business license or regulation ordinance.

Section 4. Amendment to City Code. Section 5.20.010 of the Auburn City Code is amended to read as follows:

This chapter provides license requirements for certain business activities and establishes certain licenses as Regulatory Licenses. This chapter does not repeal, abrogate, annul or in any way impair or interfere with the existing provision of other laws or ordinances, except those specifically repealed by the ordinance codified in this chapter. Where a Regulatory License is required under this Chapter, a General Business License under Chapter 5.10 ACC is not required.

Section 5. Amendment to City Code. Section 5.20.020 of the Auburn City Code is amended to read as follows:

For the purpose of this chapter, the following terms, phrases, words and their derivations shall have the meaning given in this section.

A. "Business" is any enterprise, profession or activity conducted by any person or persons including, but not limited to, deliberation, education, instruction, worship, entertainment, amusement, drinking, dining or awaiting transportation on any premises in the city, or anywhere else within its jurisdiction.

B. "License" as used generally in this chapter includes respectively the words "permit" or "permittee," or the holder for any use or period of time of any similar privilege, wherever relevant to any provision of this chapter or other law or ordinance.

C. "Person" includes individual natural persons, partnerships, joint ventures, societies, associations, clubs, trustees, trusts or corporations, or any officer, agent, employee, factor or any kind of personal representative of any thereof, in any capacity, acting either for themselves, or any other person, under either personal appointment or pursuant to the law.

D. "Premises" includes all lands, structures and places, and also any personal property which is either affixed to or is otherwise used in connection with any such business conducted on such premises.

E. “Regulatory License” is a supplemental license to the Washington State Unified Business Identifier (UBI) and applies to certain business activities that require additional considerations prior to approval and issuance.

Section 6. Amendment to City Code. Section 5.20.050 of the Auburn City Code is amended to read as follows:

5.20.050 License application – Approval or disapproval procedure – Regulatory License.

The business license staff person shall collect all license fees and shall issue licenses in the name of the city to all persons qualified under the provisions of this chapter and shall:

A. Adopt all forms and prescribe the information required to implement this chapter.

B. Submit all applications to department heads as listed below for their endorsements as to compliance by applicant with all city regulations which they have the duty of enforcing:

1. Ambulance services license: Valley Regional Fire Authority and police department;
2. Amusement device license: police (four or under) and community development and public works and police (five or more);
3. Auto races license: Valley Regional Fire Authority, community development and public works, and police departments;
4. Cabaret licenses – Regulatory License: Valley Regional Fire Authority and police departments;
5. Carnivals, circuses, shows, ~~etc.~~, licenses – Regulatory License: Valley Regional Fire Authority, community development and public works, and police departments;

6. Dance licenses – Regulatory License: Valley Regional Fire Authority and police department;

7. Fire extinguisher service licenses: Valley Regional Fire Authority;

8. Massage business, health salon, ~~_etc.~~, licenses – Regulatory License: community development and public works, police departments and appropriate county health department;

9. Merchant patrol and private detective licenses: police department;

10. Motor vehicle wreckers licenses: community development and public works and police departments and Valley Regional Fire Authority;

11. Outdoor musical entertainment licenses – Regulatory License: community development and public works and police departments and Valley Regional Fire Authority;

12. Pawnbrokers/secondhand dealers licenses: police department;

13. Solicitor license – Regulatory License: police department;

14. Tow truck business license: Valley Regional Fire Authority, community development and public works and police departments;

15. Taxicab and For Hire

~~156.~~ Marijuana related ~~business-licenseactivities~~ – Regulatory License: community development and public works, police and utilities departments, and Valley Regional Fire Authority.

~~167.~~ Mobile Vendors and Food Trucks – Regulatory License

C. Notify any applicant of the acceptance or rejection of their application and shall, upon denial of any license, state in writing the reasons therefor, the process for appeal and deliver them to the applicant.

D. Deny any application for license upon written findings that the granting would be detrimental to the public peace, health or welfare:

1. Whenever any such license is denied the applicant may within 15 calendar days from date of action file written notice of appeal to the city's director of community development and public works. Action of the city's director of community development and public works may be appealed 15 calendar days from date of action to the hearing examiner, and action of the hearing examiner shall be conclusive and not subject to review.
2. When the issuance is denied and any action instituted by the applicant to compel its issuance, such applicant shall not engage in the business for which the license was refused unless a license is issued pursuant to a judgment ordering the same.

Section 7. Amendment to City Code. Section 5.20.230 of the Auburn City Code is amended to read as follows:

5.20.230 Taxicab ~~businesses and For Hire~~ – Provisions adopted by reference.

- A. The provisions of Chapter 6.64 of the King County Code as they currently exist and as they may be hereinafter amended are adopted by reference, a copy of which shall be on file with the office of the city clerk; provided, that unless the context indicates otherwise, reference to King County shall mean and be construed as the city of Auburn, Washington.
- B. In order to operate a taxicab or for hire business in the city, a current King County taxicab license is required.

Section 8. Amendment to City Code. Section 5.22.030 of the Auburn City Code is amended to read as follows:

5.22.030 Business license – Fee – Notice

Each rental housing business operating in the city, as defined herein, shall obtain and maintain in good standing a city of Auburn business license issued by the city in accordance with the procedures of this chapter and this title.

A. The fee for a business license required under this chapter shall be as set forth in the city of Auburn fee schedule.

B. The business license fee shall be for the calendar year (January 1st through December 31st), and each applicant for the business license must pay the full business license fee for the current calendar year during which the applicant has engaged in business, regardless of when during the calendar year the license is obtained.

C. The clerk is authorized, but not required, to mail to business enterprises the forms for applications for licenses or renewal of existing licenses. Failure of the business enterprise to receive any such forms shall not excuse the business enterprise from making application for and securing the license or renewal of license required and payment of the license fee when due.

Section 9. Amendment to City Code. Section 5.30.030 of the Auburn City Code is amended to read as follows:

A. It is unlawful for any person to conduct, manage or operate an adult entertainment establishment unless such person is the holder of a valid and subsisting license from the city to do so, obtained in the manner provided in this chapter.

B. It is unlawful for any performer, employee or manager to knowingly work in or about, or to knowingly perform any service or entertainment directly related to, the operation of an unlicensed adult entertainment establishment.

C. It is unlawful for any manager to work in an adult entertainment establishment unless such person is the holder of a valid and subsisting license from the city to do so.

D. Where a Regulatory License is required under this Chapter, a General Business License under Chapter 5.10 ACC is not required.

Section 10. 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 11. Implementation. The Mayor is authorized to implement such administrative procedures as may be necessary to carry out the directions of this legislation.

Section 12. 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:

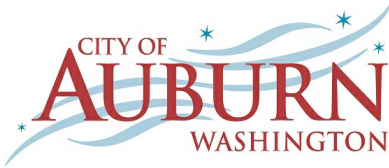
NANCY BACKUS, Mayor

Shawn Campbell, MMC, City Clerk

APPROVED AS TO FORM:

Kendra Comeau, City Attorney

Published: _____



AGENDA BILL APPROVAL FORM

Agenda Subject:

King County Regional Homelessness Authority Regional Planning Update (Tate) (30 Minutes)

Date:

August 2, 2022

Department:

Community Development

Attachments:

[KCRHA Presentation Powerpoint](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:**Background for Motion:****Background Summary:**

King County Regional Homelessness Authority (KCRHA), formed by an interlocal agreement in 2019, is the designated Continuum of Care in King County. Staff from KCRHA was last before Auburn City Council in September 2021 to introduce their agency and planning work.

KCRHA staff Alexis Mercedes Rinck and Abby Anderson will provide an update to their work over the past year, including an overview of the agency's Five Year Plan process, the Point In Time count conducted earlier this year, and the Sub-Regional Landscape Analysis.

Reviewed by Council Committees:

Councilmember: Mulenga

Staff: Tate

Meeting Date: August 8, 2022

Item Number:

Regional Homelessness Authority

Auburn City Council, 2022



Theory of Change

If we create a homeless response system
that centers the voices of people with
lived experience,

Then we will be able to meet needs and
eliminate inequities,

In order to end homelessness for all.



Background

2018- 2019

2020

2021

2022

2023

NIS Design & Inter-Local Agreement (ILA)

National Innovation Service engaged in 2018 to evaluate the system. KCRHA established December 2019 by ILA between Seattle and King County.

Administrative Start-Up & Global Pandemic

King County, Seattle, and Sound Cities set up governance structures for KCRHA; COVID-19 changed the landscape and responses to homelessness.

Hiring and Planning

CEO Marc Dones started in April 2021, focused on start-up & hired executive team. Started sub-regional planning in late June. Integrated data analysis finds 40,000+ people experiencing homelessness.

Implementation and Redesign

Transferring 268 contracts; Partnership for Zero & Systems Advocates; Severe weather planning; Qualitative research on unsheltered homelessness; Service redesign process.

Service Redesign Continues, Goal of Transformative Change





WE ARE

- A special jurisdiction government agency.
- An agency that receives and administers public funding.
- An administrator of programs and policies.
- A partner with public and private organizations.

WE ARE NOT

- The King County Department of Community and Human Services.
- The City of Seattle Human Services Department.
- A Public Development Association or Public Housing Authority.
- An agency that can levy taxes.



Role & Scope

- **Unified planning and coordination** of funding and services for people experiencing homelessness countywide.
- Oversight on **policy**, contract management, and performance management.
- **Continuum of Care** functions, as required by the U.S. Department of Housing and Urban Development to receive federal funding, formerly housed within “All Home.”
- Creation of a new **Ombuds Office** to serve as a single point of contact to support system navigation and maintain accountability to people experiencing homelessness
- Establishment of **clear metrics and milestones** for measuring success and for ensuring accountability and transparency.



INFRASTRUCTURE	Housing Capital and Development	✓	✓	✗
	CoC Funded Programs	✗	✗	✓
	Shelter			✓
PROGRAMS	Diversion	✗	✗	✓
	Rapid Re-Housing	✗	✗	✓
	Coordinated Entry	✗	✗	✓
	HMIS	✗	✗	✓
OTHER SERVICES	Outreach	✓	✗	✓
	Encampment Cleans	✓	✓	✗
	Behavioral Health and Crisis Response	✓	✓	✗

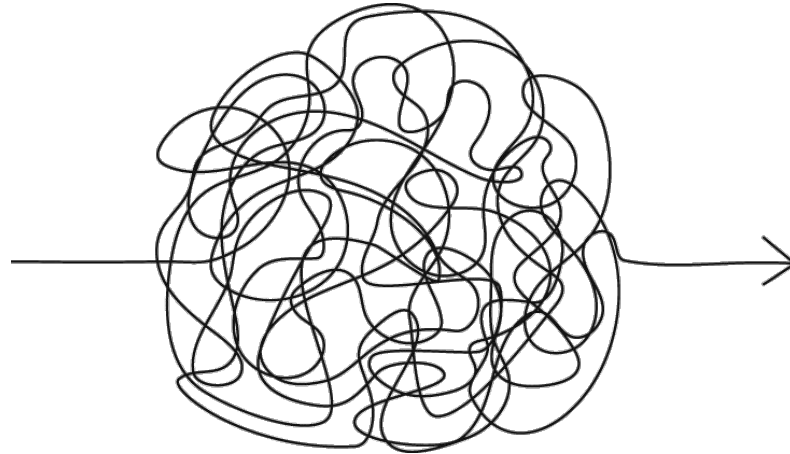
Our Organization

- Programs Division
 - Community Capacity
 - Program System Performance
 - Grants
- Community Impact
- Sub-Regional Planning
- Ombud's Office
- External Affairs
- System Advocates



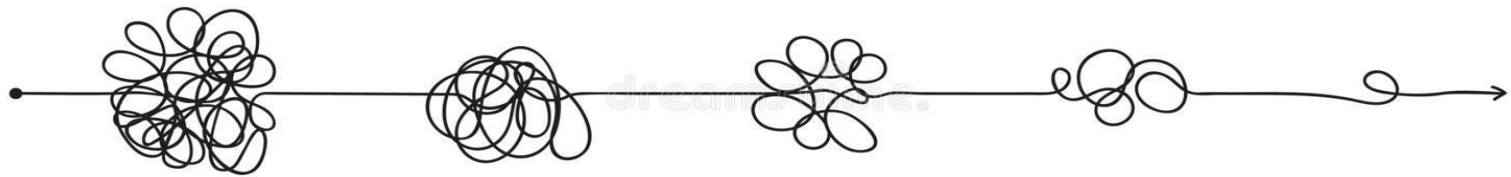
Current System

Crisis response has been chaotic and unsafe, polarized, and limited by scarcity.

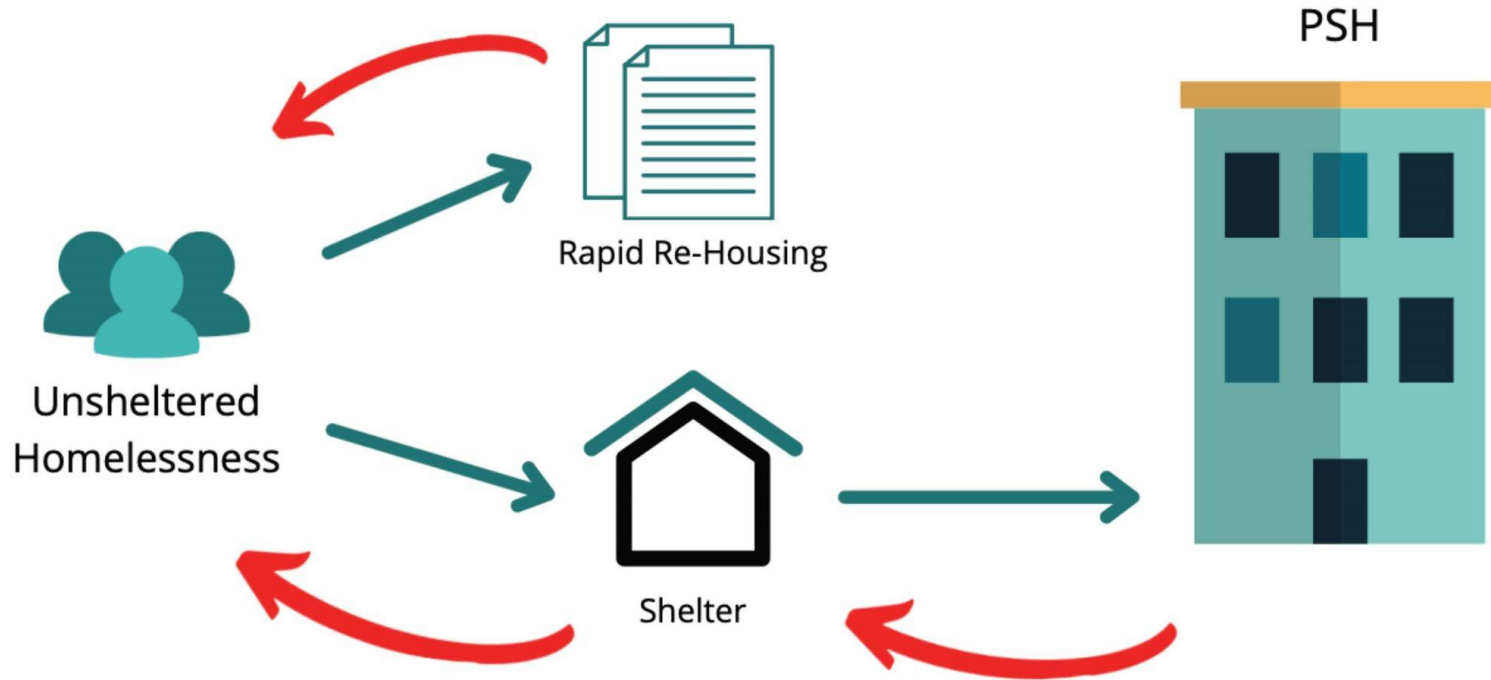


Success Looks Like

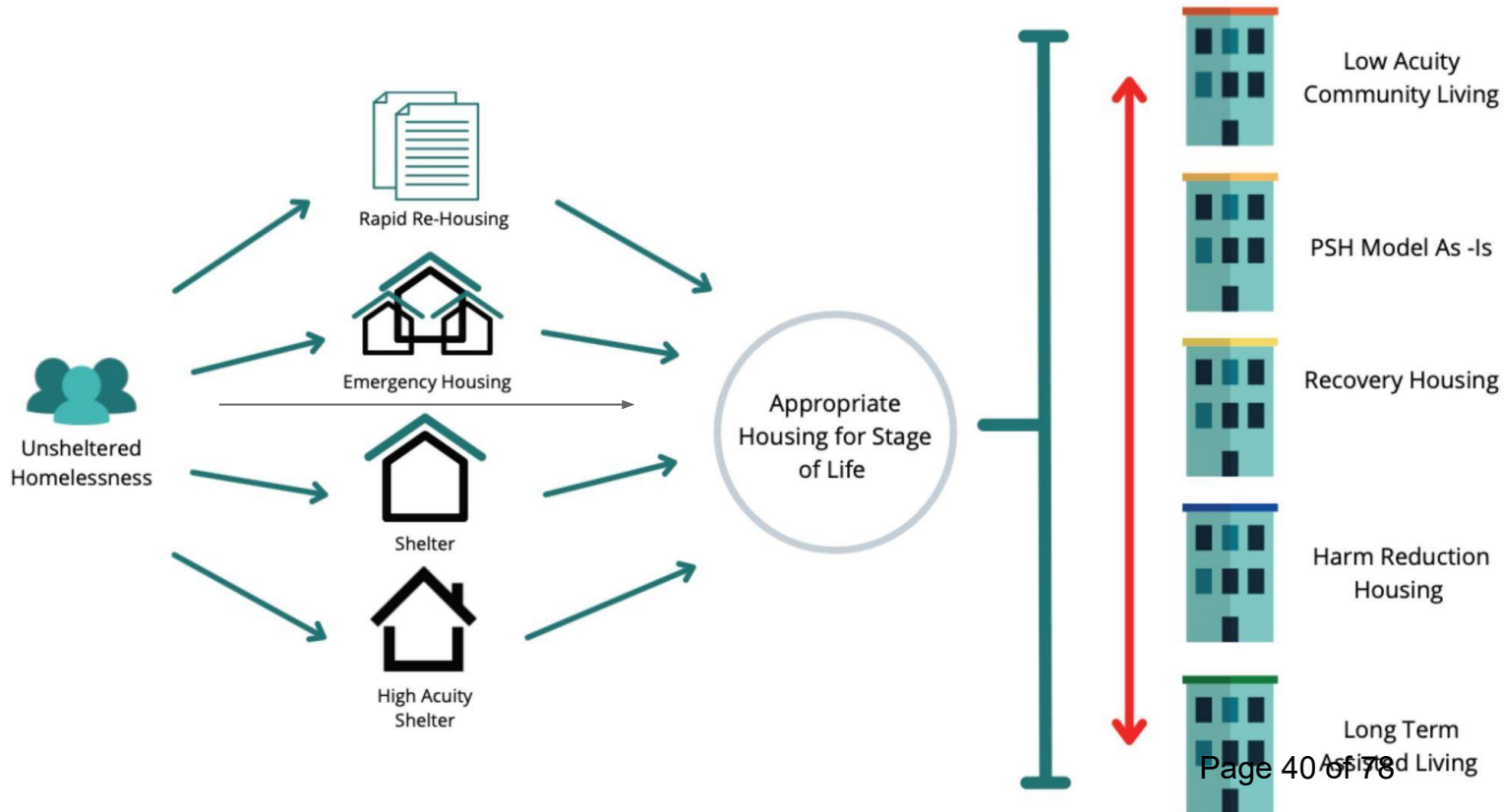
A dignity-based and healing-oriented system, centering lived expertise, that intentionally creates housing for all and provides accessible, high-quality services on demand.



Current System Architecture



Future System Architecture



Recent Wins

- Emergency Housing Vouchers: 60% lease rate beats national average
- Contract consolidation
- Multiple RFPs released and awarded
- Launch of Ombuds office
- Hiring and launch of Systems Advocates / Peer Navigation team
- Severe Weather Response Framework
- Duty Phone
- Sub-Regional Agreement Progress
- Service Landscape Data
- Qualitative Data: 500+ oral histories
- Housing gaps analysis modeling
- By Name List development
- Woodland Park encampment resolution
- State Highway encampment resolutions



The Five Year Plan



What it is: *A strategic roadmap to transform the system.*

What it will be informed by:

- Regional Action Framework; NIS Report; existing sub-population reports
- Modeling work with Cloudburst
- Sub-regional analytical work
- Learnings from a year of sub-regional engagement
- 50+ engagements in July
- Internal data and staff findings

Data - Count

PIT RESULTS

13,368
2022 POINT IN TIME
INDIVIDUALS
EXPERIENCING
HOMELESSNESS



CROSS-SYSTEMS RESULTS

The recent [King County Department of Community and Human Services Cross Systems Homelessness Analysis](#) found that at least 40,871 people experienced homelessness at some point in 2020.

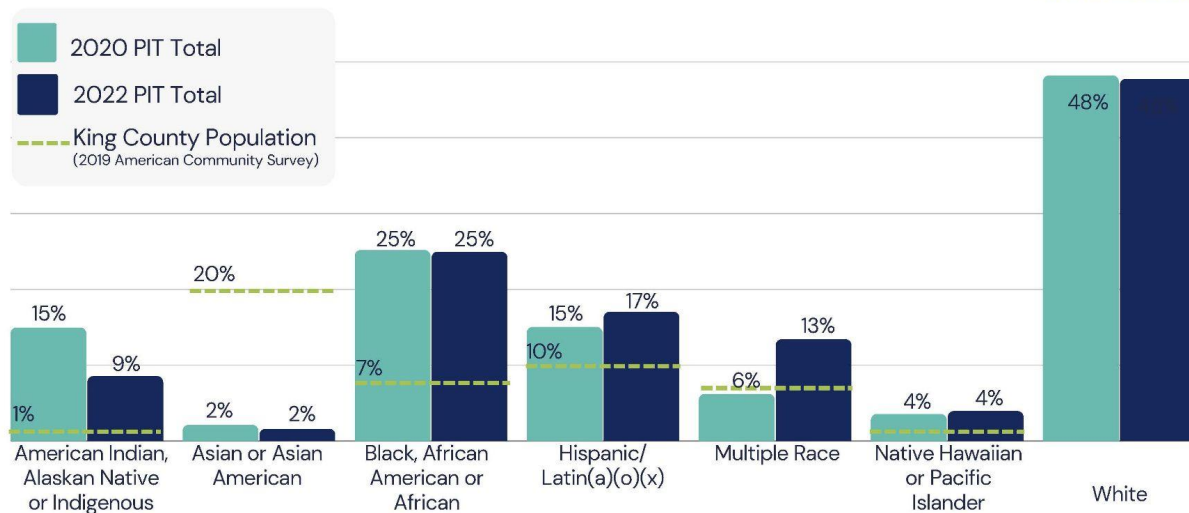
This annualized figure is the number that the RHA holds itself accountable to.

40,871

2020 ANNUALIZED COUNT
FROM DCHS CROSS SYSTEM ANALYSIS

Data - Disproportionality

RACE & ETHNICITY* OF HEAD OF HOUSEHOLD



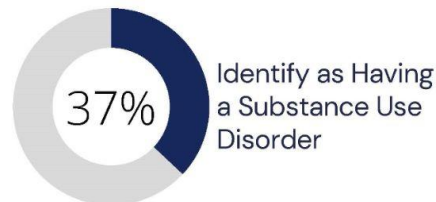
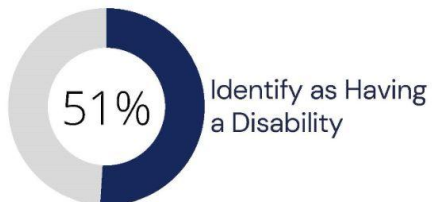
*HUD requires submission of race and ethnicity as separate categories. Here, we have included households identifying as Hispanic/Latin(a)(o)(x) with the HUD-required race categories. Since these questions are asked separately, a respondent may identify as Hispanic/Latin(a)(o)(x) and in another category represented in this chart.



Data - Acuity

HEALTH CARE NEEDS

Experiencing homelessness is traumatic and can trigger, create, or exacerbate health conditions, disability, substance use, and mental and behavioral health conditions, while at the same time making it harder to access treatment and care. Navigating the health care system is difficult, and it's harder for people who are regularly being displaced to make traditional appointments. Expanded access to stable housing and high-acuity care would directly improve health outcomes.



Sub-Regional Planning

- Unique needs of 39 cities in 7 sub-regions
- Ongoing equitable engagement:
 - South King County Forum on Homelessness
 - South King Homelessness Action Committee
 - South King providers, encampment visits, system partners
- Sub-Regional Analytics: Funding + Landscape Assessments
- Service and funding agreements specific to sub-regions



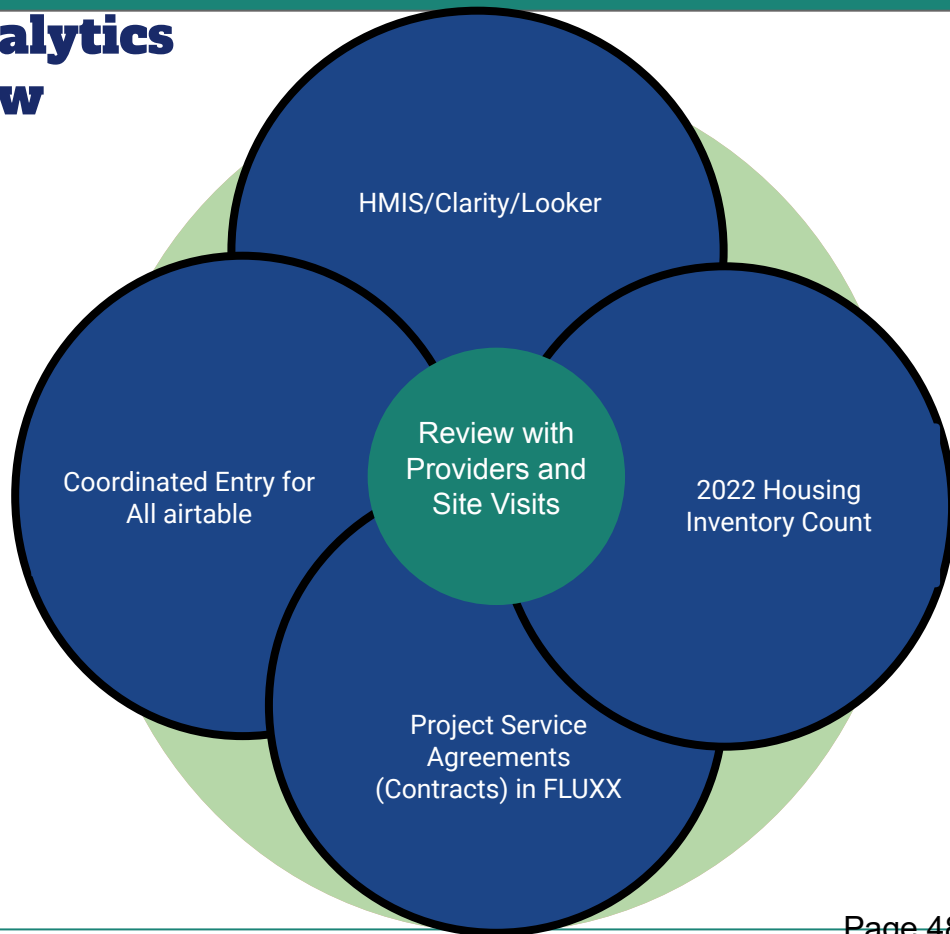
City of Last Residence

In HMIS, we have a data point where people will indicate what their city of last residence was. In May, HMIS indicated that:

- **5,830 people** enrolled in HMIS marked a South King County city as last jurisdiction of residence.
- Only 295 of those are in permanent housing
- South King County has **314 units/623 beds** of emergency shelter



Sub-Regional Analytics Landscape Review



Captured in the Landscape

Provider Organization

Program Name

Sub-Region

Type of Program

Project Service Agreement (PSA)
with KCRHA & PSA #

HMIS Participating, HMIS Program
ID

Total Unit and Bed Inventory

Inventory last verified

Household type

Sub-Population served

By/For Equity Partner



Data: Landscape

Comprehensive
dataset

Sortable by type,
city, and
sub-region

First time this
information has
ever been
collected in one
place

☐	Program Name	Service Provider Organi...	Sub-Region	Jurisdiction/CoS Council...	Type of Program	PSA?
▼	Hopelink Count 7					
10	Kenmore Shelter	Hopelink	North King County	Kenmore	Emergency Shelter	No
11	Duvall Place	Hopelink	Snoqualmie Valley	Duvall	Permanent Housing	No
12	Avondale Park Shelter	Hopelink	East King County	Redmond	Emergency Shelter	No
13	Avondale Park TH-Unsubsi...	Hopelink	East King County	Redmond	Transitional Housing	No
14	Heritage Park	Hopelink	East King County	TBD	Permanent Housing	No
15	Avondale Park TH-Subsidiz...	Hopelink	East King County	Redmond	Transitional Housing	No
16	Hopelink Place	Hopelink	East King County	TBD	Permanent Housing	No
SERVICE PROVIDER ORGANIZATION						
▼	Lake Washington Unit Count 1					
17	LWUMC Safe Parking Progr...	Lake Washington United...	East King County	Kirkland	Safe Parking	No
SERVICE PROVIDER ORGANIZATION						
▼	LifeWire Count 4					
18	LifeWire Shelter	LifeWire	East King County	TBD	Emergency Shelter	Yes
19	Lifewire Regional RRH-DV (...)	LifeWire	Countywide	N/A	Rapid Rehousing	Yes
20	My Friend's Place JC-RRH	LifeWire	Countywide	N/A	Rapid Rehousing	Yes
21	Lifewire Regional RRH-Exp...	LifeWire	Countywide	N/A	Rapid Rehousing	Yes

Funding Analysis

Regional jurisdictions have contributed to homelessness response through hiring homelessness outreach staff, beginning city-specific dashboards, and through funding to local service providers.

Granted funding to homelessness response from South King County cities amounts to over \$3.5 million; Cities also fund a variety of other social services to support community.



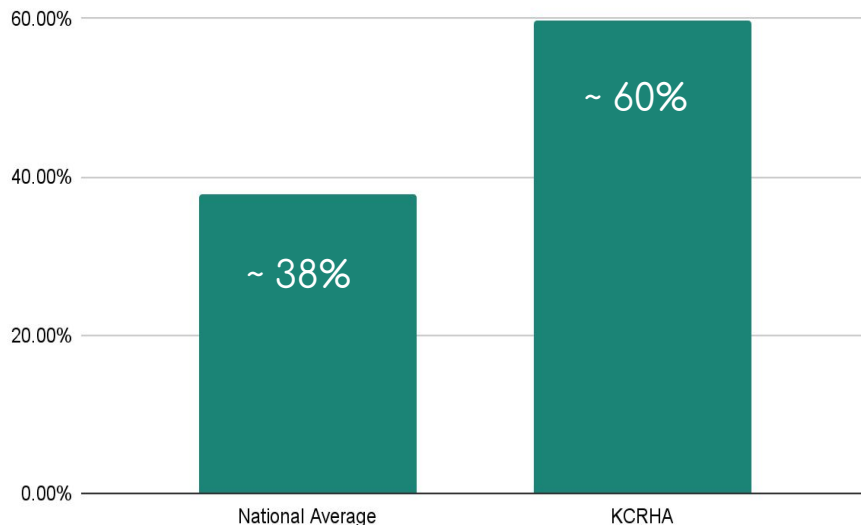
Gaps Analysis - Cloudburst

- Builds on work with WA State Dept. of Commerce
- Analyzes qualitative data
- Identifies gaps in housing and shelter inventory
- Recommends year-over-year investment required



Emergency Housing Vouchers

EHV Lease Up %



- 786 households permanently housed in one of the most competitive housing markets in the nation, as of July 15
- Our EHV lease up percentage is **150% the national average**



What's Next?

- Community engagement on strategic planning
- RFI, RFSQ, RFP to redesign how services are delivered
- Field operations
- Real time bed availability
- Improve Coordinated Entry prioritization
- Match acuity to setting
- Five-Year Plan → Sub-Regional Implementation



South King County System Partners Workshop – Late Aug/September

This session is an opportunity to weigh in on sub-regional planning activities and provide insight into the realities of homelessness response in South King County.

We encourage folks who work in emergency response, human services, libraries, public safety, behavioral health to join us.

We are looking for a variety of perspectives to ensure a fruitful conversation.

Thank You

www.KCRHA.org
info@kcrha.org

Find us on LinkedIn, Facebook,
and Twitter @KC_RHA



AGENDA BILL APPROVAL FORM

Agenda Subject:

South King Housing and Homelessness Partners 2023 Work
Plan and Budget (Tate) (20 Minutes)

Date:

August 2, 2022

Department:

Community Development

Attachments:

[SKHHP MEMO](#)

[SKHHP Presentation](#)

Budget Impact:

Current Budget: \$0

Proposed Revision: \$0

Revised Budget: \$0

Administrative Recommendation:

Council to schedule for action on August 15, 2022

Background for Motion:**Background Summary:**

See attached memo.

Reviewed by Council Committees:

Councilmember: Mulenga

Staff:

Tate

Meeting Date: August 8, 2022

Item Number:



Memorandum

South King Housing and Homelessness Partners

TO: Auburn City Council
FROM: Angela San Filippo, SKHHP Executive Manager
DATE: July 13, 2022
RE: Overview 2023 work Plan and budget priorities for review and feedback

I. BACKGROUND

The following is an outline of the 2023 SKHHP work plan and budget process, status update on actions from the 2022 work plan, and overview of 2023 work plan priorities. The intention is to provide a progress update and solicit feedback from SKHHP partner Councils prior to SKHHP Executive Board consideration for adoption at the August 19 meeting.

The May and June SKHHP Executive Board meetings focused on 2023 budget and work plan development and priority setting through discussion of SKHHP's mission and goals, status update on the 2022 work plan, and input from the SKHHP staff work group and Advisory Board. A draft 2023 work plan and budget will be brought forward for SKHHP Executive Board consideration at the August 19 meeting, upon approval the work plan and budget will proceed to SKHHP partner jurisdictions for adoption, as depicted in the work flow diagram below.



II. SKHHP PARTNER INPUT

SKHHP is in the development stages of the 2023 annual work plan and budget and it is important to hear from each of SKHHP's partners during this process. As you read through the following work plan update and draft 2023 work plan goals and action items consider the following questions:

1. Does the SKHHP mission convey the purpose and values that are important to your jurisdiction?

2. Do the SKHHP objectives convey intention and direction that will help SKHHP achieve this mission?
3. Do you have suggestions that you would like to see incorporated into SKHHP's 2023 work plan or budget that reflect your jurisdiction's needs and are aligned with SKHHP's mission and goals?
4. Do you have any other questions or concerns regarding SKHHP's annual work plan and budget process?

III. SKHHP MISSION AND OBJECTIVES

SKHHP's mission statement is meant to be a concise statement that articulates SKHHP's overarching purpose and conveys SKHHP's values. The objectives provide broad vision and direction that guide the development of goals and action items in SKHHP's work plan.

Mission

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

Objectives

Housing Policy and Planning. *Share technical information and resources to promote sound housing policy*

Affordable Housing Investment. *Coordinate public resources to attract greater private and public investment into production and preservation for affordable housing in South King County*

Outreach, Education, and Advocacy. *Provide a unified voice to advocate for South King County housing needs and priorities at a local, regional, and state level*

IV. 2021 PROGRESS UPDATE

The following is a bulleted progress update of SKHHP work conducted in 2021.

- Appointment of inaugural **SKHHP Advisory Board**
- SKHHP Foundation **received WA nonprofit status**
- **SKHHP Housing Capital Fund**
 - 9 member Cities adopt Interlocal Agreement to provide mechanism to pool sales tax credit funds authorized by SHB 1406
 - Draft funding guidelines
 - Adopted administrative procedures

- Support to **6 partner jurisdictions through Housing Action plan development and adoption**
- Adoption of **State legislative priorities**
- **Awarded Department of Commerce funds** for collaborative effort to inventory and monitor regulated and unregulated affordable housing in South King County

V. 2022 WORK PLAN UPDATE – AREAS OF ONGOING FOCUS

This following is a brief list of areas of ongoing focus that staff are actively engaged in:

- Execute **first funding round** of SKHHP Housing Capital Fund
- **Build funding support**
 - Establish SKHHP 501(c)(3)
 - Continue relationship building with philanthropic organizations
- Coordinate with developers to **better understand barriers to increasing construction and preservation of affordable housing**
- **Inventory and assessment of existing housing policies**
- Inventory and monitoring of **affordable housing vulnerable to market pressures**
- Establish **3–5-year goals and objectives**

VI. 2023 DRAFT WORK PLAN AND BUDGET

a. Budget

During the first couple years of operations, the SKHHP operating budget had cost savings attributable to delays in hiring staff. Beginning in 2022, the cost savings allowed SKHHP to institute annual incremental increases in City member contributions with the intention that SKHHP will reach a balanced budget within the next three years.

The proposed 2023 SKHHP operating budget includes:

- Two full time positions
 - Executive Manager
 - Program Coordinator
- Compensation for Advisory Board members
- Professional services associated with executing housing capital fund contracts

DRAFT 2023 SKHHP Operating Budget

Projected beginning fund balance - January 1, 2023	\$194,188
Projected ending fund balance - December 31, 2023	\$116,771.76

REVENUES

Auburn	\$34,385
Burien	\$19,838
Covington	\$9,919
Des Moines	\$9,919
Federal Way	\$44,965
Kent	\$44,965
Maple Valley	\$9,919
Normandy Park	\$5,290
Renton	\$44,965
Tukwila	\$9,919
Unincorporated King County**	\$44,965
King County**	\$30,035
Interest earnings	
Office space (in-kind donation)	\$12,000
TOTAL REVENUES	\$321,084.00
<i>Spend down balance</i>	<i>\$77,416.24</i>
TOTAL	\$398,500.24

EXPENSES

Salaries and benefits	\$290,803.85
Misc – professional services, travel, phone	\$12,000.00
Advisory Board compensation	\$14,400.00
Office space (in-kind donation)	\$12,000.00
Supplies	\$1,000.00
Professional development	\$5,000.00
Interfund IT	\$28,160.00
Subtotal	\$363,363.85
Administering agency – 10% Administrative Fee*	\$35,136.39
TOTAL	\$398,500.24

*10% administrative fee is calculated as a percentage of operating costs which does not include in-kind donations, or carry forwards.

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

b. Work Plan

The following five goals and corresponding action items implement the SKHHP Interlocal Agreement and build upon previous year work plans.

In recognition that SKHHP currently has only one full time staff person and full execution of SKHHP's work plan requires SKHHP to be operating at full staff capacity, each action item is identified as critical, important, or desirable, which are defined as follows:

- **Critical** – necessary to carry out the SKHHP Interlocal Agreement or fully implement work that began in previous years
- **Important** – priority but not necessary
- **Desirable** – not as high priority, would be nice to get to

This prioritization of action items allows for some flexibility based on staff capacity as well as some level of adaptability based on emerging issues.

- ◆ **Goal 1.** Define strategy, direction, and long-term goals to implement SKHHP
■←● Interlocal Agreement

Critical

- Develop a long-term funding strategy for the SKHHP Housing Capital Fun and facilitate conversations with member jurisdictions to identify and explore dedicated sources of revenue for affordable housing at the local and regional level.
- Develop annual work plan and budget.
- Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.

Important

- Develop a plan to build capacity of SKHHP.



Goal 2. Build long-term sustainability for SKHHP Housing Capital Fund.

Critical

- Facilitate final 2022 funding allocations through member Councils.
- Prepare contract documents and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments.
- Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund.

Important

- Work collaboratively with public funders at the state and local levels to promote shared affordable housing goals and equitable geographic distribution of resources.
- Work with private investors and lenders to maximize leverage of public investment into affordable housing.
- Work with member cities and project sponsor to start developing a pipeline of projects to be funded over the next five years.
- Actively vet potential projects and lead funding policy and prioritization discussions with SKHHP Executive Board.



Goal 3. Work with partner jurisdictions to enhance and develop new local policies and programs that protect existing affordable housing stock, provide housing security, and accelerate access to affordable housing.

Critical

- Develop subregional housing preservation strategies.
- Continue to improve and refine and conduct regular updates to housing policy matrix and affordable housing database (being developed in 2022).
- Convene city and county land use planners to share best practices and increase coordination and collaboration on housing policy and planning.
- Support efforts to advance 5-year action plan identified by the Regional Affordable Housing Task Force.

Important

- Develop a program to assist member cities with administering local housing incentive programs, including density bonus, multifamily tax exemption (MFTE), impact fee waivers, and other programs.



Goal 4. Represent South King County and its unique affordable housing needs at all relevant decision tables and foster collaboration between partners.

Critical

- Represent SKHHP at relevant local and regional meetings and forums that help advance SKHHP's mission and provide a voice for increasing access to safe, healthy, and affordable housing in South King County.

Important

- Build relationships with state and federal legislators through organizing work sessions, and providing progress updates.



Goal 5. Further strengthen regional stakeholders’ understanding of the spectrum of affordable housing options, the range of related needs and opportunities, and the housing system.

Critical

- Coordinate with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials, stakeholders, and community members.
- Monthly SKHHP Executive Board educational topics on emerging housing and homelessness topics.

Important

- Annual updates to non-SKHHP South King County cities and relevant stakeholder groups.

Desirable

- Work with HDC, affordable housing developers, and city and county planners to reimagine the South King County Joint Planners and Developers work group.

VII. NEXT STEPS

Input from SKHHP member jurisdictions will be brought forward along with the draft 2023 SKHHP Work Plan and budget for consideration of adoption at the August 19 Executive Board meeting. Following Executive Board adoption the final 2023 work plan and budget will be brought to each member jurisdiction for adoption.

DEVELOPMENT OF 2023 SKHHP WORK PLAN



Auburn City Council

Angela San Filippo, SKHHP Executive Manager | asanfilippo@skhhp.org

SKHHP MISSION

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

OBJECTIVES



Housing Policy and Planning: Share technical information and resources to promote sound housing policy



Affordable Housing Investment: Coordinate public resources to attract greater private and public investment for affordable housing in South King County



Outreach, Education, and Advocacy: Provide a unified voice to advocate for South King County needs at a local, regional, and state levels



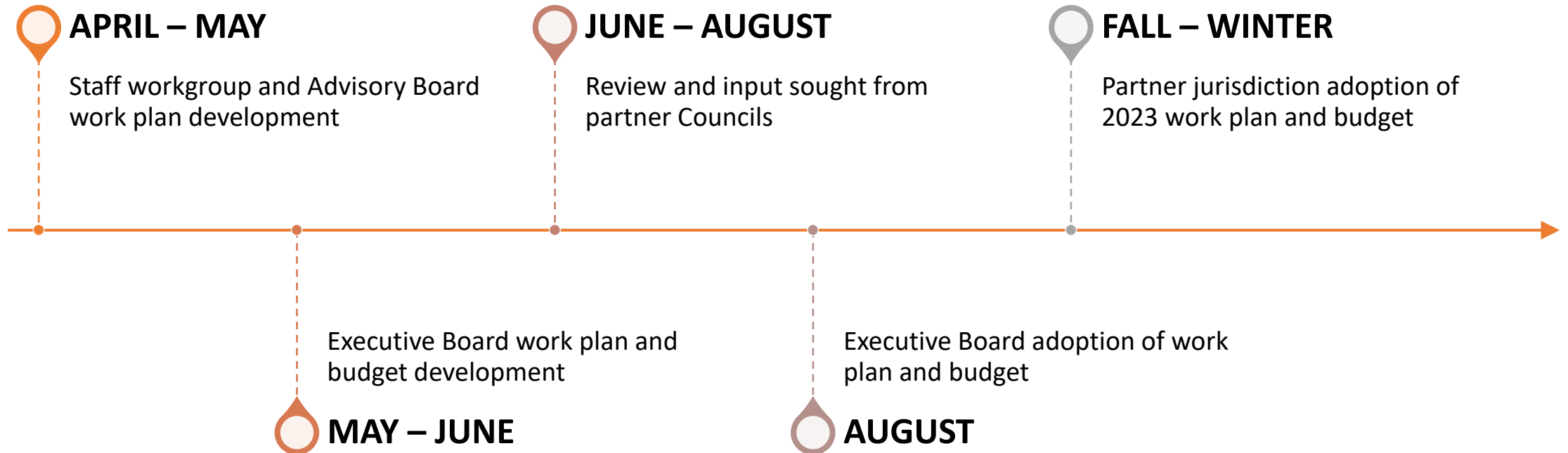
2021 SKHHP ANNUAL PROGRESS UPDATE

- Appointment of inaugural **SKHHP Advisory Board**
- SKHHP Foundation **received WA nonprofit status**
- **SKHHP Housing Capital Fund**
 - 9 member Cities adopt Interlocal Agreement to provide mechanism to pool sales tax credit funds authorized by SHB 1406
 - Draft funding guidelines
 - Adopted administrative procedures
- Support to **6 partner jurisdictions through Housing Action plan development and adoption**
- Adoption of **State legislative priorities**
- **Awarded Department of Commerce funds** for collaborative effort to inventory and monitor regulated and unregulated affordable housing in South King County

2022 AREAS OF ONGOING FOCUS

- Execute **first funding round** of SKHHP Housing Capital Fund
- **Build funding support**
 - Establish SKHHP 501(c)(3)
 - Continue relationship building with philanthropic organizations
- Coordinate with developers to **better understand barriers to increasing construction and preservation of affordable housing**
- **Inventory and assessment of existing housing policies**
- **Inventory and monitoring of affordable housing vulnerable to market pressures**
- Establish **3–5-year goals and objectives**

WORK PLAN PROCESS

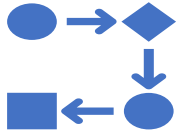


WORK PLAN ORGANIZATION

5 goal statements to advance SKHHP's mission and objectives

- **Action items**
 - **Critical** – necessary to carry out ILA or fully execute work that began in previous years
 - **Important** – priority but not necessary
 - **Desirable** – not as high priority, would be nice to get to

2023 SKHHP WORK PLAN PROPOSAL



Define strategy, direction, and long-term goals to implement the SKHHP Interlocal Agreement.

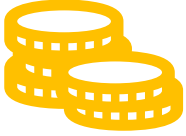
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- Develop annual work plan and budget
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Important

- Develop a plan to build capacity of SKHHP

2023 SKHHP WORK PLAN PROPOSAL



Build long-term sustainability for SKHHP Housing Capital Fund.

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Important

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Important

- Annual updates to non-SKHHP South King County cities and relevant stakeholder groups

Desirable

- Work with HDC, affordable housing developers, and city and county planners to reimagine the South King County Joint Planners and Developers work group

DRAFT 2023 SKHHP BUDGET

Increased jurisdiction contributions that work towards a balanced budget that includes:

- Two full time positions
 - Executive Manager
 - Program Coordinator
- Compensation for Advisory Board members
- Professional services for executing housing capital fund contracts