

**WENATCHEE CITY COUNCIL WORK SESSION  
WENATCHEE CITY HALL  
129 South Chelan  
Wenatchee, WA 98801**

**Thursday, March 15, 2018  
5:15 p.m.**

**AGENDA**

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***DISCUSSION ITEMS:***

City Advisory Board Round Table

- A. Parks, Recreation and Cultural Services Commission
- B. Diversity Advisory Council
- C. Planning Commission
- D. Historic Preservation Board
- E. Code Enforcement Board
- F. Tourism Promotion Area Board
- G. Lodging Tax Advisory Committee
- H. Homeless Steering Committee Update

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**COUNCIL AGENDA REPORT  
COMMUNITY DEVELOPMENT DEPARTMENT**

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**TO:** Frank Kuntz, Mayor  
City Council

**FROM:** Glen Devries, Community Development Director

**SUBJECT:** Homeless Grant Programs

**DATE:** March 12, 2018

**MEETING DATE:** March 15, 2018

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**I. OVERVIEW**

The City of Wenatchee is responsible for administering the Ten-Year Plan to Reduce Homelessness in Chelan and Douglas Counties, pursuant to an Interlocal Agreement with Chelan County, Douglas County, and the City of East Wenatchee. This includes the distribution of local homeless funds collected by county auditors from recording surcharge fees and funds distributed by the Department of Commerce through the Consolidated Homeless Grant (CHG).

City staff is requesting guidance and approval from the City Council for the following\*:

*\*Note: Pending City Council feedback and approval, these items will be presented to the Homeless Steering Committee for final approval at the March 28, 2018 Homeless Steering Committee meeting.*

**Item 1: Homeless Steering Committee Governing Structure/Representation**

One of the major requirements of the homeless funding is for funding recipients to establish a governing body to oversee the development and implementation of a ten-year homeless housing plan to address short- and long-term housing for homeless persons. In order to meet this requirement, the City, acting as lead entity for the funding, has worked with the other interlocal participants to establish a Homeless Steering Committee to perform this function. Since its inception, the Homeless Steering Committee has been structured as follows:

- Its membership includes county and city representatives as well as representatives from key community organizations (i.e. Community Foundation of NCW, United Way, SERVE Wenatchee, the Rental Association of Wenatchee Valley). To avoid potential conflict of interest issues, members may not represent service agencies who currently receive funding or anticipate applying for funding in the future.
- The committee operates in an advisory role only. The Wenatchee City Council has served as the final approval body although the interlocal agreement does not specify or require this.

At the January 31<sup>st</sup> Homeless Steering Committee, the committee discussed options for evaluating the effectiveness of the current Homeless Steering Committee structure, format, and membership process including:

- Legislative requirements for a Steering Committee body
- History of the Chelan-Douglas Homeless Task Force and Homeless Steering Committee
- Issues & challenges with the existing committee structure
- Governing/structural options for committees

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**COUNCIL AGENDA REPORT  
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A discussion ensued regarding the pros and cons of various governing structure options. The committee recommends that the basic existing committee structure be retained. However, they identified a number of issues to be addressed and are requesting City Council feedback and guidance on the following:

- Governing charter: Decision as to whether the Committee should continue to be 1.) An advisory committee with final decision-making authority residing with the Wenatchee City Council; or 2.) A governing body with final decision-making authority residing with the Committee and the Wenatchee City Council serving in an advisory role.
- Membership representation configuration options.

With the benefit of feedback from the Wenatchee City Council, the Steering Committee plans to make a final decision on the committee governance and membership representation at the next Homeless Steering Committee meeting scheduled for March 28<sup>th</sup>. In addition, the committee will use the feedback from the City Council to inform their bylaws and policies/procedures.

**Request:** City staff requests the Mayor and City Council provide feedback to the Homeless Steering Committee regarding:

1. The council's role in the future Homeless Steering Committee governing structure.
2. Membership representation requirements.

**Item 2: Housing & Essential Needs Funding Increase**

The City currently receives Housing & Essential Needs (HEN) funding as part of its Consolidated Homeless Grant. The Washington State Commerce Department administers the HEN funding and notified the City that the City's grant will be increased by \$30,500 for HEN activities.

**Recommendation:** Staff recommends the City Council authorize the Mayor to enter into an amended CHG agreement with the Washington State Commerce Department and an amended sub grant agreement with the Community Action Council to allow for a HEN funding increase of \$30,500.

**Item 3: Women's Resource Center Landlord Liaison Grant - Budget Line Adjustment**

The City currently has a sub grant agreement with the Women's Resource Center for the development of a new regional Landlord Liaison program. The sub grant is currently funded through both the Consolidated Homeless Grant (CHG) and the Chelan-Douglas County Homeless Fund. The initial program design and development phase of the project has taken longer than anticipated. As a result, WRC may not be able to spend-down the entire grant funding as originally planned.

County Homeless funding can be rolled over into a future grant cycle. However, CHG funding is a "use-it-or-lose-it" fund and cannot be rolled over. Currently, \$40,000 in CHG funding is allocated to a budget line item that will not be fully utilized during the grant term (Landlord Risk Mitigation Fund). Therefore, in order to ensure an efficient grant spend-down and to maintain the option to rollover unused funding into the next grant cycle, City staff is recommending the following grant budget line transfers:

**COUNCIL AGENDA REPORT  
COMMUNITY DEVELOPMENT DEPARTMENT**

<b>WRC Landlord Liaison Budget Line Items</b>	<b>Original Budget</b>	<b>Requested Budget Adjustments</b>	<b>Revised Budget</b>
Consolidated Homeless Grant Funds: Landlord Property Risk Mitigation Fund	\$40,000	-\$40,000	\$0
County Homeless Funds: Program Operations	\$187,000	-\$40,000	\$147,000
Add: County Homeless Funds – Landlord Property Risk Mitigation Fund	\$0	+\$40,000	\$40,000
Add: Consolidated Homeless Grant Funds – Program Operations	\$0	+\$40,000	\$40,000
<b>Total</b>	<b>\$227,000</b>	<b>\$0</b>	<b>\$227,000</b>

**Recommendation:** Staff recommends the City Council authorize the Mayor to enter into an amended CHG agreement with the Washington State Commerce Department and an amended sub grant agreement with the Women’s Resource Center to allow a funding transfer between existing Landlord Liaison grant budget line items.

**II. ACTION REQUESTED**

1. City staff requests the Mayor and City Council to provide feedback to the Homeless Steering Committee regarding:
  - a. The council’s role in the future Homeless Steering Committee governing structure.
  - b. Membership representation requirements.
  
2. City staff requests the City Council accept the recommendations outlined above and authorize the Mayor to:
  1. Enter into an amended CHG agreement with the Washington State Commerce Department and an amended sub grant agreement with the Community Action Council to allow for a HEN funding increase of \$30,500.
  2. Enter into an amended CHG agreement with the Washington State Commerce Department and an amended sub grant agreement with the Women’s Resource Center to allow a funding transfer between existing Landlord Liaison grant budget line items.

**III. FISCAL IMPACT    Submitted to the Finance Committee    Yes    No - X**

There is no additional impact to the City budget.

**IV. REFERENCES**

See attached PowerPoint

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**COUNCIL AGENDA REPORT  
COMMUNITY DEVELOPMENT DEPARTMENT**

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**V. ADMINISTRATIVE ROUTING**

Tammy Stanger, City Clerk  
Allison Williams, Executive Services Director  
Brad Posenjak, Finance Director



# Homeless Grant Programs

Wenatchee City Council Meeting

March 15, 2018

# Agenda

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- Item 1: Homeless Steering Committee  
Governing Structure & Membership  
Representation
- Item 2: Housing & Essential Needs  
Funding Increase
- Item 3: Landlord Liaison Grant Budget  
Line Adjustments

# Steering Committee: Legislative History

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- County Homeless funding governed by House Bill 2060 (RCW 36.22.178) and House Bill 2163 (RCW 36.22.179 & 43.185C):
  - Requires funding distributions to counties
  - Option to decline participation or to subcontract management to other local government entities
- Interlocal agreements:
  - Interlocal agreements established in 2003 and 2011
  - City of Wenatchee designated as lead entity on behalf of counties and City of East Wenatchee
  - Agreements do not include requirement for an additional oversight body other than adhering to RCW requirements
- Continuum of Care (CoC) status:
  - Chelan/Douglas counties are part of the Washington State Balance of State CoC (along with 32 other counties)
  - Our local governing body is considered a Local Planning CoC



# Steering Committee: Legislative Requirements

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## **RCW 43.185C.160; RCW 43.185C.010**

- “Each county shall create a homeless housing task force to develop a ten-year homeless housing plan addressing short-term and long-term housing for homeless persons.”
- “Local homeless housing task force” means a voluntary local committee created to advise a local government on the creation of a local homeless housing plan and participate in a local homeless housing program.
- Membership must include:
  - A representative from each county and from the largest city located within the counties
  - At least one homeless or formerly homeless person
  - Other members as may be required to maintain eligibility for federal funding related to housing programs
  - A representative of a private nonprofit organization with experience in low-income housing
- Membership may also include other key community representatives.

# Task Force & Steering Committee History

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Initially, a single committee, the Homeless Task Force, acted as the oversight committee:

- Developed the original ten-year homeless plan and provided funding allocation recommendations
- Served as a working/networking group for homeless service providers
- Membership was voluntary and consisted of elected officials, homeless service providers, and other community representatives

# Task Force & Steering Committee History

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Two separate bodies established in 2011 to address conflict of interest issues:

- Task Force: Working/networking group for local housing/social service providers
- Steering Committee:
  - Provides oversight, policy guidance, and funding allocation recommendations for homeless funds
  - Membership includes county and city representatives and other community organizations (i.e. Community Foundation, United Way, SERVE Wenatchee, the Rental Association)
  - Advisory role only. Wenatchee City Council serves as final approval body. Interlocal agreements do not specify role of City Council.

# Steering Committee Membership & Structure

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- Original membership consisted of county/city elected officials and other key community representatives
- Original members selected by invitation
- New members have joined by:
  - Invitation by the City of Wenatchee and/or the Homeless Steering Committee
  - Request by individuals to join (if approved by City of Wenatchee staff)
  - Replacement of elected officials due to election turnover
- Was not established as a formal City commission. As a result, formal bylaws were not established.
- Meeting frequency:
  - Prior to 2013: Ad hoc as needed
  - 2013 – 2017: 3 times per year & additional ad hoc meetings as needed

# Steering Committee Issues

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- Dwindling membership; lack of representation for key stakeholders
- Lack of formal governing charter, bylaws, and structure
- Lack of governing clarity: Advisory or approval role; role of the Wenatchee City Council
- Lack of clear alignment with other regional housing initiatives (i.e. Our Valley Our Future)
- RCW requires representation from a homeless or formerly individual. This has occurred on the Task Force but not the Steering Committee.

# Steering Committee Recommendations

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- Maintain basic governing structure while addressing existing issues/opportunities:
  - Determine role & governing charter
  - Identify member representation and selection/appointment process
  - Develop formal bylaws

## Item 2: HEN Funding Increase

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- The City currently receives Housing & Essential Needs (HEN) funding as part of its Consolidated Homeless Grant.
- The Washington State Commerce Department increased the City's CHG grant by \$30,500 for HEN activities.
- Staff recommends the City Council authorize the Mayor to enter into an amended CHG agreement with the Washington State Commerce Department and an amended sub grant agreement with the Community Action Council to allow for a HEN funding increase of \$30,500.

## Item 3: Landlord Liaison Budget Adjustment

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- The City currently has a subgrant agreement with the Women's Resource Center for the development of a new regional Landlord Liaison program.
- It is currently funded through both the Consolidated Homeless Grant (CHG) and the Chelan-Douglas County Homeless Fund.
- County Homeless Funds can be rolled over into future grant cycles. CHG funding cannot be rolled over. Unused CHG funds are forfeited at the end of the grant term.
- WRC may not be able to spend-down the entire grant funding as originally planned.



# Item 3: Landlord Liaison Budget Adjustment

- In order to ensure efficient grant spend-down and to maintain the option to rollover unused funding into the next grant cycle, City staff is recommending the following grant budget line transfers:

WRC Landlord Liaison Budget Line Items	Original Budget	Requested Budget Adjustments	Revised Budget
<b>Consolidated Homeless Grant Funds: Landlord Property Risk Mitigation Fund</b>	\$40,000	-\$40,000	\$0
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