

**Human Services Committee
Special Meeting
May 19, 2025 - 4:00 PM
1 East Main Street
Annex Conference Rm 1
2nd Floor**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Human Services Committee Special Meeting scheduled for Monday, May 19th 2025 at 4:00 p.m. will be held in person and virtually.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 248 953 040 008

Passcode: AA2Tw5

Dial in by phone

[+1 509-530-1507,,207853047#](#) United States, Spokane

[\(509\) 530-1507,,207853047#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 207 853 047#

ROLL CALL

AUDIENCE PARTICIPATION

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Jody Davison, CDBG Coordinator

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Jody Davison, CDBG Coordinator

Fax number: 253-288-3132

Email written comments to: jdavison@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting Human Services Department in person, by phone 253-876-1965, or by email (jdavison@auburnwa.gov).

PUBLIC HEARING

- A. A Public Hearing to consider City of Auburn's intent to seek a HUD 108 Loan

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Section 108 Loan Application Proposal
Redevelopment and Expansion of the Resource Center

COMMUNICATION RECEIVED

- A. Letter from Compass Housing Alliance

APPROVAL OF MINUTES

- A. Discussion and Approval of the April 28, 2025 meeting minutes
- B. Discussion and Approval of the amended March 28, 2025 meeting minutes

ACTION ITEMS

- A. Discussion and Approval of Interview Questions and Vacancy Procedures for Human Services Committee

UNFINISHED BUSINESS

- A. 2024 Unallocated Human Services Funding Discussion and Potential Action

SCHEDULE FOR UPCOMING MEETINGS

- A. The next regularly scheduled meeting of the Human Services Committee is June 23, 2025, at 4:00 pm.

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Section 108 Loan Application Proposal
Redevelopment and Expansion of the Resource Center

Meeting Date:

May 19, 2025

Department:

Human Services

Attachments:

City of Auburn, WA Draft 108
Application - POST PUBLISHED

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



Section 108 Loan Application Proposal

Redevelopment and Expansion

of the

Resource Center

Auburn, WA

May 2025

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GENERAL INFORMATION

Applicant:	Mayor and City Council of Auburn
Amount of Current CDBG Allocation	\$619,474
Amount Requested (in \$1,000 increments)	\$3,000,000
Applicant Information:	
Chief Elected Official:	The Honorable Nancy Backus, Mayor
Address:	25 W. Main Street Auburn, Washington 98001
Email:	nbackus@auburnwa.gov
City Contact:	Kent Hay Human Services Director
Address:	25 W. Main Street Auburn, WA 98001
Project Location:	2814 Auburn Way North, Auburn, WA 98002
Email:	khay@auburnwa.gov
Submitting Agency:	City of Auburn Human Services Department
Agency Contact:	Jody Davison CDBG Program Coordinator 25 W. Main Street Auburn, WA 98001
Email:	jdavison@auburnwa.gov
Project Location	2814 Auburn Way North Auburn, WA 98002
Applicants Congressional District(s):	8th District

EXECUTIVE SUMMARY

The City of Auburn is requesting a Section 108 Loan in the amount of \$3 Million Dollars to support the redevelopment and expansion of the City Resource Center located at 2814, 2816, 2818 Auburn Way North, Auburn, WA in the Christopher neighborhood. Loan proceeds will be used to support direct construction costs and the required financing fees. Loan funds will be administered by the City's Human Services Department and will be repaid through the agency's annual Community Development Block Grant (CDBG) allocation. The Human Services Department proposes to close on the loan in the Summer 2025. Funds would be paid over 20 years at a variable interest rate with the understanding that final underwriting will be determined by HUD.

Constructed in 1979, the Auburn Resource Center originally was used as a retail space until 2020 when the City began leasing 80% of the property. The City's leasehold changed the primary uses of the property from retail to service. The City subleased space to the Auburn Food Bank, We Care Daily Clinics and number of other smaller non-profits focusing on providing support services to those experiencing or on the verge of homelessness. In addition, the City established a Community Day and Night Shelter at the property. In December 2024, the City purchased the property for \$6.13 million.



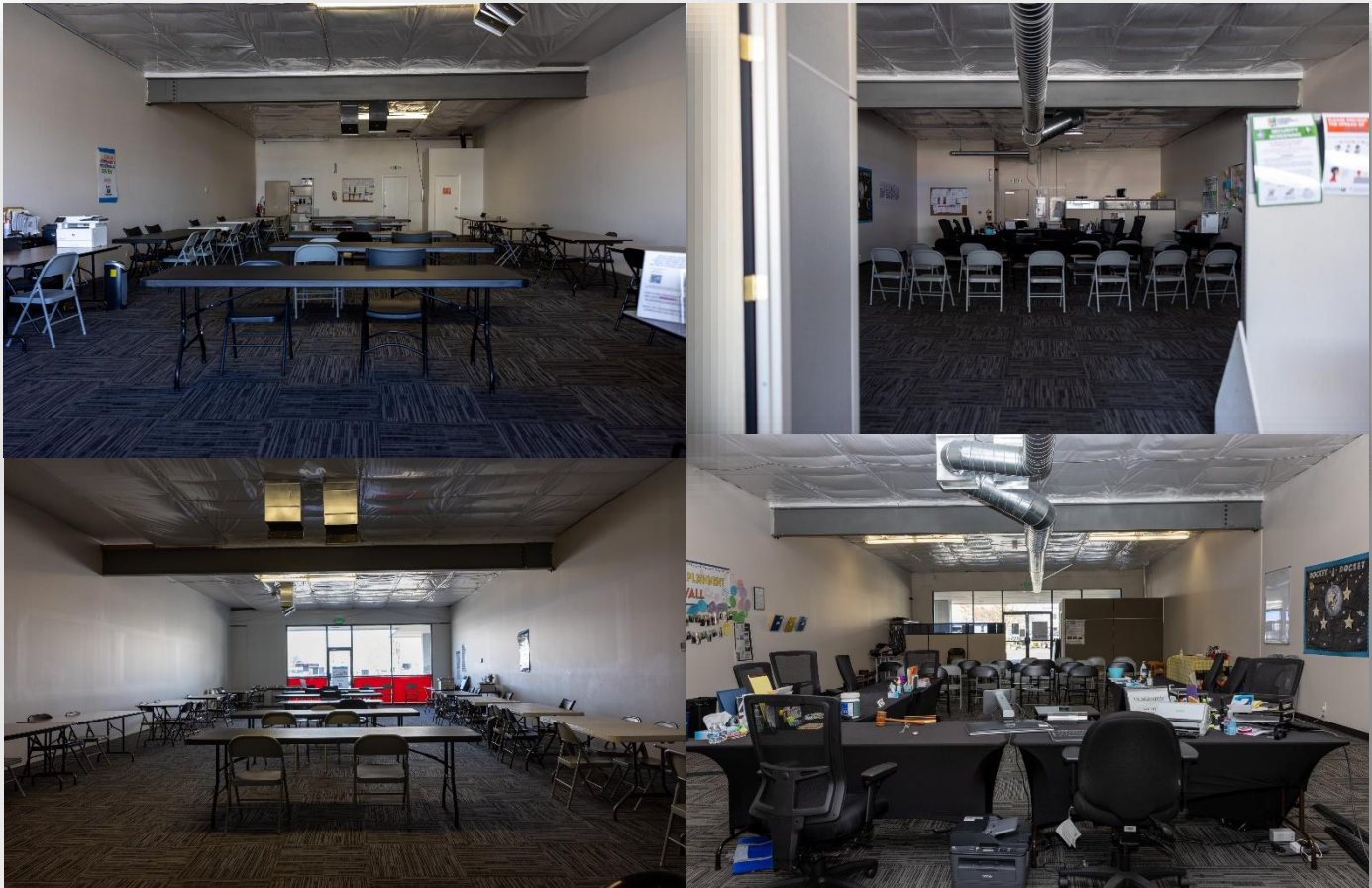
Figure 1. Ribbon Cutting Ceremony December 2024

SECTION I

Discussion of the Proposed Activities in the Context of the Applicant's Community Development Objectives as Included in its HUD Consolidated Plan

Support for public facilities is referenced in multiple sections of the City of Auburn's proposed Consolidated Plan which covers the period of January 2025 – December 2029. Public facility improvements are identified as a priority in the SP-25 Priority Needs section of the Plan. (see pp 94.) These improvements are also a specifically stated goal in the Plan. (See SP-45 Goal Summary pages 104 - 105.)

The facility as it currently exists does not meet the needs of Auburn residents or fulfil the intended purpose of the space. The images below are of the Resource Center space (left) and the Community Court (right). The space lacks adequate ventilation, lighting, electrical, facilities and private meeting space. Service providers who meet with clients lack privacy as they engage with clients to discuss confidential and private topics.

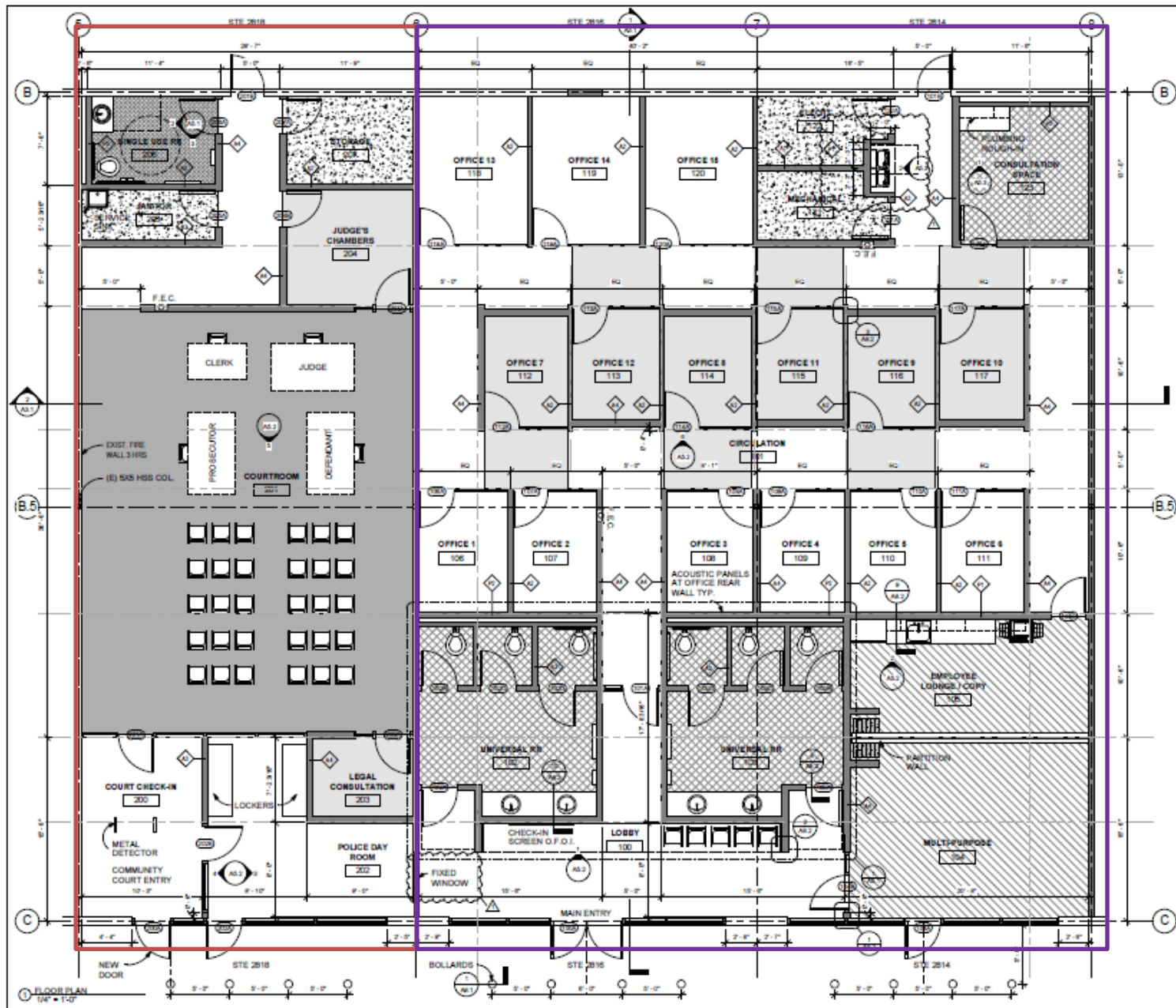


Resource Center and Community Court space March 2025



Outline Denotes the Area Proposed for Remodel





Outline in Red Notes Community Court Space with Purple Noting the Resource Center Space

Requested Amount of Section 108 Assistance

The City of Auburn is requesting \$3 Million Dollars (\$3,000,000) in Section 108 assistance to be used as an investment in rehabilitation of the Auburn Resource Center.

108 Citizen Participation

Public involvement in the proposed activities described in this Application began with an initial introduction to the Auburn City Council on April 28th, 2025. A public meeting was held on May 19th to discuss the redevelopment of the city's Resource Center. The City began the required 30-day notification and public-comment period on the draft Section 108 Loan Application on May 3rd, 2025, by posting a Notice in the *Seattle Times*, placing the draft on its website, and sending an email notification about the availability to comment to interested citizens, partners, elected officials, and residents. The draft application was also posted on Speak Up Auburn, an on-line community engagement platform hosted by the City's Human Services Department.

Summary of Public Comments

Auburn Received a total of [REDACTED] comments

Summary of comments or views not accepted and the reasons for not accepting them:

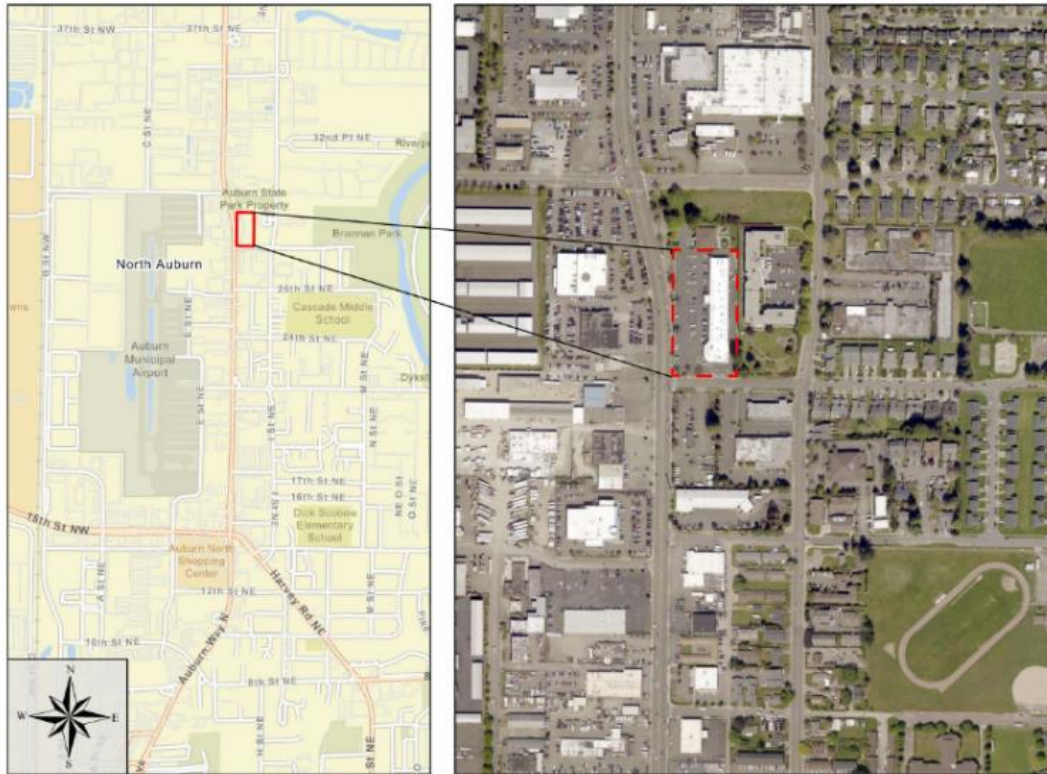
[REDACTED] (TBD)

A summary of comments and the City's response: [REDACTED] (TBD)

Specific Section 108 Certifications and Other CDBG Certifications to Accompany an Application

The required certifications are attached to this application.

Auburn Resource Center



SECTION II

Project Information

Site, Facility Description & Proposed Improvements:

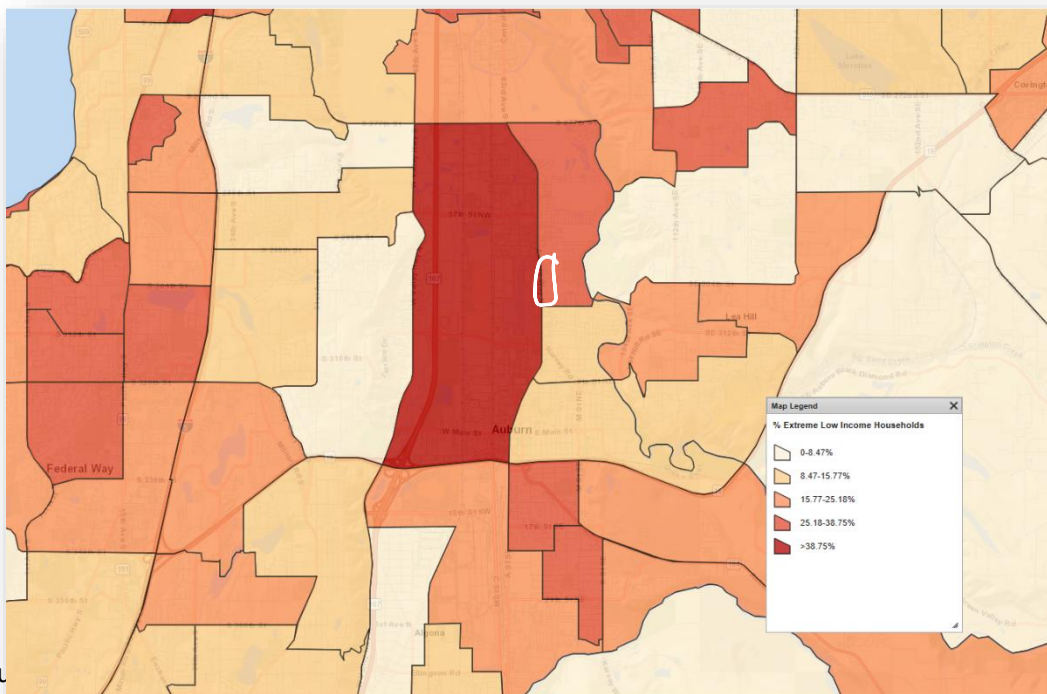
Section 108 funds will be allocated for the redevelopment of the Auburn Resource Center, located at 2801-2826 Auburn Way North, Auburn, WA 98002. Originally built in 1979 as retail space, the 29,000 sq. ft. facility transitioned in 2020 when the City began leasing 80% of the property, shifting its primary function from retail to service-oriented uses. In December 2024, the City purchased the property for \$6.13 million. The City now subleases portions of the space to the Auburn Food Bank, We Care Daily Clinics, and several smaller non-profits focused on providing support to individuals experiencing or at risk of homelessness. The City has also established the Ray of Hope day shelter and the Sundown night shelter on the premises.

The Auburn Resource Center is the first of its kind in South King County, offering a unique service model. Each week, its doors open to the community, providing a centralized hub where various non-profit organizations come together to offer services ranging from health care and financial assistance to support housing, ID/document assistance, and substance abuse treatment for individuals.

Located in the North Auburn, Resource Center is easily accessible via a major bus line and is situated in an area with the highest concentration of extremely low-income households. Over 38% of residents in this region fall below the HUD median family income limits.

The facility is a single-story building with a total gross area of 29,074 sq. ft., located on a 2.63-acre site, with ample parking space.

As part of the redevelopment, the City plans to modify the current space used for the Auburn Resource Center and Community Court. The improvements will include a conference room, private meeting spaces, a reception area, and upgraded, accessible restrooms for clients. Additionally, the renovation will address plumbing, roof, and foundation modifications, fire sprinkler systems, electrical upgrades, interior signage, and the creation of new office spaces. Since the site was originally leased by the City, the interior of the leased space has undergone one upgrade and modernization efforts. However, the City lacks funding for the comprehensive redevelopment that is proposed.



City of Auburn

Project Schedule

Construction on the facility is expected to begin in January 2026 and will take approximately 12 months to complete. It is anticipated that the Resource Center and Community Court will temporarily relocate to the Les Gove Park facility, another City owned facility, during construction. It is anticipated that the Resource Center will reopen in March 2026 following the completion of construction.

The construction contract is expected to be advertised in the Seattle Times and will follow City procurement policies and include Davis-Bacon wage requirements, and BABA. The advertising, review, and award process is anticipated to last five months.

Prior to advertising work, the City requires that all funds are committed to the project. To have Section 108 funds available by the estimated Fall of 2025 construction advertising date, the Human Services Department anticipates seeking approval from the City Council to submit a final Section 108 Loan Application in June 2025. The request for board approval will have been preceded by a 30-day public comment period. Part 58 Environmental Review is expected to receive a FONSI Notice in Spring 2025.

The table below outlines key dates associated with the proposed construction and renovations:

ENVIRONMENTAL REVIEW & RELEASE OF FUNDS

ACTIVITY	START DATE	DURATION
Environmental Review	Spring 2025	1 Month
Release of Draft Application/30-Day Public Comment Period/Review and Incorporation of Comments	Spring 2025	30 days
HUD Release of Funds Notification	Spring 2025	30 days

Section 108 APPLICATION REVIEW & APPROVAL

ACTIVITY	START DATE	DURATION
City Council Estimates Approval of Department of Human Services Ability to Submit Final Application and Execute Loan Documents	Spring 2025	30 days
Formal Submission of Draft Section 108 Application for HUD Review	Summer 2025	90-120 days

PREDEVELOPMENT

ACTIVITY	START DATE	DURATION
Geotech Survey	Fall 2020	Complete
Design Development	Spring 2021	Complete

FINANCING APPROVAL

ACTIVITY	START DATE	DURATION
Approval of Section 108 Application from HUD	Summer 2025	120 days
Estimates Approval of Section 108 Loan Documents	Fall 2025	45 days

CONSTRUCTION

ACTIVITY	START DATE	DURATION
Review & Submission of Permits	January 2026	30 days
Preparation of Construction Documents	Completed	
Resource Center Closes	February 2026	9 months
Procurement, Advertise Construction Contract, Review, Award, Notice to Proceed	January 2026	
Contract Awarded/ Notice to Proceed	March 2026	30-45 days
Submit Application for Building Permits	March 2026	30 days
Construction Begins	April 2026	
Construction Complete	April 2026	9-12 months
Center Reopens	October 2026	

Section 108 Closing

The City is seeking to close on its financing with HUD in Summer 2025 prior to the start of the public procurement process. An early fall closing will provide sufficient time to satisfy City requirements and finalize construction and bid documents for advertising.

Form of Assistance

Funds will be made available directly to the Human Services Department.

Information on Organizational Arrangements

Funds will be accepted by the Human Services Department with project construction managed by the Public Works Department within the City. The City has on-staff inspectors to manage all construction projects. Projects receive a variety of City, state, and federal funds. Recent and current projects with federal funds include the 5th Street Sidewalk Improvement project in 2023 and 2024.

Sources and Uses (to be updated)

USES	
Design	\$50,000
Renovations, Furniture, Equipment & Art	\$2,922,400
Construction Administration, Management, Inspections	\$300,000
Section 108 Financing Fee to be paid with Section 108 loan proceeds.	\$24,600
TOTAL USES	\$3,000,000
SOURCES	
Section 108 Loan	\$3,000,000
TOTAL SOURCES	\$3,000,000

Use of Section 108 Funds

\$3 million of the Section 108 Loan proceeds will be used towards renovation and new construction costs

including:

- Bathroom upgrades
- Installation of ADA accessible signage
- Commercial plumbing fixtures
- LED light fixtures
- HVAC upgrades
- Wall relocation and finishes
- Exterior doors
- Roof and foundation modifications/repairs
- Interior walls/floor/ceiling finishes
- Plumbing upgrades
- Fixed furnishings
- Electrical work

Detailed Construction Estimates, along with a construction budget highlighting items that will be paid for with Section 108 Loan funds, can be found at the end of the document and are currently being updated.

Revenue and Operating Expenses

As a City-owned facility, the Auburn Resource Center offers its services and facility to all members of the public free of charge. Annual operating costs are approximately \$1 Million and are included in the City's Operating Budget.

Proposed Repayment Terms

The Human Services Department, on behalf of the Mayor and City Council of Auburn, are requesting a Section 108 Loan in the amount of \$3 million dollars. The loan would be repaid over 10 years from Auburn's annual Community Development Block Grant allocation at a variable interest rate. Future loan restructuring may be sought by the City.

Auburn understands that final terms and payment amounts are subject to HUD underwriting standards and bond sales, and that the loan repayment amount may be different from what is being projected.

Collateral

Subject to appropriations, the borrower shall deposit amounts sufficient to satisfy the necessary account balance within 30 days of the date in which the borrower's bond rating falls below the minimum bond rating and maintain the necessary account balance until all notes are fully paid and satisfied.

Borrower shall only make withdrawals from the debt service reserve account for the purpose of paying Section 108 payment obligations or for the investment of funds into the debt service reserve investment account.

If Borrower makes any withdrawals from the debt service reserve account to pay Section 108 payment obligations, then subject to appropriations, borrower shall replenish the debt service reserve account to the necessary account balance within 30 calendar days.

Borrower shall not incur, create, assume, or permit to exist, any lien or encumbrance on the debt service reserve account other than as provided in this Contract. "

SECTION III PROGRAM REQUIREMENTS

[Please note that HUD can assist in identification of this information.]

Eligible Section 108 activity and associated citations to 24CFR 570.703 and 24 CFR 570.203 for components of that project.

The rehabilitation of the Auburn Resource Center is eligible activities pursuant to Subpart M, Section 570.703 (I) of CFR 24 Housing and Urban Development; Subtitle B. Regulations Relating to Housing and Urban Development; Chapter V; Subchapter C. Section 570.703 (I) allows for the acquisition, construction, reconstruction, rehabilitation or historic preservation, or installation of public facilities.

The payment of credit subsidy costs is eligible under Subpart M at Section 570.712(a). The costs are payable from the grant allocated to the issuer pursuant to the Act (including program income derived therefrom) or from other sources. However, costs are only payable from guaranteed loan funds if the fee is deducted from the disbursement of guaranteed loan funds.

Description of CDBG national objective(s) that the project(s)/project components will meet and associated citations to 24 CFR 570.208

Supporting documentation demonstrating how national objectives will be met

Example: For LMI area benefit ([24 CFR 570.208\(a\)\(1\)](#)), please provide maps and census information or survey data on proposed area.

The rehabilitation and expansion of the Auburn Resource Center meets the national objective of an activity benefitting low and low to moderate-income persons found in CFR 24 Housing and Urban Development; Part 570 Community Development Block Grants Section 570.208(a)(1)(i). The activity will serve residents citywide which comprises three (4) census blocks groups made up of (21) twenty census tracts. The following table contains the low and moderate-income population tabulations and percentages for each of the census block groups. It also calculates the low and moderate-income percentage of the area in total which is 79.2 percent.

Following the block group data is a map of the catchment area that will be served by the project with census tract and neighborhood boundary overlays.

Low	Low-Mod	¹ Low-Mod & Med	Low-Mod-UNIV	Low %	Low-mod %	State	County	Tract	Block group	Neighborhood Names
630	795	955	1,070	58.9%	74.3%	53	33	305.01	1	North Auburn
705	800	1,030	1,045	67.5%	76.6%	53	33	305.01	2	North Auburn
460	620	1,115	1,775	25.9%	34.9%	53	33	305.03	3	North Auburn
515	910	1,235	1,595	32.3%	57.1%	53	33	305.03	2	North Auburn
860	1,055	1,600	1,645	52.3%	64.1%	53	33	305.03	1	North Auburn
190	320	465	590	32.2%	54.2%	53	33	305.04	1	North Auburn
660	925	1,270	1,605	41.1%	57.6%	53	33	305.04	3	North Auburn
625	875	1,230	1,420	44.0%	61.6%	53	33	305.04	2	North Auburn
670	845	1,130	1,215	55.1%	69.5%	53	33	305.04	4	North Auburn
5315	7145	10030	11960							

59.7% Poverty Density for the Area

¹ [CDBG low and moderate-income data - HUD Exchange](#)

⁴Draft Construction Estimate (*being updated*)

Element	Element Total	Cost Per. SF
Foundation	\$7,235	\$1.21
Superstructure	\$4,500	\$.75
Exterior Enclosure	\$14,800	\$2.48
Roofing	\$5,700	\$.95
Exterior Const.	\$410,787	\$68.68
Interior finishes	\$150,163	\$25.11
Plumbing	\$100,614	\$100,614
HVAC	\$401,575	\$67.14
Fire Protection	\$30,802	\$5.15
Electrical	\$328,498	\$54.92
Fixed Furnishing	\$24,493	\$4.10
Demolition	\$43,733	\$7.31
General Cond./Require.	\$201,636	\$33.71
Insurance/Bond	\$27,321	
Cont. Overhead	\$100,292	\$16.77
Escalation	\$16,683	\$2.79

⁵PROPOSED COMMITMENT SCHEULE

Principal Due (date is TBD)	Amount
August 1st, 2026	\$ 284,000
August 1st, 2027	\$ 284,000
August 1st, 2028	\$ 284,000
August 1st, 2029	\$ 284,000
August 1st, 2030	\$ 284,000
August 1st, 2031	\$ 284,000
August 1st, 2032	\$ 284,000
August 1st, 2033	\$ 284,000
August 1st, 2034	\$ 284,000
August 1st, 2035	\$ 284,000
August 1st, 2036	\$ 284,000
August 1st, 2037	\$ 284,000
August 1st, 2038	\$ 284,000
August 1st, 2039	\$ 284,000
August 1st, 2040	\$ 284,000
August 1st, 2041	\$ 284,000
August 1st, 2042	\$ 284,000
August 1st, 2043	\$ 284,000
August 1st, 2044	\$ 284,000
August 1st, 2045	\$ 233,956.71
	\$3,000,000

⁴ January 2024 Estimate (currently being updated)

⁵ Final Payment amount and interest will be determined in underwriting

Certification(s)

Certifications to Accompany HUD Section 108 Loan Guarantee Program Applications for Entitlement Public Entities ENTITLEMENT PUBLIC ENTITY CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing Section 108 application submission requirements, the undersigned certifies, on behalf of the entitlement public entity and to the best of his or her knowledge and belief, that:

1. It possesses the legal authority to make the pledge of grants required under 24 CFR 570.705(b)(2).
2. It has made efforts to obtain financing for activities described in the application without the use of the loan guarantee, it will maintain documentation of such efforts for the term of the loan guarantee, and it cannot complete such financing consistent with the timely execution of the program plans without such guarantee.
3. It possesses the legal authority to submit the application for assistance under 24 CFR Part 570, Subpart M and to use the guaranteed loan funds in accordance with the requirements of Subpart M.
4. Its governing body has duly adopted or passed as an official act a resolution, motion or similar official action:
 - (a) Authorizing the person identified as the official representative of the public entity to submit the application and amendments thereto and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the public entity to act in connection with the application to provide such additional information as may be required; and
 - (b) Authorizing such official representative to execute such documents as may be required to implement the application and issue debt obligations pursuant thereto (provided that the authorization required by this paragraph may be given by the local governing body after submission of the application but prior to execution of the contract required by §570.705(b)).
5. Before the submission of its application to HUD, it has:
 - (a) furnished citizens with information required by 24 CFR 570.704(a)(2)(i).
 - (b) held at least one public hearing to obtain the views of citizens on the community development housing needs.
 - (c) prepared its application in accordance with the citizen participation requirements and made the application available to the public.
6. It follows a detailed citizen participation plan that meets the requirements described in 570.704(a)(2).
7. It will affirmatively further fair housing, and the guaranteed loan funds will be administered in compliance with:
 - (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.); and
 - (b) The Fair Housing Act (42 U.S.C. 3601-3619).
8. In the aggregate, at least 70 percent of all CDBG funds, as defined at §570.3 to be expended during the one, two or three consecutive years specified by the public entity for its CDBG program will be for activities which benefit low-and moderate-income persons, as described in criteria at

§570.208(a).

9. It will comply with the requirements governing displacement, relocation, real property acquisition, and the replacement of low-and-moderate income housing described in §570.606.
10. It will comply with the requirements of 24 CFR 570.200(c)(2) regarding the use of special assessments to recover the capital costs of activities assisted with guaranteed loan funds.
11. (Where applicable, the public entity may also include the following additional certification.)It lacks sufficient resources from funds provided under this subpart or program income to allow it to comply with the provisions of 24 CFR 570.200(c)(2), and it must therefore assess properties owned and occupied by moderate income persons, to recover the non-guaranteed loan funded portion of the capital cost without paying such assessments in their behalf from guaranteed loan funds;
12. It will comply with the other provisions of title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5301 et seq.) and with other applicable laws.

City of Auburn, Washington

Nancy Backus, Mayor

Date

SECTION 108 LOAN GUARANTEE PROGRAM Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

City of Auburn, Washington

Nancy Backus, Mayor

Date

SECTION 108 LOAN GUARANTEE PROGRAM

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

City of Auburn, Washington

Nancy Backus, Mayor

Date

The Auburn Community Resource Center

BID SET

arc
ARCHITECTS
119 MAIN ST, SUITE 200
SEATTLE, WA 98122
206 322 3322



**CITY OF AUBURN
AUBURN COMMUNITY
RESOURCE CENTER**
2816 AUBURN WAY N., AUBURN, WA 98001

BID SET

SCALE: 03.17.2023

REVISION	DATE	DESCRIPTION

CUSTOMER:
COVER

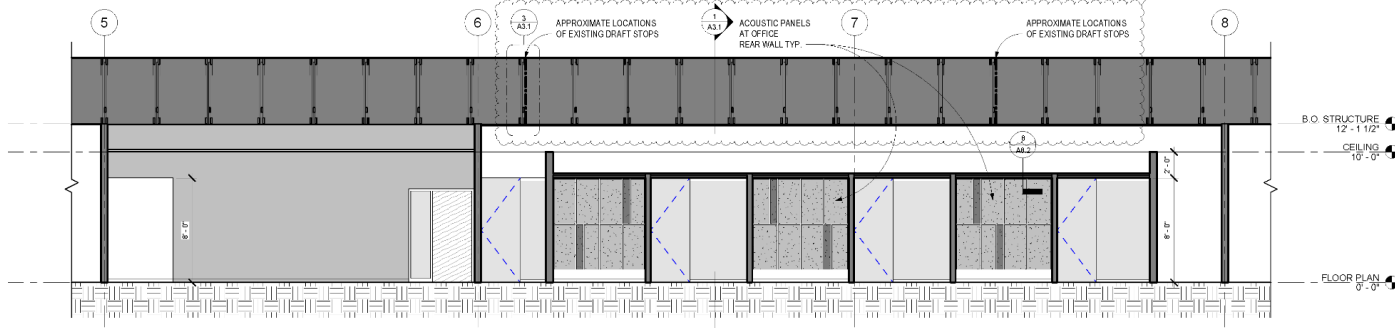
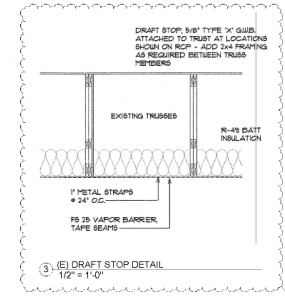
DATE: 03.17.2023
DRAWN: CS
CHECKED: DP
PROJECT NO.: 2023010.001

T0.0

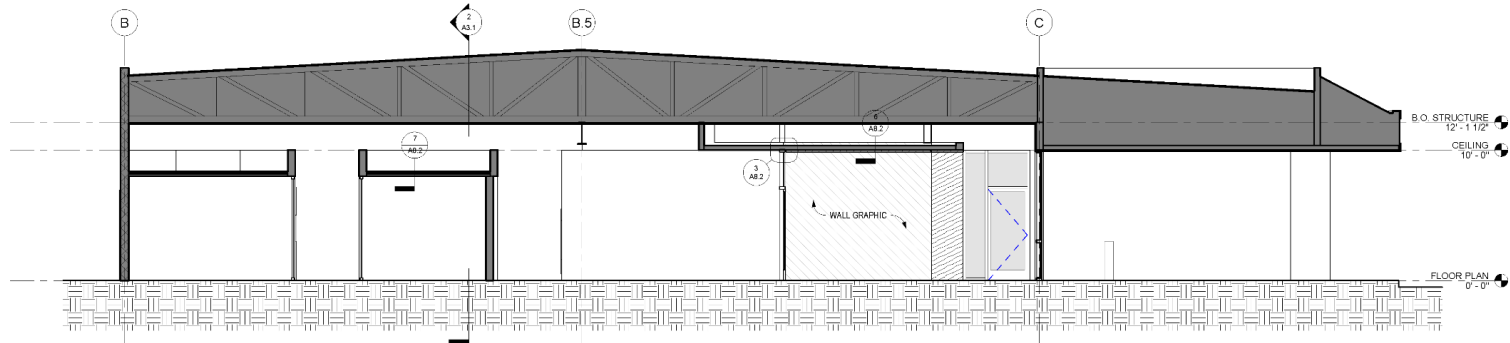


GENERAL SECTION NOTES

- PER REFERENCE OF (E) DOCUMENTS AND DETAIL FROM PRIOR BUILDING WORK (2017), LOCATIONS ARE APPROXIMATE. GC TO CONFIRM THEIR EXISTENCE PRIOR TO COMMENCING W/ THE WORK. THERE IS NO INTENT WIN THIS PROJECT SCOPE TO MODIFY (E) DRAFT STOP LOCATIONS OR DETAILS



2. BUILDING SECTION - EAST
1/4" = 1'-0"



1. BUILDING SECTION - SOUTH
1/4" = 1'-0"

arc
ARCHITECTS

119 MAIN ST. SUITE 200
SEATTLE, WA 98122
206 322 3322

10135 REGISTERED ARCHITECT
JEFFREY JOSEPH WARSZEWICZ
STATE OF WASHINGTON

**CITY OF AUBURN
AUBURN COMMUNITY
RESOURCE CENTER**
2816 AUBURN WAY N, AUBURN, WA 98001

BID SET

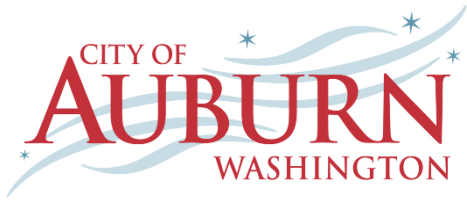
DATE: 03.17.2023

REVISION	DATE	DESCRIPTION
1	REWORKED	SECRET CLOSURES

CONTENTS
BUILDING SECTIONS

SCALE:	As indicated
DRAWN:	CS
CHECKED:	DF
DATE:	2020010.001

SHEET
A3.1



AGENDA BILL APPROVAL FORM

Agenda Subject:

Letter from Compass Housing Alliance

Meeting Date:

May 19, 2025

Department:

Human Services

Attachments:

Letter from Compass Housing Alliance

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

1
Paul Hogle
Former Compass Board Member
Shoreline, WA

Rooted in Compassion

Dear Nancy,

As we see the ongoing rapid growth and change in the Puget Sound area, one heartbreaking reality remains: too many of our neighbors struggle to find stable housing. **In response, my wife Karen and I have prioritized the work of Compass Housing Alliance.**



It is a commitment that is significantly impacted by my personal story.

During my childhood, my family was on the brink of homelessness. We lived paycheck to paycheck, with every repair cost, medical necessity, and unexpected expense creating those hushed conversations that parents desperately try to hide from their children. Then, when I was 7 years old, we were forced from our home, with our next option being to live in our family car.

Thankfully, at the 11th hour, a relative stepped in to offer their home. Yet, decades later, I still recall the dread of those circumstances.

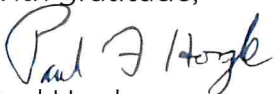
Whenever I close my eyes, those painful memories flood into my mind, and I feel the struggles of the 60,000+ people in King County who experienced housing insecurity in 2024 as if they were my own.

As such, I have dedicated much of my life to supporting those who lack a safety net, primarily through my involvement with Compass Housing Alliance. For more than a century, this extraordinary organization has furthered housing stability and created a safety net through programs that span the Puget Sound.

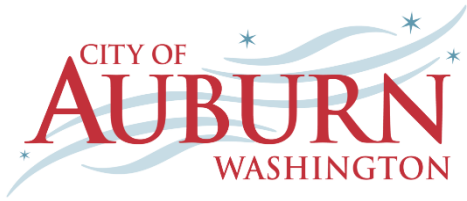
Numerically, Compass touches the lives of nearly 7,000 people a year through its emergency services, 222 beds in its enhanced emergency shelters, and 673 units of affordable housing. Beyond the numbers, what moves me is that the staff and volunteers of Compass Housing Alliance walk side by side with every person they serve, bringing comfort, love, and hope into their lives.

Please join me in supporting Compass Housing Alliance this spring. Your gift will help provide safety, stability, and critical services to those most at risk. Together, we can ensure that the greater Seattle area remains not just a place of innovation and growth but also a community where everyone can have a safe place they call home.

With gratitude,


Paul Hogle

P.S. It is no accident that the word “compass” is rooted in compassion; together, we can make a difference in addressing one of the most pressing issues in our communities and change the lives of those served. By donating today, we can proudly join Compass in being the safety net for our community.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Discussion and Approval of the April 28, 2025 meeting minutes

Meeting Date:

May 19, 2025

Department:

Human Services

Attachments:

Draft April Minutes

Budget Impact:

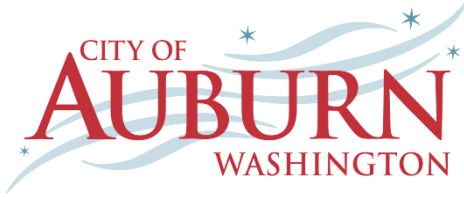
Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



**Human Services Committee
Regular Meeting
April 28, 2025 - 4:00 PM
1 East Main Street
Annex Conference Rm 1
2nd Floor**

MINUTES

CALL TO ORDER

- A. Meeting was called to order at 4 PM by Carmen Goers

ROLL CALL

- A. Roll call attendance: Present and voting; Carmen Goers, chair; David Wright, alternate; Sue Miller, Heather Wise, Amber Lott, Erica Tomas.
Staff present: Kent Hay, Jody Davison

PUBLIC PARTICIPATION

- A. Public attendees: Andy Glover, David Harrison

AGENDA MODIFICATIONS

- A. No Agenda modifications submitted

CORRESPONDENCE

- A. Email from Catholic Community Services
- B. Email from Suzanne Pak

APPROVAL OF MINUTES

- A. It was moved by Committee member Sue Miller, seconded by Committee member Heather Wise that the committee approve the Human Services Committee meeting minutes for the Month of March 24, 2025 motion carried.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Presentation by YMCA Arcadia, Cassie Dallas. Arcadia reported that they

housed 60 young adults in 2024.

- B. Presentation by Vine Maple Place Michelle Fretz. Vine Maple Place is a single-parent focused on working with 60 agencies and 100 property owners to house 1,700 families in 2024. 73% of their clients reported food insecurity. 50% of their clients are already homeless, with the other 50% on the verge. In 2024, the agency adjusted to focus on efficiency in order to process families more quickly. Their goal by 12/2026 is to serve a thousand families per month. The cost for one family from start to finish in their program is \$5000.

DISCUSSION ITEMS

- A. 2024 Unallocated Human Services Funding Discussion. The committed requested Q1 2025 service provider reports to view current performance as part of the decision making process.
- B. Committee Vacancy Protocol. The committee asked Kent Hay to pre-screen applications. Committee members will submit two interview questions to staff which will be reviewed at the next meeting. The committee will also develop a committee vacancy process to follow moving forward.

SCHEDULE FOR UPCOMING MEETINGS

- A. The regularly scheduled meeting on May 26th 2025 will be held one week earlier, on May 19th, due to the Memorial Day Holiday.

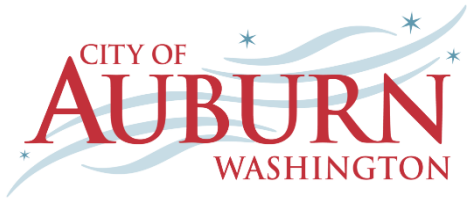
ADJOURNMENT

- A. David Wright presented a motion to adjourn, seconded by Amber Lott
Motion carried
Meeting adjourned at 5:04 PM

APPROVED this ____ day of _____, 2025

Carmen Goers, Chair

Kent Hay, Human Services Director



AGENDA BILL APPROVAL FORM

Agenda Subject:

Discussion and Approval of the amended March 28, 2025 meeting minutes

Meeting Date:

May 19, 2025

Department:

Human Services

Attachments:

2025.03 Draft Amended Minutes

Budget Impact:

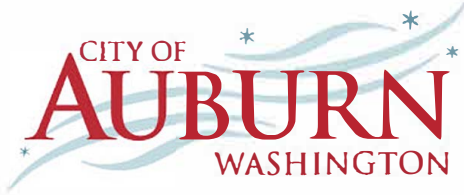
Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



**Human Services Committee
Regular Meeting
March 24, 2025 - 4:00 PM
1 East Main Street
Annex Conference Rm 1
2nd Floor
Amended
MINUTES**

CALL TO ORDER

- A. Chair Carmen Goers called the meeting to order at 4:04 pm in the Auburn City Annex, Conference Room 1, located at 1 East Main Street, Auburn, Wa

ROLL CALL

- A. Committee members present: Chair, Carmen Goers, Committee members Erica Tomas, Sue Miller David Wright, Heather Weiss and Amber Lott. Suzanne Pak was excused.
The following staff members present included: Human Services Director, Kent Hay, Jody Davison and Christina Alexander.
Community members present: David Harrison, Executive, Katie Dillan, Program Manager from FUSION

CORRESPONDENCE

- A. Letter from West Side Baby
Letter from Vine Maple Place

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Presentation to Committee by FUSION
- B. Presentation to Committee by the Auburn Food Bank

APPROVAL OF MINUTES

It was moved by Committee Member Erica Tomas, seconded by Committee Member Sue Miller that the Committee approve the Human Services Committee Meeting minutes for February 24, 2025. Motion carried.

DISCUSSION ITEMS

- A. Public Comment on the 2024 Consolidated Action Plan Evaluation Report.

The City of Auburn is seeking public input on the 2024 draft Consolidated

Action Performance Evaluation Report prior to its submission to the U.S. Department of Housing and Urban Development.

The CAPER is an overall review of housing and community development activities undertaken in 2024 by the City of Auburn. It is part of the Consolidated Planning process, which is a prerequisite to receiving federal HUD funds. The CAPER delineates the amount of Federal and City funding that is distributed through the program, where that money is spent, and it assesses how that spending addresses the housing and community development goals that the City has set forth in its Consolidated Plan.

UNFINISHED BUSINESS

- A. Human Services Funding Discussion
- B. Update on HUD
- C. Schedule for outreach / volunteering at the resource center

SCHEDULE FOR UPCOMING MEETINGS

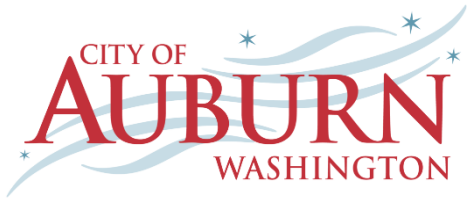
ADJOURNMENT

- A. Erica Tomas presented a motion to adjourn, seconded by David Wright.
Motion carried
Meeting Adjourned at 5:00 pm

APPROVED this _____ day of _____, 2025.

CARMEN GOERS, Chair

KENT HAY, Human Services Director



AGENDA BILL APPROVAL FORM

Agenda Subject:

Discussion and Approval of Interview Questions and Vacancy Procedures
for Human Services Committee

Meeting Date:

May 19, 2025

Department:

Human Services

Attachments:

Interview questions for Human
Service's Committee applicants

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

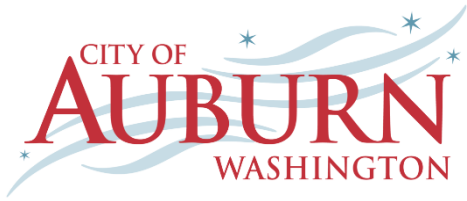
Councilmember:

Staff:

DRAFT

Interview questions for Human Services Committee Vacancy

1. Tell us about yourself.
2. Can you tell us about your history with the City of Auburn? Live here? Work here? What do you like/dislike about the city?
3. What experiences have you had interacting with human services that have led to your interest in serving on this committee? What specific strengths would you bring to the Human Services Committee?
4. Describe a time when you had to collaborate with a group to make a recommendation or decision that affected others. What was your role, and how did you navigate differing perspectives?
5. Do you have experience with grant writing and if so, can you tell us about it?
6. Are you familiar with any current city-funded human services programs? If so, what are your thoughts on their effectiveness?
7. How do you feel about prioritizing funding for programs that directly lead to housing and stability, even if that means other programs may lose funding?
8. In your opinion, what is the biggest Human Services challenge that Auburn is facing today, and what do you think effective effort towards addressing it would look like?
9. Are there any other social service agencies that you've worked with?



AGENDA BILL APPROVAL FORM

Agenda Subject:

2024 Unallocated Human Services Funding Discussion and Potential Action

Meeting Date:

May 19, 2025

Department:

Human Services

Attachments:

2025.Q1 Funded Agency Report

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

Name	Annual Funding Amount	Quarterly Funding Amount	Paid Amount	Amount Per Resident Per Quarter	Annual Resident	Qterly Res. Goal	Qterly. Res. Actual	SU 1 Goal	SU 1 Actual	SU 2 Goal	SU 2 Actual	SU 3 Goal	SU 3 Actual	SU 4 Goal	SU 4 Actual	Type of Service
Asian Counseling	\$ 10,000	\$ 2,500	\$ 2,500	\$ 250	42	10	64	147	387							Case Management
Auburn Respite	\$ 10,000	\$ 2,500	\$ 2,500	\$ 313	32	8	9	60	72							Adult Day Care
CCS - Emergency Svc	\$ 10,000	\$ 2,500	\$ 2,500	\$ 833	12	3	6	3	2							Financial Aid
CCS K&R House	\$ 10,000	\$ 2,500	\$ 2,500	\$ 500	20	5	3	593	377							Bed Night
CCS VSP	\$ 10,000	\$ 2,500	\$ 2,167	\$ 500	20	5	18	184	287							Home Visit
Childrens Home Society	\$ 10,000	\$ 2,500	\$ 2,500	\$ 31	320	80	85	38	102							Basic Needs Distribution (Household)
Christ Com. Free Dental	\$ 10,000	\$ 2,500	\$ 2,500	\$ 38	260	65	71	44	54	8	17	13	0			Medical, Dental, Kits
Crisis Connection - Teen	\$ 10,000	\$ 2,500	\$ 2,500	\$ 139	72	18	131	10	31	2	0	2	100			Contact, Info & Referral, Suicide Prev. Class
East Side Housing Stability	\$ 10,000	\$ 2,500	\$ 2,500	\$ 833	12	3	12	4	15	5	5					60 Min Legal, Info & Referral
Fusion	\$ 10,000	\$ 2,500	\$ 2,500	\$ 179	56	14	35	21	21							60 min housing counseling
Health Point Dental	\$ 10,000	\$ 2,500	\$ 2,500	\$ 625	16	4	1633	8	2593							Dental Care
Health Point Medical	\$ 10,000	\$ 2,500	\$ 2,500	\$ 833	12	3	6928	7	4907							Medical Care
Housing Connector	\$ 25,000	\$ 6,250	\$ 6,250	\$ 36	688	172	288	60	11	11	79	2	10	38	21	Navigation, Long Term Placement, Long Term Placement, financial Aid, Training, Case Mgmt.
Orion	\$ 50,000	\$ 12,500	\$ 12,500	\$ 3,125	16	4	9	4	14	2	23					Enrollment, Placement
Sound Gen. Meals	\$ 20,000	\$ 5,000	\$ 5,000	\$ 2,500	8	2	91	550	7628							Meals
Sound Gen. Medical	\$ 10,000	\$ 2,500	\$ 2,500	\$ 625	16	4	17	41	119	482.5	1902					One Way Trip (one person), Miles Driven with a participant
St. Stephen Housing	\$ 30,000	\$ 7,500	\$ 7,500	\$ 1,875	16	4	34	424	976	4	34					Transtional Bed Night, Person
The Auburn Food Bank - \$Asst.	\$ 75,000	\$ 18,750	\$ 18,750	\$ 272	276	69	210	46	83							Financial Aid
YMCA Arcadia	\$ 100,000	\$ 25,000	\$ 25,000	\$ 2,500	40	10	11	225	283	25	45	63				Drop in Shelter Visit, One to One Case Management, Shelter Bed Night
YMCA Eviction Prev.	\$ 100,000	\$ 25,000	\$ -	\$ 1,667	60	15	0	6	0							Financial Aid
YWCA APSH	\$ 30,000	\$ 7,500	\$ 7,500	\$ 750	40	10	47	100	70							60 minute case management
Valley Cities Counseling	\$ 10,000	\$ 2,500	\$ 750	\$ 250	40	10	3	10	3	10	3					Financial Aid, Case Management
Vine Maple Place	\$ 25,000	\$ 6,250	\$ 25,000	\$ 46	548	137	453	137	142	74	128	17	25			Case Mangement (individuals), Housing Stability (individuals), Employment on Exit (individuals)
West Side Baby	\$ 100,000	\$ 25,000	\$ 2,500	\$ 156	640	160	205	4500	10730	20	278					Basic Needs, Bundled Supplies
The Auburn Food Bank - Night	\$ 180,000	\$ 45,000	\$ 45,000	\$ 9	19716		4929									
The Auburn Food Bank - Day	\$ 130,000	\$ 32,500	\$ 32,500	\$ 6	20500		5125									

\$ 251,250 \$ 220,417
 Paid Out \$ 220,416.67
 Remaining \$ 30,833