



AGENDA

SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, December 14, 2015
5:30 p.m.

Lobby · Shoreline City Hall
17500 Midvale Avenue North

TOPIC/GUESTS: Council of Neighborhoods

SHORELINE CITY COUNCIL BUSINESS MEETING

Monday, December 14, 2015
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Minutes of Special Meeting of November 9, 2015	<u>7a1-1</u>	
Minutes of Workshop Dinner Meeting of November 23, 2015	<u>7a2-1</u>	
Minutes of Business Meeting of November 9, 2015	<u>7a3-1</u>	
(b) Approval of expenses and payroll as of November 20, 2015 in the amount of \$2,267,604.27	<u>7b-1</u>	
(c) Adoption of Ord. Nos. 732 and 733 – Amendments to Title 12 of the Shoreline Municipal Code: Streets, Sidewalks and Public Spaces	<u>7c-1</u>	
(d) Adoption of 2016 State Legislative Priorities	<u>7d-1</u>	
(e) Authorize the City Manager to Execute an Amended Contract with the Law Office of Sarah Roberts for Prosecution Services Through 2016	<u>7e-1</u>	

(f) Authorize the City Manager to Execute a Contract with Code Publishing for Municipal Code Codification Services in an Amount Not to Exceed \$50,000 7f-1

(g) Authorize the City Manager to Obligate \$520,000 of Transportation Alternative Program Safe Routes to School Grant Funds for the Echo Lake Elementary Safe Route to School Project 7g-1

8. ACTION ITEMS

(a) Adoption of Ord. No. 730 – Comprehensive Plan Amendments 8a-1 7:20

(b) Authorize the City Manager to Execute an Agreement with Yakima County for Jail Service 8b-1 7:35

(c) Authorize the City Manager to Execute the First Amendment to the Agreement with SCORE for Jail Services 8c-1 7:45

(d) Discussion of Homelessness Issues in Shoreline and Adoption of Resolution No. 379 Supporting King County’s Declaration of Emergency Due to Homelessness Affecting King County and the City of Shoreline’s Commitment to Work with King County and Partner Agencies on Plans to Address Homelessness 8d-1 7:50

- Staff Presentation
- Public Comment
- Council Action

(e) Discussion and Adoption of Resolution No. 380 Amending the Council Rules of Procedure Relating to Public Comment 8e-1 8:35

- Staff Presentation
- Public Comment
- Council Action

9. ADJOURNMENT

9:05

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk’s Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City’s Web site at <http://shorelinewa.gov>.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Monday, November 9, 2015

Conference Room 303 - Shoreline City Hall
17500 Midvale Avenue North

5:30 p.m.

PRESENT: Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

ABSENT: None

STAFF: Debbie Tarry, City Manager; Dan Eernisse, Economic Development Program Manager; Eric Friedli, Parks, Recreation and Cultural Services Director; and Bonita Roznos, Deputy City Clerk

GUESTS: Shoreline School District Board: President Mike Jacobs, Vice President David Wilson, Boardmembers Debi Ehrlichman and Dick Potter, Superintendent Rebecca Miner, Deputy Superintendent Marla Miller, and Public Information Officer Curtis Campbell

At 5:37 p.m., the meeting was called to order by Mayor Winstead.

Mayor Winstead thanked the School District Boardmembers and Staff for attending the meeting, and expressed her gratitude for a strong partnership and good working relationships.

Promoting Shoreline Project

Dan Eernisse presented the Promoting Shoreline Initiative to *introduce Shoreline to those who will invest in our community by making a home here for themselves and their business*. He provided a brief overview of the Resident Survey. He said key findings are respondents like what Shoreline has to offer and Shoreline has perception obstacles. He shared that based on survey results, the City will focus efforts on 1) Reaching those most interested where they already get their information; 2) Debunking myths and generate positive buzz with those who dismiss Shoreline; and 3) Continuing to invest in Placemaking. He talked about partnering with the School District to assist with Placemaking.

Mayor Winstead commented that she attended a Placemaking Session at the National League of Cities, and heard that placemaking creates a place that you drive too, and not through. President Jacobs asked why respondents viewed Shoreline as unsafe and asked questions about demographics. Mr. Eernisse responded that there is a historical perception that Aurora Avenue is unsafe, and shared that the City will focus on highlighting and marketing the improvements made to that corridor. He commented that of the 600 respondents 125 were from Snohomish

County and the remaining from King County. Mayor Winstead suggested that the full report be sent to School Boardmembers.

Shoreline School District Board/Superintendent /District Priorities

Rebecca Miner, Shoreline School District Superintendent, read the District's Mission, and identified District Priorities are:

- 1) All students graduate college and career ready
- 2) Financial stability
- 3) Capital Projects to implement facility improvements to support enrollment growth for the next 3 to 4 years
- 4) Human Resource to continue focus on improved and expanded services
- 5) Refine and expand infrastructure and educational uses for instructional technology

2015 Shoreline School District Demographic Study

Ms. Miner shared the 2015 Demographic Study results. She said that K-12 enrollments are expected to grow due to large birth cohorts entering school. She said Shoreline enrollments are expected to grow at a faster rate over the next decades than the rest of King County. She shared that the District is forecasting an additional 266 students for K-12. She said action taken to meet this growth are the discontinuation of out-of-district boundary exceptions, distributed English Language programs primarily to neighborhood schools, and working with individual schools to maximize available classroom space. She shared that elementary schools are current at 99% capacity.

2015 Shoreline School District Facilities Study

Marla Miller, Deputy Superintendent, shared Facility Condition Assessment data. She said the High Schools are the newest and in the best condition, elementary schools are being well maintained but are in need of repairs and renovations, middle schools are in need of major upgrades, and that Cedarbrook is in the worst condition followed by the Shoreline Children's Center. She commented that a large sum of money would be needed to bring Cedarbrook up to code. She said Fall 2016 Planning to accommodate anticipated enrollment growth includes recapturing leased facilities and the development of a recommendation for placement of Cascade K-8. She said the District also needs additional classroom space for class size reductions.

Deputy Mayor Eggen asked if student projections reflect 185th Street Station Subarea Planning. Ms. Miner responded that it did. He asked if schools are preparing students to graduate high school ready to enter vocational/technical careers. Ms. Miner commented that the schools provide career and technical education that prepare students for entry level positions.

Councilmember Roberts asked where district revenue for Capital Improvement Project comes from, if there is remaining bond funding to support projects, and about the collection of impact fees. Ms. Miller responded that funding comes from bonds, technology levies, and lease income. She shared that there is remaining bond funding for short term projects but said a new revenue source is needed to fund long term projects. She explained that a new building can only be built when the school is at 100% capacity, and shared that they are currently working on a Capacity Facility Plan.

Councilmember Hall asked if the District anticipates reaching historical enrollment peaks. President Jacobs and Ms. Miner shared that they do not anticipate returning to their highest enrollment levels.

Councilmember Roberts asked if the 10 to 15 classrooms needed to accommodate growth can be reclaimed at one School. Ms. Miller responded that they have provided notices to reclaim schools but it does not address reducing class size. She said they anticipate using all the classes and they need to get them ready for use.

Ms. Tarry asked how enrollment growth affects the operating budget. Ms. Miner responded that the State will provide more funds as enrollment increases.

Joint Use Agreement

Eric Friedli, Park, Recreation and Cultural Services Director, shared that the City and the District are scheduled to meet next week regarding the Joint Use Agreement. He identified the pool, Spartan Recreation Center, and the athletic fields as partnership opportunities. He said discussions will also include identifying programs that the City can offer to assist the District. Ms. Miller commented on evaluating how the agreements are working for both parties, and said that the District shared in the pool's bulkhead costs.

RADAR

Ms. Tarry talked about the Risk Awareness, De-escalation, and Referral (RADAR) program and said it could benefit the District. She asked for assistance in identifying families that may need these services. Boardmember Ehrlichman suggested providing RADAR information to the Family Advocates, and cautioned that there are more families in need of assistance than what is known. She commented that the District could benefit from an additional Resource Officer. Ms. Tarry responded that Greg McKinney is excited to serve in the capacity of Resource Officer. Deputy Mayor Eggen asked if the School District works with Human Services. Boardmember Ehrlichman replied that the Family Advocates have close relationships with families and Human Services. Ms. Miner added that they are hiring counselors at every school and that District staff sit on Human Services Boards. She said they are also hiring a Director of District Equity and Inclusion to help close academic gaps and to ensure the inclusion of all students.

Councilmembers and Boardmembers discussed the increase in homelessness in Shoreline. Ms. Miner commented that 375 students have been identified as homeless and said it is a dramatic increase over the previous year. Miss Miner added that there is also an increase in children that are eligible for Department of Education Title I Programs. Deputy Mayor Eggen asked if the City of Shoreline has laws that unnecessarily punish the homeless. Ms. Miner responded that the Human Services Community is very supportive, said she not heard of any problems, and if any occur, that she will address them with the City Manager. Boardmember Ehrlichman suggested that the Homeless Advocate come and talk to Councilmembers about homelessness.

Ms. Tarry commented that the City is working to accommodate the cultural shifts in Shoreline's population. She shared that the City is hiring a Community Diversity Coordinator to help ensure that all groups of the City are represented in government. Ms. Miner commented on student

diversity, said 77 languages are spoken by their students, and that 18% speak a language other than English at home.

Ms. Miner distributed copies of the District's 2015-2016 Board/Superintendent and 2015-16 Public Schools calendar.

At 6:45 p.m. the meeting was adjourned.

Bonita Roznos, Deputy City Clerk

DRAFT

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF WORKSHOP DINNER MEETING

Monday, November 23, 2015

Conference Room 104 - Shoreline City Hall
17500 Midvale Avenue North

5:45 p.m.

PRESENT: Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, McConnell, Salomon, and Roberts

ABSENT: Councilmember Hall

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Bonita Roznos, Deputy City Clerk

GUESTS: None

At 5:49 p.m., the meeting was called to order by Mayor Winstead.

At 5:49 p.m., Mayor Winstead announced that Council will recess into an Executive Session for a period of 15 minutes as authorized by RCW 42.30.110(1)(g) to review the performance of a public employee. At 5:54 p.m. the Executive Session concluded.

Council Goal Setting Workshop Timing, Location and Focus

John Norris, Assistant City Manager, presented February 19/20 or 26/27 as potential dates for the Council Goal Setting Workshop. He asked if there were specific topics that Council wanted to address and if they had a location preference. He commented that Councilmember Salomon emailed potential topics, distributed copies of the email, and requested that others also email Ms. Tarry with topics for discussion. Ms. Tarry added that the facilitator will also reach out to Councilmembers regarding topics.

Councilmembers agreed that either set of dates in February would work and stated that they would like to hold the event at City Hall or at a location in Shoreline to make it more convenient for public participation. They requested a team building event that has a service/volunteer component. Mayor Winstead suggested volunteering at Teen Lifeline. Mr. Norris stated that staff will research potential meeting locations in Shoreline and a teambuilding event that has a service component.

Councilmembers asked about the status of current Council Goals. Ms. Tarry responded that they are all in progress. Councilmembers Robert asked when the sidewalk prioritization discussion will come before Council. Ms. Tarry responded that the discussion will take place prior to discussing the Transportation Master Plan. She suggested holding a workshop session to discuss large issues. Mayor Winstead suggested holding a mini-retreat to assist with getting

Councilmember Elect Keith Scully up to speed. Ms. Tarry stated that a Council Orientation is scheduled for December 18th and that the agenda for a workshop can be discussed at that time.

Agenda Planner Update

Mr. Norris reviewed the 2016 Agenda Planner and said that staff is beginning to schedule topics for the months of February, March and April. Ms. Tarry pointed out that the Discussion of Regional Homelessness Issues has been added to the December 14, 2015 City Council Business Agenda. Councilmembers agreed that the discussion can begin on December 14, but noted that it requires research and a much lengthier discussion. Deputy Mayor Eggen suggested placing it on the Workplan for 2017 budget discussions.

Proclamation List

The 2016 Proclamation List was reviewed. Mr. Norris described the proclamation process and shared that a proclamation is presented at Council Meetings if it is of public value. Mayor Winstead pointed out that the Music4Life Proclamation was a special request in 2015 and stated it should be presented only if requested again in 2016. It was removed from the List.

Planning Commission Appointment Schedule

Mr. Norris shared that four Planning Commissioners have terms that expires in March. He said Commissioner Scully has been elected to the City Council and will assume that position on January 4, 2016. Ms. Tarry explained the recruitment and replacement process and stated that it has been expedited pursuant to Council's direction.

Councilmembers discussed the application, interview and appointment process. Councilmember McConnell questioned if the interview process can be waived in the event that current Commissioners reapply. Mayor Winstead responded that the Subcommittee will make recommendations as to the interview process.

Councilmember McConnell and Salomon expressed interest in serving on the City Council Subcommittee for Planning Commission Applicant Interviews.

City Cellular Phone Swap Out

Mr. Norris recalled a previous Council discussion to transition away from Apple Commuter products to Microsoft Windows based products, and stated that all iPhones will be swapped out for the Droid Turbo by Motorola beginning next week or the week following.

At 6:52 p.m. the meeting was adjourned.

Bonita Roznos, Deputy City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, November 9, 2015
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Winstead, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Winstead led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

(a) Proclamation of Veterans Day

Mayor Winstead read a proclamation declaring November 11, 2015 as Veterans Day. Phyliss Moll, widow of Frank Moll, a Veteran instrumental in establishing the Shoreline Veteran's Association and the Veteran's Recognition Plaza at City Hall, along with Bob Grasmick, Gerry Shogren, Ray Coffee and Russell Gready of the Shoreline Veterans Association, accepted the Proclamation. Mrs. Moll said she accepts the Proclamation on behalf of all the men and women that have served in the military. She invited everyone to say thank you to Veterans at the Veterans Day Program at City Hall on Wednesday, November 11, 2015 at 2 p.m.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Councilmember Hall reported that the Puget Sound Partnership (PSP) Board released the 2015 State of the Sound Report that provided an assessment on cleaning up the Sound. He stated the Report reflects that some things are getting better and others are getting worse. He shared that land development pressures to convert natural resource lands for development are getting worse. He said copies of the Report are available in the Council Office and posted on PSP's website.

Councilmember Roberts reported that the Puget Sound Regional Council Growth Management Policy Board discussed transportation issues and population growth targets. He said they addressed what to do about cities that are exceeding their growth targets. He announced that applications for the Sound Cities Association Committees are due on Thursday, and shared that with the departure of Deputy Mayor Eggen, Shoreline will be lacking vital representation on several of the Committees.

Mayor Winstead reported that she and Councilmember McConnell attended the National League of Cities (NLC) 2015 Congress of Cities and Exposition in Nashville, Tennessee. She announced that Councilmember McConnell was appointed to the NLC Board of Directors representing the entire state of Washington.

Councilmember McConnell shared that she is President of the Asian Pacific American Municipal Officials Constituency Group and commented on the awards given out by various NLC minority groups. She commented on attending a NLC Human Development Meeting and drafting resolutions for 2015/2016 to end chronic homelessness and to ask for federal action to address income inequality. She commented that the Federal Fairness Act (which collects State online sales tax) and the preservation of tax exemption for municipal bonds can be huge resources for local government. She said she hopes transportation infrastructure funding will be renewed.

Deputy Mayor Eggen reported attending the SeaShore Transportation Forum Meeting and hearing a report on I-405 tolling. He stated the Report cites that overall traffic flow seems to have improved, but he explained that the full affects will not be known until after traffic patterns have been established, which takes six months to a year.

5. PUBLIC COMMENT

There was no one from the public wanting to address the Council.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember Hall, seconded by Deputy Mayor Eggen and unanimously carried, the following Consent Calendar items were approved:

- (a) Minutes of Workshop Dinner Meeting of October 12, 2015 and Minutes of Special Meeting of October 19, 2015**
- (b) Approval of expenses and payroll as of October 23, 2015 in the amount of \$2,401,105.36**

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
9/27/15-10/10/15	10/16/2015	63352-63556	14091-14113	61561-61566	\$467,893.16
					<u>\$467,893.16</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
10/13/2015	61279	61279	(\$113.27)
10/13/2015	61439	61439	\$113.27
10/15/2015	61440	61460	\$96,052.69
10/15/2015	61461	61472	\$13,802.00
10/15/2015	61473	61492	\$22,021.06
10/15/2015	61493	61504	\$2,538.19
10/19/2015	61505	61505	\$1,824.72
10/20/2015	61506	61507	\$55,655.20
10/22/2015	61508	61517	\$1,586,222.19
10/22/2015	61518	61530	\$51,257.46
10/22/2015	61531	61542	\$55,191.61
10/22/2015	61543	61560	\$48,647.08
			<u>\$1,933,212.20</u>

(c) Authorize the City Manager to Execute the Commute Trip Reduction Interlocal agreement with King County

(d) Authorize the City Manager to Execute the 2015-2016 Seattle-King County Public Health Local Hazardous Waste Management Program Grant Contract EHS3703 Amendment 1 for \$26,378.43

8. ACTION ITEMS

(a) Public Hearing and Discussion on 2016 Property Tax and Revenue Sources

Sara Lane, Administrative Services Director, reviewed Operating Budget Resources. She shared that property tax represents \$10,860 Million of General Fund Operating Revenues and 30.6% of the Budget. She explained that the City receives a small portion of property tax revenue of .13 cents out of one dollar, (.11 cents for regular levy and .2 cents for the Park Bond Levy). She shared that sales tax is the next largest revenue source. She explained that for every \$10 spent in Shoreline, .95 cents is generated in sales tax, and Shoreline receives 8.5 cents. She said the sales tax projection for 2016 is \$7,747,700.

Ms. Lane reviewed Criminal Justice funding and shared that the two dedicated funding sources are an optional County sales tax of 0.1% and State criminal justice funding. She reviewed the Utility taxes on natural gas, telephone, garbage, cable TV, and storm drainage service. She

explained that water and sewer providers pay a fee of 6%; cable TV providers pay 5%; and that increases are anticipated. She shared that Seattle City Lights pays a 6% contract fee on electrical revenues and said it is projected to increase to 8.6%. She reviewed annual Card Room gross receipts and noted that those revenues are declining.

Ms. Lane reviewed Development Fees and shared that the number of permits continues to rise. She reviewed Recreation Fees and explained that a \$90,000 decrease in revenue is anticipated due to the extended closure of the pool. She stated that liquor excise tax represents 2.0% of General Fund Operating Revenues. She reviewed recent legislative changes impacting the 2015-2017 State Budget, and commented that local jurisdictions are seeing a return of shared revenue.

Ms. Lane said a small increase in Fuel tax is anticipated for 2016 and will generate \$1,175,565 in revenue for the City. She said the Real Estate Excise Tax projected for 2016 is \$2,076,292, and explained that these funds are primarily dedicated to public works projects and debt services for City Hall.

Ms. Lane presented the Surface Water Utility Fund and said a 4% increase in revenue is projected for 2016. She then reviewed the recommended fee changes for Development, Licensing and Public Records, Surface Water Utility, Solid Waste, Traffic Impacts, and Parks and Recreation.

Eric Friedli, Parks, Recreation and Cultural Services (PRCS) Director, provided background information on the implementation of a cost recovery model for PRCS programs. He explained that there are programs that benefit the Community and that fees and cost recovery for those programs should be lower, and subsidized by the Community. He explained that there are other programs that benefit the individual and that there should be lower public subsidies for these programs. He shared that staff and the PRCS Board, with public participation, analyzed how to allocate cost recovery for the various programs. He then presented the criteria used in the determination. He said recommendations are to increase fees for picnic shelter rentals and initiate fees to reserve tennis courts.

Councilmember McGlashan asked about the number of tennis courts that the fees would apply to. Mr. Friedli responded that there are two tennis courts at the pool, a couple at Shoreview Park, and said the City also maintains the School District's tennis courts at Meridian Park.

Deputy Mayor Eggen recalled public comment from a previous Council Meeting stating that Shoreline fees are significantly higher than other jurisdictions. He then asked if the City has a scholarship program. Mr. Friedli responded that the softball program specialized recreation fee will be reduced by 30% in the spring. He said the City has an active scholarship program, and shared that half the participants in the specialized programs are supported by the Department of Social and Health Services or by City scholarships. He explained that scholarships will be more flexible allowing for a full scholarship to apply at any time during the quarter, instead of a specific period.

Councilmember Salomon commented that the PRCS Study is a well thought out and a methodical approach for cost recovery allocation.

Councilmember Roberts clarified that the rates for special classes or camp swim lessons are set by staff at market rate. Mr. Friedli responded affirmatively and explained that since the rates and registration deadlines for the basketball program were already published that they will be reviewed in 2016.

Ms. Lane continued the presentation discussing Traffic Impact Fee increases. She said staff is recommending that the City use the Washington State Department of Transportation Construction Cost Indices' 3-year average to calculate transportation impact fees, and said it will result in an 11.1% fee increase for 2016.

At 7:43 p.m., Mayor Winstead opened the Public Hearing. There were no members from the public wishing to comment. At 7:44 p.m. the Public Hearing was closed.

Ms. Lane reviewed 2016 Personnel Costs and said they increased by 8.4%. She presented historical COLA adjustment data and noted that the 2016 increase is 1.45%. She explained that the Consumer Price Index for All Urban Consumers (CPI-U) and the Consumer Price Index for All Urban Wage and Clerical Workers (CPI-W) were evaluated. She explained that it makes sense to use CPI-U, which it is a good measure, and that over time there is not a significant difference. She then provided an overview of the 2015 Compensation and Classification Study and shared that the City was 3.7% below market. She explained that the salary scales have been adjusted to be at median for the 2016 Proposed Budget. She presented recommended personnel changes for 2016 are:

- 1.00 FTE Information Technology Project Manager (3-Year Term Limited)
- 1.00 FTE Administrative Assistant
- 1.00 FTE Technical Assistant
- 1.00 FTE Capital Projects Manager II
- 1.00 FTE Administrative Assistant II

Ms. Lane concluded the presentation by presenting the 2016 General Reserve Fund and shared that the General Reserve Ending Fund Balance is \$10,410,000.

Councilmember Roberts asked about the status of the replacement of Shoreline A & B fields and about the material to be used. Mr. Friedli responded that the CIP is scheduled to replace the Twin Ponds field in 2017, and that minor repair of Shoreline A & B Fields is scheduled in 2016 using the same material that is there now. He explained long-term replacement has not been designated, nor has it been determined what material will be used. He said they are aware of the health concerns over the use of rubber and shared that the best technology and safest materials will be used.

Councilmembers Roberts asked about staffing resources for the Tolling Study and the additional funding request for work to be performed beyond the Study. Mr. Witt, Public Works Director, shared that the Transportation Department will be adding work to their Work Plan. He explained that time needs to be allocated for the Transportation Planner to work with the consultant, and that the Planner will need to define the contract scope, hire a contractor, manage the work, and share the information with Council. He said he anticipates the actual work would take

approximately three months. He explained that the initial work would be on framing the conversation on how to move forward with tolling.

Councilmember McConnell asked if staff needs direction from Council regarding adding the Tolling Study as a budget line item. She said she wants it as a budget amendment since it will be related to the development agreement with BSRE. She said it will assist her in making a more informed decision.

Ms. Tarry reiterated that budget amendments are due by tomorrow, and said she has only heard about amendments for Human Services and the Tolling Study.

9. STUDY ITEMS

(a) Discussion of Ord. No. 727 - 2015 Budget Amendment

Sara Lane, Administrative Services Director, presented 2015 General Fund Budget Amendments, said requests total \$1,998,595, and are as follows:

- \$117,000: Administrative Services - Information Technology
- \$275,000: Contingency for Purchase of Molver Properties
- \$500,000: Transfer Out for Annual Roads Surface Maintenance
- \$631,000: Police-Special Support
- \$450,000: Criminal Justice – Jail Services
- \$0: Community Services – Neighborhoods: (Temporary 0.42 FTE)
- \$14,016: Community Services – Emergency Management Planning
- \$10,439: Public Works – Environmental Services

Ms. Lane presented that additional 2015 General Fund Budget Amendment requests are:

- Federal Criminal Forfeiture Fund: \$1,289,047 for Police Station at City Hall
- General Capital Fund: \$75,000
 - \$15,000: Pool & Recreation Facility Master Planning
 - \$10,000: Shoreline Veterans Recognition Plaza
 - \$50,000: Parks, Recreation and Open Space Plan Update
- City Facilities-Major Maintenance Fund: \$20,000 for City Hall Garage Maintenance
- Surface Water Utility Fund: \$10,900 for Surface Water Management

Councilmember Hall asked if the Molver property is closed, and if it closed for the amount that was authorized by Council. Ms. Lane replied yes.

Ms. Lane concluded the presentation with providing an overall summary of budget amendments, and said the 2016 Budget is scheduled for adoption on November 23, 2015.

At 8:04 p.m., Mayor Winstead convened a five minute recess, and at 8:11 p.m., she reconvened the meeting.

(b) Discussion of Marijuana Regulations and Policies

Alex Herzog, Management Analyst, provided background on Washington's medical and recreational marijuana systems. He explained that the 2015 Washington State Legislature passed comprehensive legislation amending existing laws and adding new provisions under Senate Bill (SB 5052) and House Bill (HB 2136). He pointed out that the most notable change is the revision and remediation of the unregulated Collective Garden market. He shared that SB 5052 significantly revamped the entire medical cannabis structure, placed it under the Liquor and Cannabis Board (LCB), reopened the licensing period for retail stores, repealed Collective Garden statuses, and established Cooperatives. He explained that HB 2136 adds Cooperatives to buffer zone requirements, allows local jurisdictions to modify buffer zones around certain facilities, and changes the tax structure to authorize a 37% excise tax. He anticipates that Shoreline will receive \$25,000 annually in excise tax revenue. He explained that the City also has the option to adopt an ordinance requiring local notice of an application to specified organizations located within 1,000 feet of the marijuana business. He then provided an update on the current state of cannabis affairs in Shoreline, reviewed policy decisions need to be made by the City, and requested Council direction.

Councilmember Salomon pointed out that the Department of Justice indicated that a well regulated legalized marijuana system alleviates some of their concerns regarding criminal activity and the protection of minors. He commented that it comes with a warning for jurisdictions to implement a well regulated system. He said it is incumbent upon Council to protect the residents of Shoreline. He suggested revisiting buffer zones, buffers between stores, and odor protection. He asked what has the City learned from the 1,000 foot buffer and if it should be continued. He agreed that Shoreline should provide reasonable access to retail stores but said he does not want a concentrated cannabis district. He explained that in an effort to keep retailers away from one another that he will support a 1,000 foot buffer between marijuana businesses and stated that he agrees the State should regulate the orders.

Councilmember Hall commented on the passage of SB 5052 and the requirement for both medical and recreation markets to meet standards. He recalled that reconciling medical and recreational marijuana markets was a top priority on the legislative agendas for the Association of Washington Cities and the Shoreline City Council. He expressed that he is comfortable with the State overseeing the regulations and shared that it is now a more mature system that should operate as designed by the Legislature.

Deputy Mayor Eggen commented that he generally agrees with Councilmember Hall, but said he is willing to talk about further proposals. He asked clarifying questions about the special retail license required to sell medical cannabis. He expressed concern that people who have a need for medical marijuana will be crowded out, and asked if Shoreline can assist in getting retail shops to offer medical grade cannabis. He also expressed concern over several shops opening up next to each other.

Councilmember McConnell agreed with Deputy Mayor Eggen, but said she does not understand the issue between the two types of businesses. She stated she would prefer to keep the 1,000 foot and said she is not keen on having additional merchants.

Councilmember Roberts commented that he is struggling with idea of Cooperatives and would like to have more information on Cooperatives versus individual growers. He asked if an individual can grow cannabis for themselves for medical purposes. He agrees that generally it should be regulated by State law. He said he wants to take a closer look at where facilities are allowed in Shoreline and asked why they are not allowed at Town Center and in the 185th Street Subarea. Mr. Herzog responded that only medical marijuana patients can grow marijuana in their homes and have access to it. He explained that the City has the option to ban both retailers and Cooperatives. Margaret King, City Attorney, said she believes registration is required to grow medical marijuana but said she would need to research it further.

Councilmember McGlashan asked clarifying questions regarding retail licensing and how many retailers can be endorsed to sell medical marijuana. He commented that if the 1,000 foot buffer remains in effect, it would leave very little area for additional marijuana businesses. He suggested that the Collective Gardens and School Perimeter Buffer Map be revisited. Mr. Herzog responded that there is no limit to the number of shops that can be endorsed.

Councilmember Hall commented that Town Center does not allow Collective Gardens, but if they come under SB 5052 regulations that they would be allowed in any retail zone. He requested additional information regarding regulations governing individuals that grow marijuana for their own medicinal purposes. He commented that while he prefers regulation by the State, that to avoid the risk of having marijuana businesses near each other, he stated the 1,000 foot buffer requirement should be kept.

Mayor Winstead commented that she is in agreement to let the State govern retailers, and said she wants to keep the buffer and revisit the Map.

Councilmember Roberts asked when the LCB is going to make the final decision to convert collective gardens to retail establishments. He asked if there is a fee for SB 5052 retail establishments in the 2016 Proposed Budget. He said that he will be making a 2016 Budget Amendment to add a marijuana retail license fee to match the Collective Garden license fee. Mr. Herzog responded that the new application window opened on October 12, 2015 and the LCB will take 60 days to process and review them. He shared that the City has contacted all Collective Garden operators and informed them of the new laws and requirements taking effect July 1, 2016. Ms. Simulcik Smith responded that retail establishments are required to hold a general business license.

10. ADJOURNMENT

At 9:00 p.m., Mayor Winstead declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Expenses and Payroll as of November 20, 2015
DEPARTMENT: Administrative Services
PRESENTED BY: Sara S. Lane, Administrative Services Director

EXECUTIVE / COUNCIL SUMMARY

It is necessary for the Council to formally approve expenses at the City Council meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 RCW (Revised Code of Washington) "Payment of claims for expenses, material, purchases-advancements."

RECOMMENDATION

Motion: I move to approve Payroll and Claims in the amount of \$2,267,604.27 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
10/25/15-11/7/15	11/13/2015	63753-63952	14136-14157	61824-61829	\$468,485.78
					<u>\$468,485.78</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
11/10/2015	61702	61717	\$735.94
11/10/2015	61718	61732	\$19,908.99
11/10/2015	61733	61743	\$14,334.02
11/10/2015	61744	61760	\$265,999.13
11/18/2015	61761	61770	\$49,766.29
11/18/2015	61771	61785	\$122,300.22
11/18/2015	61786	61796	\$125,894.21
11/18/2015	61797	61809	\$1,024,200.84
11/18/2015	61810	61820	\$119,509.15
11/18/2015	61821	61821	\$2,490.71
11/19/2015	61822	61823	\$53,978.99
			<u>\$1,799,118.49</u>

Approved By: City Manager **DT**

City Attorney **MK**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance Nos. 732 and 733 - Amendments to Title 12 of the Shoreline Municipal Code: Streets, Sidewalks and Public Places
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Review of the existing Title 12 of the Shoreline Municipal Code (SMC) has identified the need for revisions to two chapters – Chapter 12.10 and Chapter 12.40. At this time, staff has identified several changes requiring amendment to these chapters, with additional amendments scheduled to be presented in 2016.

The amendments being presented for adoption at this time are:

- Amendment to SMC 12.10 Roads and Bridges to clarify the authority for the development and approval of the Engineering Development Manual.
- Amendment to SMC 12.10 Roads and Bridges to delete Richmond Beach bridge load rating and to add 10th Avenue bridge load rating.
- Amendment to SMC 12.40 Impact Fees to revise the language for adjustment of fees to utilize a three (3) year average of the Washington Construction Cost Index.
- Amendment to SMC 12.40 Impact Fees to clarify the appeals process.

The amendments are attached as proposed Ordinance No. 732 (SMC 12.10) and proposed Ordinance No. 733 (SMC 12.40).

RESOURCE/FINANCIAL IMPACT:

There is no financial impact arising from these proposed amendments. If the amendment to SMC 12.40 is not approved, the 2016 Budget would contradict the SMC which currently requires the impact fees to be increased by 34 percent instead of the 11 percent increase contained in the 2016 Budget.

RECOMMENDATION

Staff recommends the Council move to adopt Ordinance Nos. 732 and 733.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Review of the existing Title 12 of the Shoreline Municipal Code (SMC) has identified the need for revisions to two chapters – Chapter 12.10 and Chapter 12.40. At this time, staff has identified several changes requiring amendment to these chapters, with additional amendments scheduled to be presented in 2016.

The changes included in proposed Ordinance No. 732 (Attachment A) cover changes to SMC Chapter 12.10 Roads and Bridges. The changes included in proposed Ordinance No. 733 (Attachment B) cover changes to SMC Chapter 12.40 Impact Fees for Transportation. These proposed Ordinances were discussed with Council on November 30, 2015. The link for the staff report for that discussion can be found at: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport113015-8a.pdf>

DISCUSSION

At the November 30, 2015 the Council did not express any questions or concerns with the two proposed ordinances as written. As such, both proposed Ordinance No. 732 and proposed Ordinance No. 733 remain unchanged since that discussion and are attached for adoption.

RESOURCE/FINANCIAL IMPACT

There is no financial impact arising from these proposed amendments. If the amendment to SMC 12.40 is not approved, the 2016 Budget would contradict the SMC which currently requires the impact fees to be increased by 34 percent instead of the 11 percent increase contained in the 2016 Budget.

RECOMMENDATION

Staff recommends the Council move to adopt Ordinance Nos. 732 and 733.

ATTACHMENTS

Attachment A: Ordinance No. 732 Amending SMC Chapter 12.10 Roads and Bridges
Attachment B: Ordinance No. 733 Amending SMC Chapter 12.40 Impact Fees for Transportation

CITY OF SHORELINE, WASHINGTON

ORDINANCE NO. 732

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 12.10 ROADS AND BRIDGES TO THE SHORELINE MUNICIPAL CODE TO AUTHORIZE THE ENGINEERING DEVELOPMENT MANUAL AND TO AMEND BRIDGE LOAD LIMITS.

WHEREAS, Chapter 12.10 of the Shoreline Municipal Code pertains to standards for roads and bridges within the City; and

WHEREAS, SMC Chapter 12.10 does not grant authority to the Director of Public Works to develop, administer, and/or maintain a manual containing the engineering and design standards, guidelines, and other details for roads and bridges; and .

WHEREAS, updates are needed for the City's Engineering Development Manual (EDM) but there is no expressed authority in the SMC for such updates, authority best suited for the Director of Public Works; and

WHEREAS, SMC 12.10.050 currently establishes load limits for a single bridge – the Richmond Beach Overcrossing (27th Avenue NW); and

WHEREAS, given the fact that the Richmond Beach Overcrossing was replaced in 2011, such load limits are no longer necessary and should be delete; and

WHEREAS, the 10th Avenue NW Bridge requires the establishment of load limits but SMC Chapter 12.10 makes no reference to this bridge; and

WHEREAS, the City seeks to amend SMC 12.10 to remedy these issues;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. SMC 12.10.015 A new section, SMC 12.10.015, is added to SMC Chapter 12.10 as shown below:

SMC 12.10.015 Engineering Development Manual. The Director of Public Works, or designee, shall prepare, administer, interpret, and, amend as necessary an Engineering Development Manual (EDM). The EDM shall establish guidelines, standards, and specifications for the engineering and construction of all streets and utilities established and/or improved within the City.

Section 2. SMC 12.10.050. Section 12.10.050 is deleted in its entirety and replaced with the following:

SMC 12.10.040 Bridge Load Limits

- A. Pursuant to RCW 46.61.450, as amended, the use by vehicular traffic of the following roads and/or bridges shall be restricted and gross vehicle weights and sizes shall not exceed the following limits:
 - 1. 10th Avenue NW Bridge 167C: No person shall operate a vehicle or combination of vehicles and trailers exceeding 22 tons for four axle vehicles, 24 tons for five-axle vehicles and 25 tons for six-axle vehicles and 28 tons for seven-axle vehicles.
- B. The City Engineer shall install and maintain for each bridge, signs stating the maximum gross weight and size.

Section 3. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON DECEMBER 14, 2015

Mayor Shari Winstead

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2015
Effective Date: _____, 2015

CITY OF SHORELINE, WASHINGTON

ORDINANCE NO. 733

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 12.40 TRANSPORTATION IMPACT FEES TO THE SHORELINE MUNICIPAL CODE TO ADDRESS ANNUAL INCREASES IN THE FEE AND CLARIFY THE APPEAL PROCESS.

WHEREAS, on July 21, 2014, the Shoreline City Council adopted Ordinance 690, establishing Chapter 12.40 of the Shoreline Municipal Code, as transportation impact fee program, which became effective January 1, 2015; and

WHEREAS, SMC 12.40.130 states that the fees are to be reviewed and adjusted annually using the same percentage changes as in the most recent annual change of the Washington Department of Transportation's Construction Costs Indices (CCI); and .

WHEREAS, the most recent CCI would result in a fee increase of 34.98 percent; and

WHEREAS, utilizing an average of the CCI over a three year period results in an 11 percent increase in fees, a more equitable result that reflects fluctuations in the CCI over time; and

WHEREAS, SMC 12.40.140 states that impact fee determinations and decisions are to follow the procedures of SMC 20.30, Subchapter 4; and

WHEREAS, following this process, all appeals would need to be filed in the superior court; and

WHEREAS, requiring applicants to present their appeal in superior court is cumbersome, costly, and unnecessary;

WHEREAS, the City seeks to amend SMC 12.40.130 and SMC 12.40.140 to remedy these issues;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. SMC 12.40.130. Section 12.40.130 Review and adjustment of rate is amended as shown below:

12.40.130 Review and adjustment of rates

...

B. Annually, and prior to the first day of January, the director shall adjust the fees at a rate adjusted in accordance with ~~by the same percentage change as in the most recent annual change~~ of the Washington Department of Transportation's

Construction Cost Indices (CCI). The City shall utilize a three-year CCI average, using the three most recent calendar years' CCI available data, to determine adjustments to the impact fees.

Section 2. SMC 12.40.140. Section 12.40.140 Appeals is amended as shown below:

12.40.140 Appeals.

Determinations and decisions by the director that are appealed by an applicant shall follow the procedures for a Type B Administrative Decision as set forth in ~~of~~ Chapter 20.30 SMC, Subchapter 4.

Section 3. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 4. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON DECEMBER 14, 2015

Mayor Shari Winstead

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2015

Effective Date: _____, 2015

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of 2016 State Legislative Priorities		
DEPARTMENT:	City Manager's Office		
PRESENTED BY:	Scott MacColl, Intergovernmental Relations Manager		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

Council Legislative Priorities, once adopted, provide policy direction to guide staff in determining support or opposition to specific legislation. Staff utilizes these priorities to determine whether the City supports or opposes specific legislation and amendments in Olympia during the legislative session. Staff proposed the 2016 State Legislative Priorities for Council review and discussion at the November 23, 2015 Council meeting.

On the 23rd, staff reviewed the draft priorities with Council, who provided feedback on the priorities and added one additional legislative issue the City supports. Tonight, Council is being asked to adopt the 2016 State Legislative Priorities.

RESOURCES/FINANCIAL IMPACT:

This item has no direct financial impact.

RECOMMENDATION

Staff recommends that Council move to adopt the 2016 state legislative priorities to provide staff policy direction for the upcoming legislative session.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Council Legislative Priorities, once adopted, provide policy direction to guide staff in determining support or opposition to specific legislation. Staff utilizes these priorities to determine whether the City supports or opposes specific legislation and amendments in Olympia during the legislative session. Staff proposed the attached 2016 State Legislative Priorities (Attachment A) for Council review and discussion at the November 23, 2015 Council meeting. The staff report and draft 2016 Legislative Priorities from that meeting can be found at the following link:
<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport112315-9a.pdf>

On the 23rd, staff reviewed the draft priorities with Council, who provided feedback on the priorities and added one additional legislative issue the City supports. Based on this discussion, the proposed added priorities are added in underline in the text below and on the 2016 State Legislative Priorities themselves.

Tonight, Council is being asked to adopt the 2016 State Legislative Priorities.

DISCUSSION

At the November 23rd meeting, Council discussed adding two additional items to the 'Legislative Issues the City Supports' category of the Legislative Priorities.

The first is supporting a local option preservation option property tax exemption. This idea is connected to affordable housing and homelessness, and was identified by Councilmember Roberts from his work on the AWC Legislative Committee.

The second is regarding clarifying state statutes regarding tolling for Transportation Benefit Districts, which was on last year's Legislative Agenda. During the discussion at the November 23rd meeting, staff stated that it was their understanding that the issue had been clarified in this year's transportation omnibus bill. However, the clarification language was in earlier versions of the bill but did not make the final version that was passed by the Legislature. Therefore, the issue is still a priority to be clarified, and has been added to priority list.

In addition to these two additional priorities, below are the Council's four specific legislative priorities and the initial list of issues the City supports:

1. Local Government Financial Sustainability and Flexibility – building on the conversation started with legislators over the last couple of years, staff proposes advocating for a greater self-sufficiency model where the City can control its revenue streams. Cities need to be able to plan for funding from one year to the next; providing cities more local financial flexibility allows each jurisdiction to make their own choices of how to fund local services.

- a. 1% Property Tax Limit - this limit doesn't keep up with inflation and doesn't allow cities to maintain services. Setting a limit that is tied to a tangible number (e.g. Consumer Price Index) would allow cities to better maintain existing services.
 - b. Increased Flexibility on Existing Revenues – many available revenue options are constricted, restricted or unpredictable, which makes it hard to maintain or increase city services such as public safety, infrastructure and human services programs.
- 2. Infrastructure Funding - infrastructure programs that benefit cities have been diverted to the state general fund over the past few years. These types of accounts allow cities to utilize low interests loans or grants to complete infrastructure projects at a significantly lower cost. This item would support any funding in infrastructure spending that cities can apply for to help fund important projects (e.g. Public Works Trust Fund), which will be particularly important as the City begins providing wastewater service in 2017.
- 3. Revise Public Records Act – public records act laws have not kept up with changes in technology and they do not account for the growing number of broad, voluminous, commercially driven, or retaliatory requests that utilize a disproportionate amount of city resources. Cities need additional tools to be able to settle conflicts out of court and charge reasonable fees for electronic and commercial requests.
- 4. Support Human Services Safety Net – enhance the provision of needed human services programs to address issues that drive increased homelessness and public safety costs. At a recent Council dinner meeting with human services partners, the City heard several situations that affect our local agencies' ability to meet local needs including:
 - a. With the Affordable Care Act's passage there is a sense that everyone who signs up has full access to services. Funders are reacting by cutting support for basic agency operating costs which is taxing agencies' ability to keep their doors open. That, in turn, affects the provision of mental health and substance abuse treatment for youth and adults and youth development/Out of School Time services.
 - b. There is a broad shift away from support for services to seniors. This affects our local senior center operation as well as transportation services like the Hyde Shuttle.
 - c. The rapid increase in the cost of housing is driving the demand for housing assistance for rent, move in/out support and utility assistance.

Legislative Issues the City Supports:

- 1. Basic Education Funding - If the state utilizes the levy swap to fund basic education, it cannot come at the expense of the social safety net or by offloading state responsibilities on local government.

2. Transit Communities - advocate for city tools, such as funding and/or regulatory authority, to support communities centered around high capacity transit corridors.
3. Product Stewardship - support a paint product stewardship program for Washington to create a collection program for the reuse, recycling or proper disposal of unwanted paint.
4. Support a Local Option Preservation Property Tax Exemption – a tool that could incentivize private landlords to preserve and create affordability in existing housing stock. This tool could be targeted to properties at great risk of rent increases and/or applied in conjunction with an acquisition/renovation project.
5. Clarify the Washington State Transportation Commission's role in approving tolls imposed by a local Transportation Benefit District. State law is inconsistent as to whether the Transportation Commission has a role in setting the toll rate for a local Transportation Benefit District.

RESOURCES/FINANCIAL IMPACT

This item has no direct financial impact.

RECOMMENDATION

Staff recommends that Council move to adopt the 2016 state legislative priorities to provide staff policy direction for the upcoming legislative session.

ATTACHMENTS

Attachment A: Proposed 2016 State Legislative Priorities



Revised 2016 Shoreline Legislative Priorities

1. Support Local Government Financial Sustainability and Flexibility:
 - a. Revise 1% Property Tax Limitation
 - b. Increase flexibility on existing revenues
2. Restore funding infrastructure funding programs that support basic local infrastructure.
3. Revise Public Records Act to address changing technology, reduce frivolous requests, and allow for cities to charge a reasonable fee for electronic or commercial requests.
4. Support increasing state revenue from non-regressive revenue sources to support education funding, the human services safety net, and general state and local governments to maintain existing levels of services.

Legislative Issues the City Supports:

1. If the state is going to utilize a 'levy swap' to fund basic education, it cannot come at the expense of the social safety net or by offloading state responsibilities to local government.
2. Advocate for city tools, such as funding and regulatory authority, to support Transit Communities.
3. Support Paint Product Stewardship legislation.
4. Support a local option preservation property tax exemption.
5. Clarify the Washington State Transportation Commission's role in approving tolls imposed by a local Transportation Benefit District.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute an Amended Contract with the Law Office of Sarah Roberts for Prosecution Services Through 2016
DEPARTMENT:	City Attorney's Office
PRESENTED BY:	Margaret King, City Attorney
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Under Washington State Law, the City of Shoreline is responsible for criminal justice costs of misdemeanors and infractions committed within the City's municipal boundaries. These costs include court services, indigent defense, and prosecution. The City's prosecution contract with current City Prosecutor Sarah Roberts terminates at the end of 2015. The City Attorney's office is requesting a one year extension to allow additional time to revise a Request for Proposals (RFP) and existing contract terms and then provide for sufficient time for an open, competitive proposal process. The proposed amendment to the existing prosecution services contract would allow the time needed.

RESOURCE/FINANCIAL IMPACT:

The current annual contract is \$159,892.20. The budgeted amount for Prosecution Services for the year 2016 is \$162,190. This would result in an annual contract increase of \$2,298.

RECOMMENDATION

Staff recommends that the Council move to authorize the City Manager to approve a one-year extension to the City's contract with Sarah Roberts for Prosecution Services and authorize the additional funds necessary for this extension.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Since incorporation, the City of Shoreline has contracted for legal services to file and prosecute City cases in the Shoreline District Court. The Prosecuting Attorney makes charging decisions for misdemeanor and infractions under the Shoreline criminal code and is responsible for filing charging documents, attending arraignments, hearings, conducting bench and jury trials, sentencing, probation violation hearings and appeals.

In 2011, the City entered into a contract (Contract #6166) for the provision of prosecuting services with the Law Office of Sarah Roberts (Attachment A). The contract initially expired on December 31, 2014, and was extended once for one year until December 31, 2015.

When this contract was entered into in 2011, the contract authorized a monthly payment not to exceed a maximum of \$12,266, including all fees and expenses. The contract contains a provision stating that fees shall be adjusted by 90% of the increase for CPI-U (June to June) at the beginning of each calendar year. The current monthly payment for 2015 is \$13,324.35 for a total annual contract amount of \$159,892.20.

The contract was extended to 2015 with the intent of opening up a competitive proposal process this year. While preparing for that process, discussions prompted by the issue of increased costs for jail services resulted in a review of current and potential future court case loads, as well as other contractual terms. The City Attorney's office would therefore like an additional three to four months to review these issues and then draft amended specifications and a proposed contract prior to conducting a competitive request for proposal process. This extension would allow sufficient time to undertake that review and revision.

DISCUSSION

While the City Attorney's Office had intended to make these services available for competitive public bid prior to the expiration of the existing prosecuting services contract this year, in order to more fully evaluate case load and other contractual provisions and requirements, the City Attorney's Office would like a one year extension to allow that analysis and process to occur. The City Attorney's office anticipates conducting the RFP process for prosecution services, between April and May of 2016. A one year extension of the current contract under the same contract terms is recommended so as to maintain continuity within the City's legal services division while additional analysis and review is conducted prior to undergoing a full request for proposal process.

The Law Office of Sarah Roberts has provided exceptional prosecuting services for the City of Shoreline for the past few years at a reasonable cost. Continuing these services for a one-year term will allow the City of Shoreline to meet its legal requirement of providing prosecutorial services and allow for a full opportunity to evaluate City' needs now and in the future and then give consideration to bids received pursuant to a competitive process.

RESOURCE/FINANCIAL IMPACT

The current annual contract is \$159,892.20. The budgeted amount for Prosecution Services for the year 2016 is \$162,190. This would result in an annual contract increase of \$2,298.

RECOMMENDATION

Staff recommends that the Council move to authorize the City Manager to approve a one-year extension to the City's contract with Sarah Roberts for Prosecution Services and authorize the additional funds necessary for this extension.

ATTACHMENTS

Attachment A – 2011 Contract for Prosecution Services



C-10-212

Receiving # 6166
(obtain from City Clerk)

CONTRACT ROUTING FORM

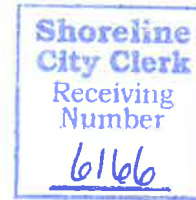
DESCRIPTION	Originator:	Ian Sievers	Routed by:	Darcy Greenleaf
	Department/Division:	City Attorney's Office	Date:	December 13, 2010
	Name of Consultant/Contractor:	Sarah Roberts		
	CONTRACT TITLE:	Prosecution Services		

CONTRACT CONTENT	Type of Contract:	<input type="checkbox"/> (GR) Grants	<input type="checkbox"/> (I) Intergovernmental Agreement	<input type="checkbox"/> (L) Lease Agreement
		<input checked="" type="checkbox"/> (S) Purchase of Services	<input type="checkbox"/> (W) Public Works	<input type="checkbox"/> (O) Other
	Bid/RFP Number:			
	Effective Date:	January 1, 2011	Completion Date:	December 31, 2014
	Has the original contract boilerplate language been modified?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
	If yes, specify which sections have been modified:			
	Description of Services:	Prosecution Services		

FINANCIAL DETAILS	Total Amount of Contract: \$150,000.00			
	Org Key - Obj #	2004029-5410	Amount:	
	J/L # - Task #			
	Org Key - Obj #		Amount:	
	J/L # - Task #			
	Org Key - Obj #		Amount:	
	J/L # - Task #			
	Org Key - Obj #			
	J/L # - Task #			
	Org Key - Obj #			
	J/L # - Task #			
	Are there sufficient funds in the current budget to cover this contract? <input checked="" type="radio"/> Yes <input type="radio"/> No			
	Remarks:			

FORMS	For Public Works/Small Works Contracts:	For Service Contracts:		
	<input type="checkbox"/> Selection Form	<input type="checkbox"/> Business License	<input type="checkbox"/> Selection Form	<input type="checkbox"/> Business License
	<input type="checkbox"/> Contractor Responsibility Form	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Certificate of Insurance	
	<input type="checkbox"/> Contract Bond/In Lieu of Form	<input type="checkbox"/> W-9 Form	<input type="checkbox"/> W-9 Form	

SIGNATURE	Authorization Level:	City Manager		
	<input checked="" type="checkbox"/> 1. Project Manager	<input checked="" type="checkbox"/> 6. City Council (if required)	December 13, 2010	
	<input checked="" type="checkbox"/> 2. Risk Management/Budget	<input checked="" type="checkbox"/> 7. City Manager	<i>DM</i> 12/15/10	
<input checked="" type="checkbox"/> 3. City Attorney	<input checked="" type="checkbox"/> 8. City Clerk	<i>DM</i> 12/13/10		
<input checked="" type="checkbox"/> 4. Consultant/Contractor	<input checked="" type="checkbox"/> 9. Originating Department	<i>DM</i> 12/13/10		
<input type="checkbox"/> 5. (click to select or overwrite)		<i>DM</i> 12/16/10		
		<i>DM</i> 12/21/10 CH		



Contract No. 6166
Brief Description: Prosecution Services

CITY OF SHORELINE AGREEMENT FOR SERVICES

This Agreement is entered into by and between the City of Shoreline, Washington, a municipal corporation hereinafter referred to as the "CITY," and Law Office of Sarah Roberts, hereinafter referred to as the "ATTORNEY."

WHEREAS, the City desires to retain the services of a Attorney for prosecution services,

WHEREAS, the City has selected Sarah Roberts to perform the above-mentioned services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

1. **Scope of Services to be Performed by the Attorney.**

The Attorney shall perform the services outlined in Exhibit A. In performing these services, the Attorney shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional and ethical standards of conduct and performance of the Washington State Bar Association.

2. **Compensation.**

- A. Services will be paid at the rate set forth in Exhibit A, not to exceed a maximum of Twelve Thousand Two Hundred Sixty Six Dollars (\$12,266), per month beginning January 2011, including all fees and expenses, plus One Hundred Thirty Dollars (\$130) per hour for RALJ appeals over ten during any calendar year, not to exceed One Hundred Fifty Thousand Dollars (\$150,000). Fees shall be adjusted by 90% of the increase for the CPI-U (June), at the beginning of each calendar year, beginning January, 2012.
- B. The City shall pay the Attorney for services rendered after receipt of a billing voucher in the form set forth on Exhibit B. NO PAYMENT WILL BE ISSUED WITHOUT A BILLING VOUCHER. Payments will be processed within 30 (thirty) days from receipt of billing voucher. The Attorney shall be paid for services rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City or City Council through its budget and appropriations process. The Attorney shall complete and return Exhibit C, Taxpayer Identification Number, to the City prior to or along with the first billing voucher. No payment will be issued without a Taxpayer Identification Number on file. Mail all billing vouchers to: City of Shoreline, City Attorney's Office, 17544 Midvale Avenue North, Shoreline, Washington 98133-4921.

3. **Time of Completion**

The term of the Agreement commences January 1, 2011 and terminates at midnight on the 31st day of December 2014, unless terminated earlier by either party as provided for herein. Provided, however contract terms other than the payment of the monthly retainer under 2A. shall be extended to complete work on pending cases or appeals after any term. Payment for casework beyond the term is provided in Exhibit A III.

4. Termination.

- A. The City reserves the right to terminate this Agreement at any time for cause by giving sixty (60) days notice to Attorney in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Attorney pursuant to this Agreement shall be submitted to the City.
- B. In the event this Agreement is terminated by the City, the Attorney shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the City shall be deducted from the final payment due the Attorney. No payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.
- C. The Attorney reserves the right to terminate this Agreement with or without cause not less than ninety (90) days written notice, or in the event outstanding invoices are not paid within 30 days.
- D. If the Attorney is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

5. Ownership of Documents.

- A. All documents, data, drawings, specifications, software applications and other products or materials produced by the Attorney in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Attorney are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Attorney harmless for such use. All or portions of materials, products and documents produced under this Agreement may be used by the Attorney upon confirmation from the City that they are subject to disclosure under the Public Disclosure Act.
- B. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City. Any information relating to the services will not be released without the written permission of the City.
- C. The Attorney shall preserve the confidentiality of all City documents and data accessed for use in Attorney's work product.

6. Independent Contractor Relationship.

- A. The Attorney is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Attorney and the City during the period of the services shall be that of an independent contractor, not employee. The Attorney, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Attorney shall have no obligation to work any particular hours or particular schedule and shall retain the right to designate the means of performing the services covered by this Agreement, and the Attorney shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Attorney is to be paid by it alone, and that employing such workers, it is acting individually and not as an agent for the City.
- B. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Attorney or any employee of the Attorney.

7. Hold Harmless.

The Attorney shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all costs, claims, or liabilities of any nature including attorneys' fees, costs and expenses for or on account of injuries or damages sustained by any persons or property

resulting from the acts, errors or omissions of the Attorney, its agents or employees in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

8. Insurance.

Attorney shall obtain insurance of the types described below during the term of this agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that 1) Attorney's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Attorney's insurance (except for professional liability insurance); and 2) Attorney's insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

- A. Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.
- B. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Attorney use of motor vehicles.

9. Delays.

Attorney is not responsible for delays caused by factors beyond the Attorney's reasonable control. When such delays beyond the Attorney's reasonable control occur, the City agrees the Attorney is not responsible for damages, nor shall the Attorney be deemed to be in default of the Agreement.

10. Successors and Assigns.

Neither the City nor the Attorney shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

11. Nondiscrimination.

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or in the presence of any sensory, mental or physical handicap.

12. Notices.

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

City Manager
City of Shoreline
17544 Midvale Avenue N.
Shoreline, WA 98133-4921
(206) 546-1700

Attorney Name: Sarah Roberts
Address: 18050 Meridian Avenue North
Address: Shoreline, WA 98133
Phone Number: 206-205-5684

13. Governing Law and Venue.

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.

14. General Administration and Management.

The City's contract manager shall be: Ian R. Sievers, City Attorney.

15. Severability.


Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Attorney, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

16. Entire Agreement.

This agreement contains the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this agreement.


This agreement is executed by

CITY OF SHORELINE

By: 
Name: ~~Robert L. Olander~~ Julie Underwood
Title: ~~City Manager~~ Acting City Manager

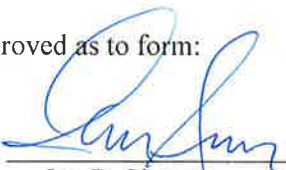
Date: 12/16/10

ATTORNEY

By: 
Name: Sarah Roberts
Title: Shoreline City Prosecutor

Date: 12/13/10

Approved as to form:

By: 
Ian R. Sievers
City Attorney

Attachments: Exhibits A, B, C

EXHIBIT A
CITY OF SHORELINE
SCOPE OF SERVICES

I. Scope of Services

Attorneys shall provide prosecution services to the City for individuals charged with misdemeanor or gross misdemeanors filed by the City of Shoreline in Shoreline Municipal Department of Shoreline District Court. Representation at in-custody preliminary hearings and arraignments at the King County Jail , Regional Justice Center or other venue other than Shoreline District Court is not required. Representation at bench trials of non-traffic infractions, vehicle impound hearings and traffic infractions involving accidents are also covered by the contract.

Services include:

- Charging through criminal complaints based on officer reports
- Preparing pleas and pleadings
- Arraignment as required and pre-hearing conferences (non-custodial)
- Provide assistance to victims of domestic violence with appropriate resources.
- Provide victims and witnesses with information about the legal process and options available to them through the legal system.
- Assist victims of domestic violence with obtaining protective orders and restraining orders when criminal charges have been filed.
- Scheduling trials
- Attending hearings (including motion and probation review hearings)
- Conducting research
- Trial preparation
- Conduct trial
- Sentencing hearings
- Appeals, prosecution and defense
- Probation review and revocation

The Attorney will provide all supplies, equipment and an adequate number of attorneys and support staff to efficiently manage the court calendar, in a manner which avoids unnecessary delays in completing the calendar, or unnecessary periods in custody. Sufficient counsel shall be provided to prosecute cases during vacation and illness.

The Attorney will prosecute all defendants unless the Rules of Professional Responsibility prohibit representation of the City.

Representation may extend through final disposition of assigned cases including any appeals filed and post conviction probation violations if required by RPC's or required by the City. In such cases, the hourly rate in Section III shall apply.

II. Time and Reporting Requirements

- Monthly billings prepared ten (10) working days after the end of each calendar month using the City's Professional Services Invoice form (Exhibit B).
- Quarterly reports showing offender, offense(s), case number, hearing dates, and case disposition.
- Conferences with the City's representative as needed to review performance, develop and monitor performance benchmarks, and review issues of common concern.
- District Court or City initiated meetings to review, revise or enhance municipal court operations.

III. Fees and Costs.

Work performed for prosecution services shall be billed at the flat monthly rate of Twelve Thousand Two Hundred Sixty Six Dollars (\$12,266), including all fees and expenses, beginning in January, 2011. The monthly retainer shall include up to ten RALJ appeals each calendar year. Additional appeals and work required or requested beyond contract term shall be billed at One Hundred Thirty Dollars (\$130) per hour.

Fees shall be adjusted by 90% of the increase for CPI-U (June), at the beginning of each calendar year, beginning January, 2012.

IV. Payment Terms

A service charge shall accrue at the rate of 12% per annum (1% per month) and be added to any balance remaining unpaid sixty (60) days after the statement date.

V. Office Resources

Office space for attorney and support staff will be provided at the Shoreline District Court as currently occupied. If this space or equivalent area of office space is unavailable at Shoreline District Court, the parties shall negotiate an increase in compensation equivalent to the fair market value of similar office space in Shoreline.

The City will provide one office desk, chair, printer/fax and one file cabinet. Internet and phone service and charges are the firm's or individual's responsibility.

The individuals or firms selected prosecute all defendants unless the Rules of Professional Responsibility prohibit representation of the City.

Representation will extend through final disposition and shall include any appeals filed and post conviction probation violations or sentence notification; or 60 days after a defendant has failed to appear at a mandatory hearing. Cases filed prior to contract term expiration will continue to be managed through final disposition, using the terms and conditions of the contract, regardless of date of final disposition.

Representation shall include defense of all counts arising from a single transaction or event and or charged in a single complaint.

EXHIBIT B
CITY OF SHORELINE
BILLING VOUCHER

17544 Midvale Ave., N. Shoreline, WA 98133 ∪ (206) 546-1700 ∪ Fax (206) 546-2200

Contract No. _____

Firm Name: _____

Mailing Address: _____

Invoice No.: _____	Invoice Date: _____
Amount of Invoice \$ _____	

Contract Expiration Date: _____ Current Invoice Period: _____

Description of services performed this period, attach a separate sheet if necessary (if applicable, submit a separate voucher for each program which is funded by your City of Shoreline contract):

BUDGET SUMMARY:

Total Contract Amount, \$ _____

(including amendments)
Previously Billed \$ _____

Current Invoice Request \$ _____

Total Payments Requested to date \$ _____

Contract Balance Remaining \$ _____

Payments will be processed within thirty (30) days from receipt of approved billing voucher.

Attorney Signature

For Department Use Only

Approved for Payment:

City of Shoreline

Date: _____

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Contract with Code Publishing Company for Municipal Code Codification Services in an Amount Not to Exceed \$50,000
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Jessica Simulcik Smith, City Clerk's Office
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The *Shoreline Municipal Code* is published in both hard-copy and online formats. Code books are supplemented with newly passed ordinances on a quarterly basis, and the online code is updated as soon as ordinances take effect. The City contracts with a firm to provide codification services, and since 1997, Code Publishing Company has held the contract.

As the City's purchasing policies require that services go out to bid once the cumulative cost of service provided by a contracted firm exceeds \$50,000, a Request for Proposals (RFP) was issued on October 8, 2015 for Municipal Code Codification Services. As a result of this process, the City's current provider, Code Publishing Company, has been selected as the preferred service provider.

The action before the City Council tonight is authorization for the City Manager to award a service contract to Code Publishing Company for municipal code codification services commencing on January 1, 2016 and ending December 31, 2020 not to exceed a maximum of \$50,000 for the agreement term. The contract scope of work is outlined in Attachment A.

RESOURCE/FINANCIAL IMPACT:

The City Clerk's Office budgets \$10,000 annually for codification services. Over the last three full years, on average, the City has spent \$9,210 each year on codification services. The total five year contract is not to exceed \$50,000.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a contract for municipal code codification services with Code Publishing Company in an amount not to exceed \$50,000.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

RCW 35A.21.130 grants the City authority for compilation, codification, and revision of ordinances as governed by the provisions of RCW 35.21.500 through 35.21.570. In 1997, the City contracted with Code Publishing Company to codify its ordinances, and on June 9, 1997, Council passed Ordinance No. 129 adopting all its ordinances as edited and published by Code Publishing Company as the official code of the City, known as the *Shoreline Municipal Code* (SMC).

Since then, the City has held a contract with Code Publishing Company to provide on-going updates to the SMC both in hard-copy and online formats. Code books are supplemented with newly passed ordinances on a quarterly basis, and the online code is updated as soon as ordinances take effect.

DISCUSSION

Request for Proposals

As the City's purchasing policies require that services go out to bid once the cumulative cost of service provided by a contracted vendor exceeds \$50,000, an RFP was issued on October 8, 2015 for Municipal Code Codification Services (RFP #8363). Staff formed a Scoring Team consisting of the City Clerk, CMO Management Analyst, Permit Services Manager, and Records Coordinator to review the proposals from each firm. The City received responses from two firms: Municipal Code Codification Services and Code Publishing Company.

The Scoring Team reviewed the proposals and scored each firm on the following criteria:

- Approach,
- Cost, and
- Statement of Experience and Support.

Based on the criteria, Municipal Code Codification Services scored 88.5, and Code Publishing Company scored 91.5. As a result, Code Publishing Company has been selected as the preferred service provider. The City has been very satisfied with the services provided by Code Publishing Company over the years and is confident in its ability to execute the terms of the new contract going forward.

Proposed Service Contract Scope of Work

The service agreement being negotiated is a five year contract commencing on January 1, 2016 and ending December 31, 2020 not to exceed a maximum of \$50,000 for the agreement term. The services to be performed, and their associated costs, are outlined in Attachment A.

RESOURCE/FINANCIAL IMPACT

The City Clerk's Office budgets \$10,000 annually for codification services. Over the last three full years, on average, the City has spent \$9,210 each year on codification services. The total five year contract is not to exceed \$50,000.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute a contract for municipal code codification services with Code Publishing Company in an amount not to exceed \$50,000.

ATTACHMENTS

Attachment A – Code Publishing Company Scope of Work

**CODE PUBLISHING COMPANY #8363
SCOPE OF WORK**

1. Shoreline Municipal Code (SMC) Analysis, Review, and Update

- a. Incorporate Ordinances/Editing. The individual/firm shall review ordinances and insert all amendments into their proper places in the SMC text. The amended provisions will be removed and the new provisions inserted. Titles, Chapters, Subchapters, or Sections of the SMC that are repealed in their entirety will retain their number, and legislative history; only the text will be removed.
- b. Update Related Parts. All history notes, tables, cross-references and index entries shall be updated to reflect the new material.
- c. Update Map, Diagram, Chart and Table Pages. The individual/firm shall update map, diagram, chart and table pages to reflect new material.
- d. Proofreading. The individual/firm shall proofread all materials for accuracy. The individual/firm is responsible for the typographical correctness of the SMC. Wording errors which are discovered after delivery of SMC or supplements shall be corrected on the next supplement date at no charge to the City.
- e. Corrections. Any changes made in ordinance text by Vendor shall first be approved by the City. The Vendor shall submit a list of proposed changes with an explanation as to why Vendor believes the correction is necessary.

2. Online Updates & Hosting Services

- a. Hosting. Individual/firm shall provide reliable 24/7 hosting services for the online SMC, as well as provide easy and logical navigation of online content.
 - Individual/firm shall provide appropriate backup and recovery of hosted materials.
 - Individual/firm shall demonstrate a robust hosting architecture, including a redundant data center architecture.
- b. Turnaround Time. As adopted ordinances are submitted to the individual/firm, the individual/firm shall process the changes to the online SMC within five (5) working days of adoption.
- c. Search. Individual/firm shall offer robust search capabilities for the online SMC including search by keyword and phrase, and full Boolean search.
- d. Access. Individual/firm shall provide a link to the online SMC for inclusion on the City's website.
- e. Branding. Individual/firm shall allow the online SMC to be branded with the City of Shoreline header.

- f. Viewing/Printing/Saving. Online service shall provide the user with the option of viewing, printing, and saving the SMC by title, chapter, or section, and in a variety of formats including MS Word, HTML, and PDF. Online service shall also provide bookmarking options, as well as selective printing options which allow for non-sequential printing and viewing of sections.
- g. Licensing. No license shall be required for the browse and search options and all online features must be free to all users.
- h. Other Formats. Online SMC shall also be available in mobile-friendly format.

3. Traditional Print Supplement Services

The individual/firm shall provide on-going updates to the SMC for the City, on a quarterly schedule. The City, at its sole discretion, may change the supplement interval at any time from quarterly to an "as-needed" basis. Prior to beginning a regularly scheduled supplement, the individual/firm will contact the City to confirm that the individual/firm has received all the necessary ordinances. The individual/firm's editors shall prepare each supplement by completing the following steps:

- a. Publish Supplement Pages. The revised pages shall be typeset to match the style and format of the SMC.
- b. Index and Tables. The individual/firm shall maintain a general alphabetical subject index, referencing each section of the SMC. The individual/firm shall use the terminology of the City's ordinances, common synonyms and local terminology provided by the City. The index should be specifically designed to remain accurate after the SMC is supplemented, with minimal reprinting.
- c. Insertion Guide. Each supplement shall include a page with instructions for inserting the new pages and removing obsolete ones.
- d. Electronic Copy of SMC. After each supplement the individual/firm shall make available in PDF format the current supplement and entire updated SMC to the City.

Upon termination of the contract, the individual/firm shall provide to the City electronic copies of the SMC.

4. Cost Schedule – See Attachment A

COST SCHEDULE

Online Updates and Hosting Services:

Editorial	\$21.45 per page
Annual Internet Hosting Fee	\$350.00 per year
Print/Save Selections, SHARE, scrolling table headers, links to State code citations, OrdSearch, links to uncodified ordinances	Included

Traditional Print Supplement Services:

Editorial	Included with online
Graphics, Maps, Tables, Diagrams	\$15.00 per page
Printing and Shipping	\$0.10 per impression
PDF File for In-House Printing/Archival	Included

Included Services:

Telephone Support	No charge
Subscription Service	No charge
Sample Ordinance Service	No charge
Archival (full code and supplements, PDF files and HTML files)	No charge

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Obligate \$520,000 of Transportation Alternative Program Safe Routes to School Grant Funds for the Echo Lake Elementary Safe Route to School Project
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to execute agreements with the Washington State Department of Transportation (WSDOT) to obligate \$520,000 of Transportation Alternative Program Safe Routes to School (TAP SRTS) grant funds for the Echo Lake Elementary Safe Route to School Project.

In accordance with the City's purchasing policy, Council authorization is required to enter any agreements exceeding \$50,000. Additionally, WSDOT requires formal authorization of a Local Agency Agreement and/or Supplemental Agreement prior to execution, which this authorization meets that requirement.

RESOURCE/FINANCIAL IMPACT:

The 2016-2021 Capital Improvement Plan includes \$520,000 in TAP SRTS grant funds for this project. An additional \$10,000 match will be paid from the Roads Capital Fund, bringing the total project cost to \$530,000.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute agreements with the Washington State Department of Transportation in the amount of \$520,000 for the Echo Lake Elementary Safe Route to School Project.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

In June 2015, the City was awarded a \$520,000 federal grant for design and construction of the Echo Lake Elementary Safe Route to School Project. The project has been included in the Washington State Transportation Improvement Program (STIP), and is also included in the adopted 2016-2021 Capital Improvement Plan.

In accordance with the City's purchasing policy, Council authorization is required to enter any agreements exceeding \$50,000. Additionally, WSDOT requires formal authorization of a Local Agency Agreement and/or Supplemental Agreement prior to execution, which this authorization meets that requirement.

DISCUSSION

This project will construct a new sidewalk on the south side of N 195th Street between Wallingford Avenue N and Meridian Avenue N, directly to the east of Echo Lake Elementary School. The sidewalk will connect the existing sidewalk adjacent to the school and the existing NE 195th Street Trail. The current configuration of the roadway is two travel lanes (totaling 25 feet) with a 15-foot shoulder on the south side and a 19-foot shoulder on the north side. The new roadway configuration will include a 5-foot wide concrete sidewalk, 5-foot wide amenity zone, curb, gutter, and 7-foot parking lane on the south side of the roadway. The east/west travel lanes will total 22 feet and the north shoulder will remain 19 feet wide.

This roadway and sidewalk segment was chosen in collaboration with Shoreline Police and Shoreline School District staff as being the most beneficial to walkers and bikers from a large apartment complex near the school.

Staff is requesting that Council authorize the City Manager to execute agreements with WSDOT to obligate \$520,000 of TAP SRTS grant funds for the Echo Lake Elementary Safe Route to School Project. Once the agreements are executed, staff will proceed with design, followed by construction in late 2016 or 2017.

COUNCIL GOAL ADDRESSED

This project addresses Goal 2, Improve Shoreline's utility, transportation, and environmental infrastructure.

RESOURCE/FINANCIAL IMPACT

The 2016-2021 Capital Improvement Plan includes \$520,000 in TAP SRTS grant funds for this project. An additional \$10,000 match will be paid from the Roads Capital Fund, bringing the total project cost to \$530,000. The project funding as approved in the 2016-2021 CIP is as follows:

EXPENDITURES

Design and Education	\$115,000
Right-of-Way	\$5,000
Construction	\$410,000
<hr/>	
Total Expenditures	\$530,000

REVENUE

<i>TAP SRTS Grant</i>	<i>\$520,000</i>
Roads Capital Fund	\$10,000
<hr/>	
Total Funding	\$530,000

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute agreements with the Washington State Department of Transportation in the amount of \$520,000 for the Echo Lake Elementary Safe Route to School Project.

ATTACHMENTS

Attachment A: Echo Lake Safe Routes Vicinity Map

Echo Lake Safe Routes

Map Feature

Echo Lake Safe Routes

Existing Sidewalk

Other City Park

City of Shoreline Park

Landmark

Cemetery

Commercial

Facility

Golf Course

Government

Library

Open Space

Other

Recreation

Religious

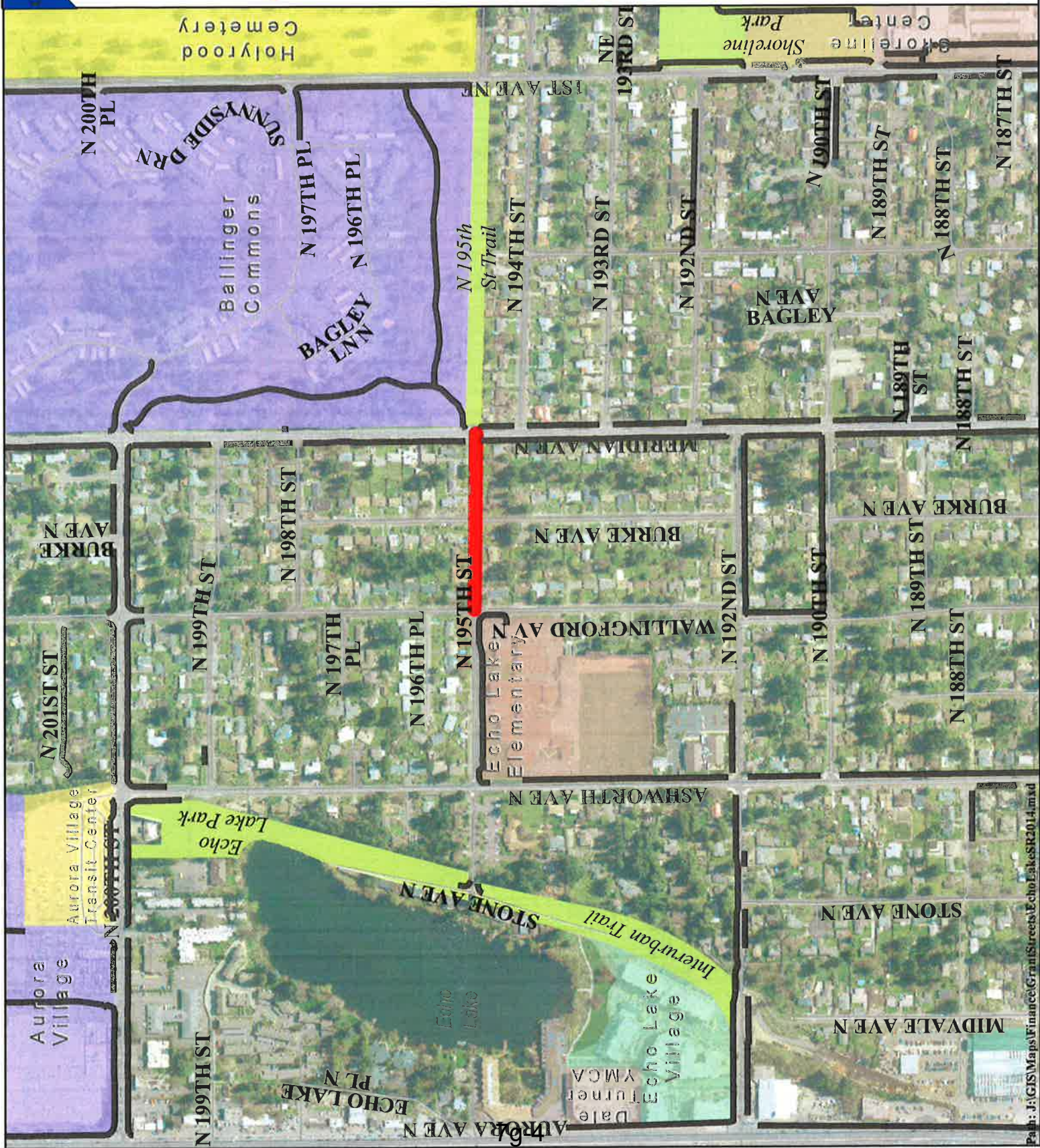
School

Transportation



User: jclark

Date: 4/30/2014



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 730 - 2015 Comprehensive Plan Amendments
DEPARTMENT:	Planning & Community Development
PRESENTED BY:	Steven Szafran, AICP, Senior Planner Rachael Markle, AICP, Director
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

With a few state exceptions, the City is limited to amending its Comprehensive Plan once a year by both state law (RCW 36.70A) and the City's own adopted procedures. The "docket" establishes the amendments that will be reviewed and studied during the following year by staff and the Planning Commission prior to a Planning Commission recommendation to the City Council on the proposed amendments. This year's docket (Attachment A) contains 10 amendments; nine of which are City-initiated and one is citizen-initiated.

The Planning Commission held a public hearing on the proposed 2015 Comprehensive Plan Amendments on October 15, 2015. The City Council then reviewed the Commission's recommended amendments at their November 23rd meeting. At that meeting, Council generally agreed with Planning Commission's recommendation on each of the proposed amendments. Proposed Ordinance No. 730, which adopts the 2015 Comprehensive Plan Amendments, is attached as Attachment B.

RESOURCE/FINANCIAL IMPACT:

Of the proposed Comprehensive Plan amendments to move forward for adoption, only Amendment #8 may pose a financial impact to the City. Amendment #8 requires additional study that will be considered during the City's update to its Transportation Master Plan in 2016/2017. Additionally, Amendment #10, while not recommended for adoption, would also require additional study for the Transportation Master Plan, including an expanded SEPA analysis, public outreach through mailings and meetings, infrastructure analysis, and traffic analysis. Amendment #10 represents a substantial work item that would need to be included as part of the Transportation Master Plan update scheduled for 2016/2017.

RECOMMENDATION

Staff recommends that Council move to adopt Ordinance No. 730.

Approved By: City Manager **DT** City Attorney **MK**

INTRODUCTION

The Growth Management Act, RCW 36.70A, generally limits review of proposed Comprehensive Plan amendments to no more than once a year. To ensure that the public can view the proposals within a citywide context, the Growth Management Act directs cities to create a docket that lists the amendments to be considered in this yearly review process.

BACKGROUND

Comprehensive Plan amendments usually take two forms: Privately-initiated amendments and City [Staff or Council]-initiated amendments. Anyone can propose an amendment to the Comprehensive Plan, but amendments must be submitted by the last business day of the year to be considered in the following year. While there is no fee for general text amendments, there are separate fees for a site specific Comprehensive Plan Amendment requests and rezone applications. The process for accepting and reviewing Comprehensive Plan amendments for the annual docket is prescribed in Shoreline Municipal Code (SMC) 20.30.340(C).

This year, there was one privately-initiated amendment (Amendment #10) and nine City-initiated amendments. In addition, Amendment #5 is carried-over from 2014. Last year, Council carried over this amendment from the 2014 Comprehensive Plan Docket, which includes amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Traffic Corridor Study as described in Policy PW-9. The Council was unable to complete the 2014 docket item due to delays in Snohomish County's environmental review process and the ongoing evaluation of the applicant's Traffic Corridor Study. Therefore, the same amendment now as #5 is recommended for the 2016 Comprehensive Plan Docket.

The Planning Commission held a public hearing on the proposed 2015 Comprehensive Plan Amendments on October 15, 2015. The City Council then reviewed the Commission recommendations at their November 23rd meeting. At that meeting, Council generally agreed with Planning Commission's recommendation on each of the recommended amendments. Of the 10 amendments, Council proposed amendment numbers 1, 2, 7, 8 and 9 to move forward for adoption and amendments 3, 4, 5, 6 and 10 either not be adopted or moved to the 2016 docket. The staff report and attachments from the November 23rd meeting can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport112315-9b.pdf>.

DISCUSSION

To adopt the 2015 Comprehensive Plan Amendments, Council must adopt proposed Ordinance No. 730. For review, a description and the Planning Commission's recommendation for each of the 10 proposed Comprehensive Plan Amendments are as follows:

Amendment #1 – Public Participation Plan

Amendment #1 adds language to the introduction section of the Comprehensive Plan that outlines a public participation process. Currently, the introduction section of the Comprehensive Plan has a citizen participation element that contains one goal and eight policies. An audit by the Washington Cities Insurance Authority suggested that the City's Comprehensive Plan should develop a more specific public participation plan. RCW 36.70A.140 requires that each city "establish and broadly disseminate to the public a public participation program...for early and continuous public participation in the development and amendment" of the City's Comprehensive Plan and development regulations.

The recommended plan emphasizes the involvement of the broadest cross-section of the community, including the involvement of groups not previously involved. The proposed program contains a visioning process, Planning Commission involvement in facilitation and public meetings, citizen surveys, public hearings, public noticing, written comment, and a communication program.

Recommendation:

The Planning Commission recommended approval of the Public Participation Plan amendment.

Amendment #2 – Light Rail Station Land Use Designations

This amendment will add three new land use designations adopted in the 185th Street Station Subarea Plan to the Land Use Element. The three new designations are Station Area 1, Station Area 2, and Station Area 3. The 185th Street Light Rail Station Subarea Plan also includes three new corresponding zoning classifications: Mixed Use Residential-35', Mixed Use Residential-45', and Mixed Use Residential-70'.

This proposed Comprehensive Amendment simply adds the land use designations already adopted in the 185th Street Subarea Plan into the Land Use Element of the Comprehensive Plan.

Recommendation:

The Planning Commission recommended approval of this amendment.

Amendment #3 – Landscape Conservation and Local Infrastructure Program

This amendment will add language to the Comprehensive Plan identifying the Landscape Conservation and Local Infrastructure Program (LCLIP) as a potential funding source for public improvements.

The City began looking at the LCLIP program as a way to include Transfer of Development Rights (TDRs) into the light rail station subareas. In exchange for accepting development rights, the City will have access to financing for revitalizing designated districts. The City will also be able to bond against the future tax revenue generated by the development projects to make essential infrastructure improvements. In addition to looking at the two station areas, the consultant (ECONorthwest, Forterra, Heartland, and King County) also looked at getting more TDRs in Town Center, the Aurora Square Community Renewal Area (CRA), and the Aurora Corridor.

The 185th Street Light Rail Station Subarea Plan and implementing Development Code regulations include TDRs as a requirement for an applicant seeking a Development Agreement in the MUR-70' Zone and also as an alternative to providing affordable housing for the first 300 units developed within the Mixed-Use Residential zones. TDR implementation is necessary to take advantage of the LCLIP program. The City Council has not yet approved a TDR program. This amendment and the proposed language in the Development Code are contingent upon additional research and consideration by the City Council.

The City's current Comprehensive Plan policies are adequate to move forward with a TDR program if the Council chooses to do so. The Comprehensive Plan contains policies that address TDRs and infrastructure improvements:

Policy LU58 – Support regional and state Transfer of Development Rights (TDR) programs throughout the city where infrastructure improvements are needed, and where additional density, height, and bulk standards can be accommodated.

Policy ED4 – Use incentives and development flexibility to encourage quality development.

Policy NE1 – Promote infill and concurrent infrastructure improvement in areas that are already developed in order to preserve rural areas, open spaces, ecological functions, and agricultural lands in the region.

Policy CF5 – Identify, construct, and maintain infrastructure systems and capital facilities needed to promote the full use of the zoning potential in areas zoned for commercial and mixed-use.

Policy ED21 – Support public/private partnerships to facilitate or fund infrastructure improvements that will result in increased economic opportunity.

Policy CF10 – Consider all available funding and financial mechanisms, such as utility rates, bonds, impact fees, grants, and local improvement districts for funding capital facilities.

Recommendation:

The Planning Commission recommended that this amendment be withdrawn since there are existing policies as noted above to support the Council's further exploration and potential approval of both a TDR program and utilization of LCLIP to fund infrastructure.

Amendment #4 – 145th Street Annexation

This amendment will amend Policy LU47 which states, "Consider annexation of 145th Street adjacent to the existing southern border of the City". The City is currently engaged in the 145th Street Corridor Study and is working towards annexation of 145th Street.

There are some maps contained in the Comprehensive Plan that do not include 145th Street. If the City annexes 145th Street, all of the maps in the Comprehensive must be amended to include 145th Street as a street within the City of Shoreline.

Consideration of annexation is not scheduled to occur until 2016 or later. The 145th Street Corridor Study is not expected be completed until the first quarter of 2016, and Council and staff will need the outcomes of this study to help formulate any potential recommendations or action on annexation of roadway into the City of Shoreline.

Recommendation:

The Planning Commission recommended that this amendment be carried over to the 2016 Comprehensive Plan docket.

Amendment #5 – Transportation Corridor Study

The City anticipated that the Transportation Corridor Study on mitigating adverse impacts from BSRE’s proposed development of Point Wells would be completed in 2015. Therefore, staff recommended that the same Comprehensive Plan amendment docketed in 2014, that would amend the Point Wells Subarea Plan and the Capital Facilities and Transportation Elements of the Comprehensive Plan, remain on the docket for 2015. However, staff does not now anticipate that the Richmond Beach Traffic Corridor Study will be completed in 2015 and therefore any recommendations coming out of the study will not be considered by the City Council until at least 2016.

Recommendation:

The Planning Commission recommended that this amendment be carried over to the 2016 Comprehensive Plan docket.

Amendment #6 – Park Facilities in 185th Street Station Subarea

This amendment will add goals and policies to the Parks, Recreation, and Open Space Element of the Comprehensive Plan based on policies identified in the 185th Street Light Rail Station Subarea Plan. The City, through analysis contained in the Environmental Impact Statement for the 185th Street Station, has identified the need for more parks, recreation, and open space.

The City will work with the Parks Board and the community to determine the process of locating new park space within the subarea, establishing a means to fund new park space such as a park impact fee, determining a ratio of park space per new resident in the subarea, and any other park issues that arise through the public process.

The 185th Street Light Rail Station Subarea Plan includes policies for parks, recreation, and open space. The policies are:

- Investigate potential funding and master planning efforts to reconfigure and consolidate existing City facilities at or adjacent to the Shoreline Center. Analyze potential sites and community needs, and opportunities to enhance existing partnerships, for a new aquatic and community center facility to combine the Shoreline Pool and Spartan Recreation Center services.

- Consider potential acquisition of sites that are ill-suited for redevelopment due to high water table or other site-specific challenge for new public open space or stormwater function.
- Explore a park impact fee or dedication program for acquisition and maintenance of new park or open space or additional improvements to existing parks.

Much of the analytical work for this amendment will occur as part of the Parks, Recreation, and Open Space Master Plan update that will occur in 2016. The City Manager's 2016 proposed budget includes one-time funding for professional service support to work on these items.

Recommendation:

The Planning Commission recommended that this amendment be carried forward to 2016 Comprehensive Plan docket.

Amendment #7 – Declassifying Westminster Way Truck Route

This amendment will remove a portion of Westminster Way between N 155th Street and Aurora Avenue from the City's designated truck route map in the Transportation Master Plan.

The Council adopted the Aurora Corridor Pre-Design Study in 1999 under Resolution No. 156. Part of that adoption included the "32 Points" which provided guidance on the design and implementation of the Aurora Corridor. Point #17 includes direction to pursue closure of Westminster north of 155th Street. Westminster Way is a Federally Classified truck route, and staff has worked with the Washington State Department of Transportation (WSDOT) and the Federal Highways Administration (FHWA) to declassify the truck route designation north of 155th. This has been approved by WSDOT and FHWA and is no longer classified by them. This amendment was also discussed with Council on May 11, 2015.

Recommendation:

The Planning Commission recommended approval of this amendment.

Amendment #8 – Transportation Level of Service Standards

This amendment concerns transportation level of service (LOS) standards. This amendment will add language to the Comprehensive Plan Policy T-44 regarding LOS standards in anticipation of adopting LOS standards for pedestrian and bicycle modes later in 2015, and evaluation and potential new multi-modal LOS standards in the future. Current LOS standards only account for motor vehicle travel. Revision of the level of service standards to include pedestrian and bicycle facilities is needed to support Goals T II, T III, and T VI of the Comprehensive Plan.

Policy T44 would be amended to add: Adopt level of service standards for transit, walking and bicycling. Maintain the adopted level of service standards until a plan-based multi-modal concurrency approach is adopted that includes motor vehicles, transit, walking and bicycling transportation measures.

Recommendation:

The Planning Commission recommended approval of this amendment to Policy T44.

Amendment #9 – Interlocal Agreements for Point Wells

The purpose of this amendment is to make it clear that when development occurs at Point Wells, the City will work toward adoption of interlocal agreements with not only the jurisdictions of Woodway, Edmonds, and Snohomish County, but all other service providers. This amendment will update the Point Wells Subarea Plan Policy PW13 and all other applicable policies to include all service providers as entities the City will work with when development occurs at Point Wells.

The Council added this amendment to the docket at their meeting on June 15, 2015.

Recommendation:

The Planning Commission recommended approval of this amendment by amending Policy PW-13 to include “and all other service providers”.

Amendment #10 – Average Daily Trip Limits

This year there was one privately initiated amendment. The amendment asks to consider changes to the Transportation Element of the Comprehensive Plan that would set citywide average daily trip (ADT) limits for nonarterial streets and Collector Arterial streets.

The proposed ADT limits would apply even if the capacity of the subject street may be higher and/or if level of service (LOS) failures would not result if ADTs were higher than the proposed ADT limits.

Generally, the amendment would place a default limit of 1,500 ADTs for a nonarterial street and a default limit of 3,000 ADTs for Collector Arterial streets. The proposal would allow Council to raise the ADT limit to 3,000 on a nonarterial street and 7,000 ADTs on a Collector Arterial street. Council could only increase the ADT for an extraordinary circumstance on a case-by-case basis.

The Council changed the scope of this amendment on June 15, 2015. Instead of putting a default limit of ADTs on nonarterial and Collector Arterial streets, the Council wanted staff to study the requirement of adding a volume over capacity (V/C) ratio of .90 to all Collector Arterial Streets in the City. Any changes to the City’s V/C ratio would be reflected in Policy T44 of the Comprehensive Plan.

Staff will not be able to complete the technical and analytical work, including coordination with consultant support, along with the other work plan items already scheduled, in 2015. Staff recommends that this docket item be carried forward to the 2016 Docket. The recommendation is that this work be included with the work done to update the City’s Transportation Master Plan in the second half of 2016 and be considered as part of the 2016 Comprehensive Plan Amendment Docket. The work anticipated in 2016 to evaluate the V/C Level of Service for Collector Arterials includes updating the Shoreline Transportation Model that was used during the last Transportation Master Plan update in 2011. This includes modeling for a Volume over Capacity Level of Service (V/C LOS) standard for Collector Arterials, even though the

City does not currently have a V/C LOS for Collector Arterials. Based upon the V/C modeling, the City established the following criteria to determine future roadway improvement (growth) projects:

- The roadway is a Principal or Minor Arterial
- The roadway is not a state highway, as these roadways are exempt from concurrency standards
- The average V/C ratio along the project corridor is greater than 0.90
- The ability to mitigate the impacts of growth is entirely within the jurisdiction of the City (i.e. does not require improvements in neighboring jurisdictions)

Since the Transportation Model included a review of V/C ratios for City Collector Arterials, staff will not have to update the model which saves some amount of effort. However, the current model indicates that staff will need to incorporate a few new growth projects into the City's Traffic Impact Fee (TIF) structure if the V/C ratio is applied to Collector Arterials.

Also it should be noted that it is not only new development that must meet LOS standards, but the City itself for existing traffic volumes. In other words the analysis may find that existing traffic volumes may require capacity improvement projects to meet the V/C ratio on collector arterials and if this proves to be true, the City must pay for those projects.

A consultant would need to be utilized to develop capacity improvement projects and estimates for Fremont Ave N, Greenwood Ave N, and 8th Ave NW. Staff would then need to understand how this impacts the TIF rate study. This is the base information that staff believes is necessary for the Planning Commission to make a recommendation for Council's consideration on whether the City should adopt a V/C LOS for Collector Arterials. Engaging the consultants will take both financial resources and additional staff time to evaluate options presented by the consultants.

Recommendation:

While the Planning Commission recommended studying the requirement of adding a volume over capacity ratio of .90 to all Collector Arterial streets in the City, staff recommends that this docket item be carried forward to the 2016 Docket. Staff may not be able to complete the technical and analytical work, including coordination with consultant support, along with the other work plan items already scheduled, in 2016. The recommendation is that this work be included with the work done to update the City's Transportation Master Plan in the second half of 2016 and be considered as part of the 2016/2017 update of the Transportation Master Plan.

RESOURCE/FINANCIAL IMPACT

Of the proposed Comprehensive Plan amendments to move forward for adoption, only Amendment #8 may pose a financial impact to the City. Amendment #8 requires additional study that will be considered during the City's update to its Transportation Master Plan in 2016/2017. Additionally, Amendment #10, while not recommended for adoption, would also require additional study for the Transportation Master Plan,

including an expanded SEPA analysis, public outreach through mailings and meetings, infrastructure analysis, and traffic analysis. Amendment #10 represents a substantial work item that would need to be included as part of the Transportation Master Plan update scheduled for 2016/2017.

RECOMMENDATION

Staff recommends that Council move to adopt Ordinance No. 730.

ATTACHMENTS

Attachment A – 2015 Docket

Attachment B – Proposed Ordinance No. 730

Attachment B, Exhibit A – Comprehensive Plan Amendments

Exhibit A, Attachment 1 – Truck Route Map

2015 COMPREHENSIVE PLAN AMENDMENT DOCKET

The State Growth Management Act generally limits the City to amending its Comprehensive Plan once a year and requires that it create a Docket (or list) of the amendments to be reviewed.

1. Consider amendments to add a Public Participation Process into the Introduction section of the Comprehensive Plan.
2. Amend the Land Use Element to include Land Use Designations Station Area 1, 2, & 3 designations (SA1, SA2, and SA3).
3. Add Comprehensive Plan language identifying Landscape Conservation and Local Infrastructure Program as a potential funding source for public improvements.
4. Amend the Comprehensive Plan for 145th annexation and all applicable maps.
5. Consider amendments to the Point Wells Subarea Plan and other elements of the Comprehensive Plan that may have applicability to reflect the outcomes of the Richmond Beach Traffic Corridor Study as described in Policy PW-9. Based on the outcome of the corridor study, it is expected that proposed amendments would include text changes to the Subarea Plan discussing the study, increasing the vehicle trips per day from a 4,000 trip maximum as described in Policy PW-12 and adding identified mitigation projects and associated funding needed to raise the maximum daily trip count while maintaining adopted Levels of Service to the Capital Facilities Element. Also, consider amendments to the Comprehensive Plan that could result from the development of Interlocal Agreements as described in Policy PW-13.
6. Consider amendments to the Comprehensive Plan that address the location of new park space within the light-rail station subareas, explore the establishment of a city-wide park impact fee, and determine a ratio of park space per new resident in the light-rail station subareas, and any other park issues that arise through the light-rail station subarea public process.
7. Amend the Transportation Master Plan to remove a portion of Westminster Way as a designated truck route.
8. Adopt level of service standards for transit, walking and bicycling. Maintain the adopted level of service standards until a plan-based multi-modal concurrency approach is adopted that includes motor vehicles, transit, walking and bicycling transportation measures.

9. Amend the Point Wells Subarea Plan Policy PW13 and all other applicable policies to include all service providers as entities the City will work with when development occurs at Point Wells.
10. Study the requirement of adding a volume over capacity ratio of .90 to all Collector Arterial Streets in the City. Any changes to the City's V/C ratio would be reflected in Policy T44 of the Comprehensive Plan.

Estimated timeframe for Council review/adoption: December 2015.

ORDINANCE NO. 730

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON
ADOPTING THE 2015 COMPREHENSIVE PLAN ANNUAL DOCKET
AMENDMENTS TO THE SHORELINE COMPREHENSIVE PLAN.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington, and planning pursuant to the Growth Management Act, Chapter 36.70A RCW; and

WHEREAS, in conformance with the Growth Management Act, the City has adopted a Comprehensive Land Use Plan; and

WHEREAS, the Growth Management Act provides for the opportunity to amend the Comprehensive Plan once a year and the City has developed an annual docketing review process for continuing review and evaluation of its Comprehensive Plan; and

WHEREAS, at its June 15, 2015 regular meeting, the City Council established the 2015 Comprehensive Plan Annual Docket; and

WHEREAS, pursuant to RCW 36.70A.370, the City has utilized the process established by the Washington State Attorney General so as to assure the protection of private property rights when considering the 2015 Comprehensive Plan Annual Docket; and

WHEREAS, pursuant to RCW 36.70A.106, the City has provided the Washington State Department of Commerce with a 60-day notice of its intent to adopt the 2015 Comprehensive Plan Annual Docket; and

WHEREAS, the environmental impacts of the 2015 Comprehensive Plan Annual Docket resulted in the issuance of a Determination of Non-Significance (DNS) on September 30, 2015; and

WHEREAS, on October 15, 2015, the City of Shoreline Planning Commission held a properly noticed public hearing on the 2015 Comprehensive Plan Annual Docket so as to receive public testimony; and

WHEREAS, at the conclusion of public hearing, the City of Shoreline Planning Commission voted to recommend approval, in part, of the 2015 Comprehensive Plan Docket; and

WHEREAS, the 2015 Comprehensive Plan Annual Docket recommended by the Planning Commission includes amendments related to the public participation program; light rail station land use designations; declassifying the Westminster Way Truck Route; incorporating level of service standards for transit, pedestrian,

and bicycle modes; and interlocal agreements with service providers for Point Wells; and

WHEREAS, on November 23, 2015, the City Council held a study session on the 2015 Comprehensive Plan Docket as recommended by the Planning Commission; and

WHEREAS, the City Council has considered the entire public record, public comments, written and oral, and the Planning Commission's recommendation; and

WHEREAS, the City Council has determined that the 2015 Comprehensive Plan Docket is consistent with the Growth Management Act and the other provisions of the Comprehensive Plan, and meets the criteria set forth in SMC 20.30.340; and

WHEREAS, the City provided public notice of the amendments and the public meetings and hearing as provided in SMC 20.30.070;

THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment. The City of Shoreline Comprehensive Plan is amended as follows:

1. The "Citizen Participation" section set forth in the Introduction of the Comprehensive Plan is amended as shown on Exhibit A – Amendment No. 1.
2. The "Mixed Use and Commercial Land Use" section of Element 1 Land Use of the Comprehensive Plan in amended as shown on Exhibit A – Amendment No. 2.
3. The Transportation Master Program section of Element 4 Transportation of the Comprehensive Plan is amended as shown on Exhibit A – Amendment No. 7 and Amendment No. 8.
4. Appendix B Subarea Plan 2 – Point Wells of the Comprehensive Plan is amended as shown on Exhibit A – Amendment No. 9.

Section 2. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON DECEMBER 14, 2015

Mayor Shari Winstead

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2015
Effective Date: , 2015

Ordinance No. 730 – Exhibit A

Amendment No. 1 – Comprehensive Plan Introduction

Citizen Participation

RCW 36.70A.140 of the Washington Growth Management Act requires that each city “establish and broadly disseminate to the public a public participation program...for early and continuous public participation in the development” of the city’s Comprehensive Plan. Consistent with the recommendations of the GMA which emphasize the involvement of the broadest cross-section of the community, including the involvement of groups not previously involved, the City of Shoreline adopts the following program for citizen participation for future Comprehensive Plan Major Updates and other City initiated projects:

1. Visioning Process – This process provides Shoreline citizens an opportunity to establish a framework and context upon which the Comprehensive Plan major update will be based. Planning Commission meetings will provide the forum for the initial community visioning process. A draft “Vision” will be tested for consistency during the development of the Plan as the community identifies priorities and implementation strategies and updated accordingly. The ultimate “Vision” will be established at the conclusion of the planning process by the City Council as a result of community participation.

2. Planning Commission. The Planning Commission will play a key role in establishing the City’s dialogue with community members, hosting meetings and workshops during the development of the Comprehensive plan and other city-initiated projects such as subarea plans, master plans, and development agreements. The Planning Commission will evaluate information provided by the community and develop recommendations for submission to the City Council.

3. Citizen Survey – The City will use the Citizen Satisfaction survey, if available, to inform future Comprehensive Plan amendments.

4. Public Meetings. Public meetings will be hosted by the Planning Commission on draft Comprehensive Plan amendments and other city-initiated projects. This ensures that the City will meet the requirement for “early and continuous” public participation in the comprehensive planning process.

5. Public Hearing. At least one public hearing will be held before the Planning Commission to discuss proposed plan amendments.

6. Public Notice. The City will provide notice of all meetings and hearings pursuant to the requirements of RCW 36.70A.020 and .035.

7. Written Comment. The public will be invited to submit written comments. Comments will be specifically solicited from residents, special interest organizations and business interests. Comments may be in the form of letters, emails and other correspondence to the City regarding

the Plan or comments received electronically on the City's website. All comments will be logged-in according to specific area of the Plan.

8. Communications Programs & Informational Services – As staff and budgetary resources allow, the activities will be undertaken to ensure broad-based citizen participation:

- a. Comprehensive Plan and city-initiated projects news in Citywide Newsletter (Currents) – updating the community on planned meetings, workshops or other significant events. Articles on topics related to the plan and a request for feedback from the community on topics related to the Plan or projects. The newsletter article will be disseminated via the City's website, emailed to a mailing list and/or provided in paper copy as appropriate.
- b. Interest Groups – Contact local interest groups (i.e. Chamber of Commerce, home builders, environmental, neighborhoods, etc.) and arrange to meet and discuss relevant Comprehensive Plan, Development Code amendments and other city project issues.
- c. Community Workshops – Conduct community workshops hosted by the Planning Commission to encourage neighborhood participation in the development of the Comprehensive Plan or subarea related plans. These meetings may be held at city hall, neighborhood schools, churches or other community facilities.
- d. Press Release & Public Service Announcements – Work with the local newspapers, blogs, and social media to advertise and promote significant events related to city issues including the Comprehensive Plan, Development Code amendments and other city issues.
- e. Develop a database of interested citizens and provide regular correspondence concerning the status of amendments.
- f. Identify key resource personnel representing agencies and groups whose plans will be integrated into the Comprehensive Plan, including but not limited to fire districts, utilities, libraries and school district.
- g. Maintain a log of all public participation meetings, events and actions that the City engages in to provide documentation on the City's effort to meet the requirements of the GMA.

GOALS

Goal CP I: To maintain and improve the quality of life in the community by offering a variety of opportunities for public involvement in community planning decisions.

POLICIES

- CP1:** Encourage and facilitate public participation in appropriate planning processes, and make those processes user-friendly.
- CP2:** Consider the interests of the entire community, and the goals and policies of this Plan before making planning decisions. Proponents of change in planning guidelines should demonstrate that the proposed change responds to the interests and changing needs of the entire city, balanced with the interests of the neighborhoods most directly impacted by the project.
- CP3:** Ensure that the process that identifies new, or expands existing, planning goals and policies considers the effects of potential changes on the community, and results in decisions that are consistent with other policies in the Comprehensive Plan.
- CP4:** Consider community interests and needs when developing modifications to zoning or development regulations.
- CP5:** Encourage and emphasize open communication between developers and neighbors about compatibility issues.
- CP6:** Utilize a variety of approaches, encouraging a broad spectrum of public viewpoints, wherever reasonable, to oversee major revisions to the general elements and subareas of the Comprehensive Plan.
- CP7:** Educate residents about various planning and development processes, how they interrelate, and when community input will be most influential and effective.
- CP8:** Consider the interests of present and future residents over the length of the planning period when developing new goals, policies, and implementing regulations.

Amendment No. 2 - Land Use Element

Mixed Use and Commercial Land Use

LU9. The Mixed-Use 1 (MU1) designation encourages the development of walkable places with architectural interest that integrate a wide variety of retail, office, and service uses, along with form-based maximum density residential uses. Transition to adjacent single-family neighborhoods may be accomplished through appropriate design solutions. Limited manufacturing uses may be permitted under certain conditions.

LU10. The Mixed-Use 2 (MU2) designation is similar to the MU1 designation, except it is not intended to allow more intense uses, such as manufacturing and other uses that generate light, glare, noise, or odor that may be incompatible with existing and proposed land uses. The Mixed-Use 2 (MU2) designation applies to commercial areas not on the Aurora Avenue or Ballinger Way corridors, such as Ridgecrest, Briarcrest, Richmond Beach, and North City. This designation may provide retail, office, and service uses, and greater residential densities than are allowed in low-density residential designations, and promotes pedestrian connections, transit, and amenities.

~~LU11. The Town Center designation applies to the area along the Aurora corridor between N 170th Street and N 188th Street and between Stone Avenue N and Linden Avenue N, and provides for a mix of uses, including retail, service, office, and residential with greater densities.~~

~~LU12. Reduce impacts to single-family neighborhoods adjacent to mixed-use and commercial land uses with regard to traffic, noise, and glare through design standards and other development criteria.~~

~~LU13. Encourage the assembly and redevelopment of key, underdeveloped parcels through incentives and public/private partnerships.~~

~~LU14. Designate areas within the city where clean, green industry may be located, and develop standards for use and transitions.~~

LU11. The Station Area 1 (SA1) designation encourages Transit Oriented Development (TOD) in close proximity of the future light rail stations at I-5 and 185th Street and I-5 and 145th Street. The SA1 designation is intended to support high density residential, a mix of uses, reduced parking standards, public amenities, commercial and office uses that support the stations and residents of the light rail station areas. The MUR-70' Zone is considered conforming to this designation.

LU12. The Station Area 2 (SA2) designation encourages Transit Oriented Development (TOD) in areas surrounding the future light rail stations at I-5 and 185th Street and I-5 and 145th Street. The SA2 designation is intended to provide a transition from the SA1 designation and encourages the development of higher density residential along arterials in the subarea, neighborhood commercial uses, reduced parking standards, increased housing choices, and transitions to lower density single family homes. The MUR-45' Zone is considered conforming to this designation.

LU13. The Station Area 3 (SA3) designation encourages Transit Oriented Development (TOD) in area surrounding the future light rail stations at I-5 and 185th and I-5 and 145th. The SA3 designation is intended to provide a transition from the SA1 and SA2 designation and transitions to lower density designations and encourages the development of medium density residential uses, some neighborhood commercial uses, increased housing choices, and transitions to low-density single-family homes. The MUR-35' Zone is considered conforming to this designation.

LU14. The Town Center designation applies to the area along the Aurora corridor between N 170th Street and N 188th Street and between Stone Avenue N and Linden Avenue N, and provides for a mix of uses, including retail, service, office, and residential with greater densities.

LU15. Reduce impacts to single-family neighborhoods adjacent to mixed-use and commercial land uses with regard to traffic, noise, and glare through design standards and other development criteria.

LU16. Encourage the assembly and redevelopment of key, underdeveloped parcels through incentives and public/private partnerships.

LU17. Designate areas within the city where clean, green industry may be located, and develop standards for use and transitions.

Amendment No. 7 - Transportation Element

Delete existing Figure G Truck Route and replace with attached Figure G Truck Route (Attachment 1).

Amendment No. 8 – Transportation Element

T44. Adopt Level of Service (LOS) D at the signalized intersections on arterials and unsignalized intersecting arterials within the city as the level of service standard for evaluating planning level concurrency and reviewing traffic impacts of developments, excluding the Highways of Statewide Significance and Regionally Significant State Highways (I-5, Aurora Avenue N, and Ballinger Way). Intersections that operate worse than LOS D will not meet the City’s established concurrency threshold. The level of service shall be calculated with the delay method described in the Transportation Research Board’s Highway Capacity Manual 2010 or its updated versions. Adopt a supplemental level of service for Principal Arterials and Minor Arterials that limits the volume to capacity (V/C) ratio to 0.90 or lower, provided the V/C ratio on any leg of a Principal or Minor Arterial intersection may be greater than 0.90 if the intersection operates at LOS D or better. These Level of Service standards apply throughout the city unless an alternative LOS standard is identified in the Transportation Element for intersections or road segments, where an alternate level of service has been adopted in a subarea plan, or for Principal or Minor Arterial segments where:

- Widening the roadway cross-section is not feasible, due to significant topographic constraints; or
- Rechannelization and safety improvements result in acceptable levels of increased congestion in light of the improved operational safety of the roadway.

Arterial segments meeting at least one of these criteria are:

- Dayton Avenue N from N 175th Street – N 185th Street: V/C may not exceed 1.10
- 15th Ave NE from N 150th Street – N 175th Street: V/C may not exceed 1.10

Adopt level of service standards for transit, walking and bicycling. Maintain the adopted level of service standards until a plan-based multi-modal concurrency approach is adopted that includes motor vehicles, transit, walking and bicycling transportation measures.


Amendment No. 9 – Appendix B Subarea Plan 2 – Point Wells

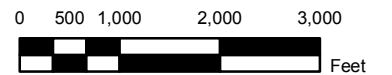
Policy PW-13 The City should work with the Town of Woodway, City of Edmonds, ~~and~~ Snohomish County and all other service providers toward adoption of interlocal agreements to address the issues of land use, construction management of, urban service delivery to, and local governance of Point Wells. A joint SEPA lead-agency or other interlocal agreement with the County could assign to the City the responsibility for determining the scope, parameters, and technical review for the transportation component of the County’s Environmental Impact Statement prepared for a future project at Point Wells. Under such agreement, this environmental analysis, funded by the permit applicant, could satisfy the policy objectives of the Transportation Corridor Study and Implementation Plan referenced at PW-10.

Figure G

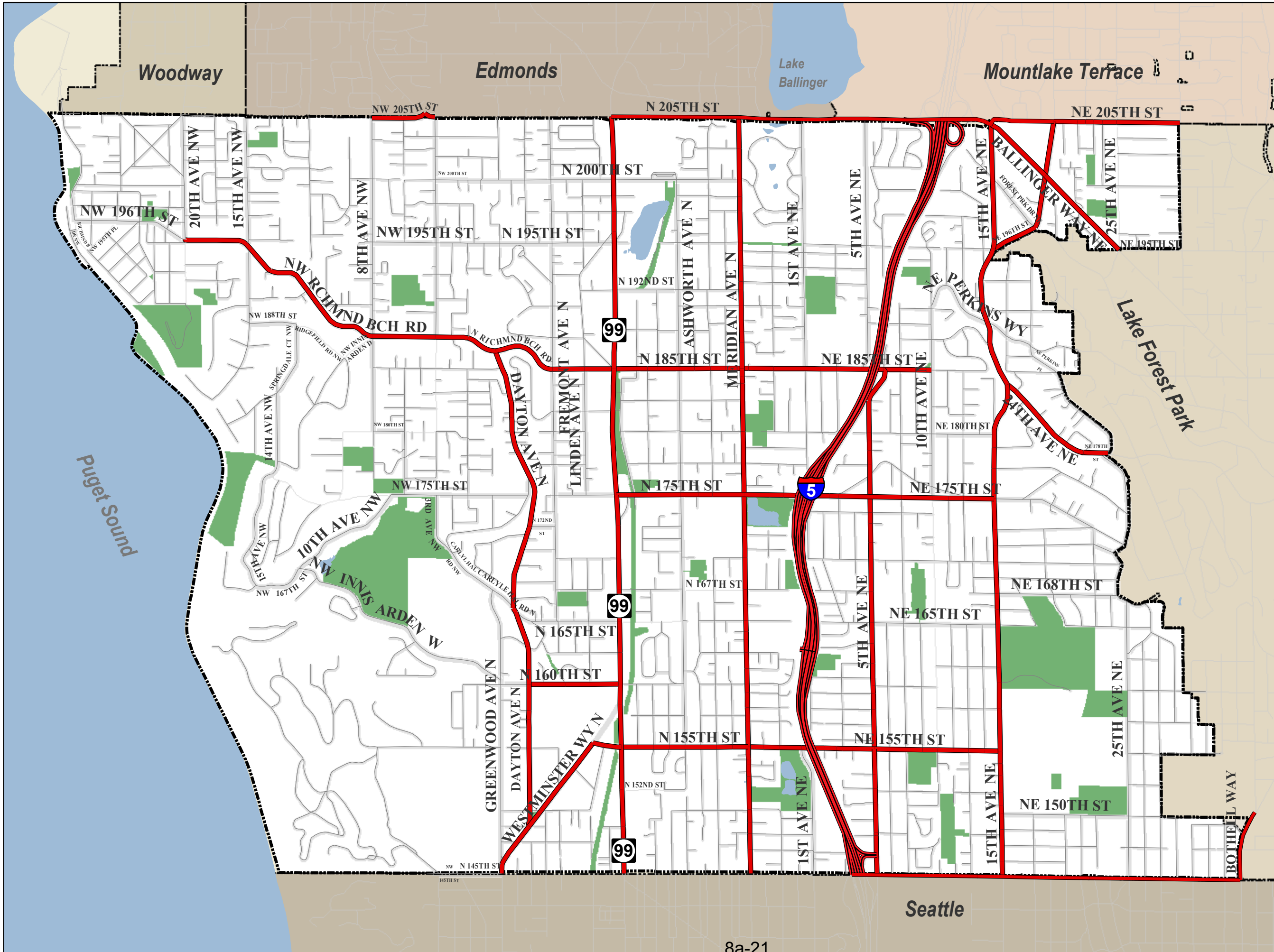
Truck Routes

Legend

 Truck Route



1 inch = 1,916 feet



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorization of the City Manager to Execute an Agreement with Yakima County for Jail Services
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Alex Herzog, CMO Management Analyst
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline is required by law to arrange for the booking and housing of its misdemeanor population. This requirement only relates to adults who commit offenses, as misdemeanor offenses committed by juvenile defendants (less than 18 years of age) and felony offenses are the responsibility of King County.

The City currently has two contracts for jail services; SCORE is the City's primary jail facility, housing 95% of inmates being held pre-disposition that are not eligible for work release. The City maximizes its jail services with SCORE and fills more than the 35 jail beds guaranteed under the current contract. And, King County Jail in Downtown Seattle is used as needed. As an example, King County Jail is utilized when a defendant is booked or jailed on charges from multiple jurisdictions or on felony and City misdemeanor charges.

The City's 2016 criminal justice budget of \$3.2 million represents 7.6% of the City's General Fund appropriations. Of that amount 70%, or \$2.2 million, is allocated toward jail services. In response to the increased level of jail activity the City has experienced over the last few years, the jail services portion of the 2016 criminal justice budget has been increased 37.5% as compared to the 2015 adopted budget of \$1.6 million. The shift to SCORE in 2014 as the City's primary jail facility curbed some of the potential increase in costs that could have resulted had the City not executed a jail housing alternative to King County.

In order to further curb some of the potential increase in costs resulting from a higher level of activity, staff recently began working with Yakima County Jail staff to understand and negotiate a contract for jail housing services for some of the City's sentenced inmate population. Staff believes there is a potential for significant financial savings by housing inmates sentenced to incarceration at Yakima County Jail instead of SCORE or King County.

RESOURCE/FINANCIAL IMPACT:

The 10 Year Financial Sustainability Model presented to the City Council as part of the 2016 Budget process reflected the ability to reduce annual jail costs by \$200,000 by 2017 as a result of implementing the proposed agreement with Yakima County. However, it is important to note that exact savings cannot be calculated as costs may be affected by a number of factors. For example, arrest rates may affect the number of cases filed by the City’s prosecutor and ultimately the frequency and number of jail sentences per year. And, a judge ultimately determines the type of sentence (i.e. work release, electronic home monitoring, jail, etc.) and length of the sentence.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to Execute an Agreement with Yakima County for Jail Services with the intent of transferring a portion of the City’s sentenced inmates from SCORE to the Yakima County Jail.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The City of Shoreline is required by law to arrange for the booking and housing of its misdemeanor population. This requirement only relates to adults who commit offenses as offenses committed by juvenile defendants (less than 18 years of age) and all felony offenses are the responsibility of King County. As the City of Shoreline does not own its own jail facility the City has contracted with multiple jail providers to house its inmates since incorporation.

On November 30, 2015, the Council discussed the City's jails services contracts and the possibility of transferring a portion of the City's sentenced inmate population to Yakima County Jail. The Council heard from Mr. Ed Campbell, Director of Yakima County Department of Corrections about its jail facilities, services, and security and safety of inmates. Also, the Council discussed the significant proposed amendments to the existing agreement for jail services with SCORE. A majority of councilmembers were in favor of considering authorization of the City Manager to execute an agreement with Yakima County for Jail Services and to amend the existing agreement with SCORE. The materials from the November 30, 2015 discussion can be found here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport113015-8b.pdf>.

DISCUSSION

Proposed Agreement with Yakima County

The proposed agreement with Yakima County Jail is attached to this staff report as Attachment A. The 2016 daily rate at Yakima County Jail, at its most expensive, is \$54.75. Daily rates are structured on tiered scale. The daily rate decreases with the number of inmates jailed at the County's facilities. 2016 daily rates for Yakima County Jail are as follows:

Monthly Average Daily Population (MADP)	Daily Rate Per Inmate
151 - above	\$48.75
126-150	\$49.75
101-125	\$50.75
76-100	\$51.75
51-75	\$52.75
26-50	\$53.75
0-25	\$54.75

Other substantive portions of the proposed contract with Yakima County Jail are outlined below:

- Section 5. The County shall transport Inmates to and from the County's corrections facilities.

- Section 10. Inmate housing based on behavior (i.e. potentially violent, flight risk, etc.) as determined by the County.
- Section 12. The County shall provide in-facility medical care. No Inmate shall be denied necessary health care because of an inability to pay for health services. The County shall notify the City's designee(s) via e-mail or fax if a City Inmate requires medical or dental treatment at an outside medical or health care facility. The City shall pay for all medical, mental health, dental or any other medical services that are required to care for the City's Inmates outside Yakima County Department of Corrections facilities. Transportation to and from medical appointments is provided by Yakima County Jail.
- Section 16. Confidential telephones or visitation rooms shall be available to inmates to communicate with their attorneys.
- Section 26. The duration of the agreement shall be from January 1, 2016, and shall end on December 31, 2016. This Agreement may be renewed for any successive period by written addendum under terms and conditions acceptable to the County and City.

SCORE Contract Amendment

Execution of a contract with Yakima County Jail would necessitate amending the City's current contract with SCORE. Currently, the City's contract with SCORE includes a number of guaranteed beds and a 25% cap above the guarantee that retains the lower guaranteed bed rate. If the City's yearly bed days exceed the 25% cap, the City would then pay the higher unguaranteed rate for all beds above the number of guaranteed beds. The contract includes 35 guaranteed beds and another eight (25% cap) at the guaranteed rate (43 beds total). This means the City pays for 35 jail bed days regardless of whether or not they are used and can use up to 43 beds at the lower bed rate.

If the City uses approximately 25 beds at Yakima County Jail as proposed, the number of guaranteed beds at SCORE could be reduced. Additionally, in negotiating this amendment, staff has been able to secure a 100% cap at the guaranteed rate as opposed the current 25% cap. As a result staff proposes the number of guaranteed beds be reduced to 20 from the current 35 as the City will be able to secure another 20 at the guaranteed rate should they be needed.

FINANCIAL IMPACT

The 10 Year Financial Sustainability Model presented to the City Council as part of the 2016 Budget process reflected the ability to reduce annual jail costs by \$200,000 by 2017 as a result of implementing the proposed agreement with Yakima County. However, it is important to note that exact savings cannot be calculated as costs may be affected by a number of factors. For example, arrest rates may affect the number of cases filed by the City's prosecutor and ultimately the frequency and number of jail sentences per year. And, a judge ultimately determines the type of sentence (i.e. work release, electronic home monitoring, jail, etc.) and length of the sentence.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to Execute an Agreement with Yakima County for Jail Services with the intent of transferring a portion of the City's sentenced inmates from SCORE to the Yakima County Jail.

ATTACHMENTS

Attachment A: Draft Agreement with Yakima County for Jail Services

AGREEMENT FOR INMATE HOUSING 2016

THIS INTERLOCAL AGREEMENT FOR INMATE HOUSING (hereinafter "Agreement") is made and entered into by and between **Yakima County** (hereinafter the "County") and **the City of Shoreline** (hereinafter the "City").

WHEREAS, RCW Chapters 39.34 and RCW 70.48 authorize the City and the County to enter into a contract for inmate housing, and

WHEREAS, the City desires to transfer custody of certain of its inmates to the County to be housed in the County's corrections facilities during those inmates' confinement, and to compensate the County for housing such inmates, and

WHEREAS, the County desires to house inmates who would be otherwise in the City's custody on the terms agreed herein.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and promises contained herein, the parties hereto mutually agree as follows:

1. Purpose. The purpose and intent of this Agreement is to establish the terms under which the County will house City inmates during the calendar year 2016.

2. Definitions.

Business day means Monday through Friday excluding Yakima County standard holidays.

Committing Court means the court that issued the order or sentence that established the City's custody of a City Inmate.

Detainer – A legal order authorizing or commanding another agency a right to take custody of a person.

City Inmate means a person subject to City custody who is transferred to County custody under this Agreement

3. General Provisions. The County shall accept City Inmates according to the terms of this Agreement and shall provide housing, care, and custody of those City Inmates in the same manner as it provides housing, care and custody to its own inmates.

The County shall manage, maintain, and operate its corrections facilities in compliance with all applicable federal, state, and local laws and regulations.

4. Right to Refuse or Return Inmate. To the greatest extent permitted by law, the County shall have the right to refuse to accept a City Inmate or to return a City Inmate to the City, if the Inmate has a current illness or injury that is listed in **Attachment A - Medical Acceptability**. The County shall provide notice to the City at least one business day prior to transport.

5. Inmate Transport. County Transported: The County shall transport Inmates to and from the County's corrections facilities except when weather or other conditions beyond the County's control prevent transport.

The County will pick up and drop off Inmates at a mutually agreed upon destination. In the event the City wishes the County to pick up and/or drop off a City Inmate at another detention

or correction facility, the City shall notify the County of the location of the Inmate for pick up and/or drop off.

The City shall provide a written inmate transport list to the County the business day prior to transport. At the time of scheduling transport if possible, but no later than transport pickup, the City shall provide to the County the warrant or court order detaining or committing the Inmate, as well as any order that specifies the Inmate's next court date or sentence to confinement.

The City shall provide a complete copy of each Inmate's records in its possession to the County prior to transferring custody of the Inmate to the County. The County will not assume custody of any inmate without a warrant or court order that commits the Inmate to confinement.

City Transported: The City will provide the County a written transport list to the County the business day prior to delivery. At the time of delivery, the City shall provide the County the warrant or court order detaining or committing the inmate as well as any order that specifies the Inmate's next court date or sentence to confinement.

The City shall provide a complete copy of each Inmate's records in its possession to the County prior to transferring custody of the Inmate to the County. The County will not assume custody of any inmate without a warrant or court order that commits the Inmate to confinement.

6. Inmate Records. The City shall provide all medical records in its possession to the County's transport officers prior to the Inmate's departure from the City's detention or designated detention facility. In the event the Inmate is transported by the City, the City shall provide all medical records in its possession to the County's booking officer. In the event additional information is requested by the County regarding a particular Inmate, the County and City will mutually cooperate to provide the additional information needed.

7. Inmate Property. The County shall accept and transport Inmate property in accordance with **Attachment B – Property**, and shall be responsible only for inmate property actually delivered into County possession. The County shall hold and handle each Inmate's personal property in the same manner it holds and handles property of other County inmates. In the event a City Inmate is being transported from a City designated detention or correction facility, it will be the responsibility of the City to dispose of the Inmate's property not delivered and accepted into County possession. When returning Inmates to the City, the County shall transport Inmate property according to the provisions of Attachment B – Property, and it shall be the responsibility of the County to dispose of any of the Inmate's property not transported with the Inmate.

8. Booking. Inmates shall be booked pursuant to the County's booking policies and procedures. Inmates transported by the City that are not acceptable at booking, will be the responsibility of the City to transport back to City.

Pursuant to RCW 70.48.130, and as part of the booking procedure, the Department of Corrections shall obtain general information concerning the Inmate's ability to pay for medical care, including insurance or other medical benefits or resources to which a City Inmate is entitled. The information is to be used for third party billing.

The County and City will attempt to develop a process at City detention facilities for pre-booking Inmates who are being transferred to the custody of the County.

9. Classification. Inmates shall be classified pursuant to the County's classification policies and procedures, and within the sole discretion and judgment of the County. The City shall provide information identified in **Attachment C – Classification**, of this Agreement.

10. Housing. Inmates shall be assigned to housing pursuant to the County's policies and procedures, and within the sole discretion and judgment of the County. Provided however, that generally, if a City Inmate's classification qualifies him/her to be housed in the Yakima County Corrections Center, and there is a bed available at the Yakima County Corrections Center, the Inmate shall be housed in the Yakima County Corrections Center. Exceptions to this general provision include circumstances such as: 1) No women are housed at the Yakima County Corrections Center; 2) Inmates assigned to certain work crews must be housed in the Main Jail or Annex; 3) Certain programs are available only to Inmates housed in the Main Jail or Annex; 4) Inmates who will be housed for less than one week will usually be housed in the Main Jail or Annex.

11. Inmate Work Programs. The County may assign Inmates to work programs such as inside and outside work crews, kitchen and facility duties, and other appropriate duties.

12. Health Care. The County shall provide in-facility medical care commonly associated with county corrections operations as guided by American Correctional Association or National Commission on Correctional Health Care standards.

Inmates shall be responsible for co-payment for health services according to County policy. The City shall not be responsible to the County for Inmate co-payments. No Inmate shall be denied necessary health care because of an inability to pay for health services.

The County shall notify the City's designee(s) via e-mail or fax if a City Inmate requires medical or dental treatment at an outside medical or health care facility. The City shall be responsible to promptly notify the County of any changes in its designee(s).

The City shall pay for all medical, mental health, dental or any other medical services that are required to care for the City's Inmates outside YCDOC facilities. Except, the County shall bear the expense of any such medical care necessitated by improper conduct of the County, or of its officers or agents.

The County shall notify the City as soon as reasonably possible before the Inmate receives medical and/or dental treatment outside of YCDOC facilities. The City acknowledges that such notice may not be reasonably possible prior to emergency care. Lack of prior notice shall not excuse the City from financial responsibility for related medical expenses, and shall not be a basis for imposing financial responsibility for related medical expenses on the County.

Outside medical expenses for Inmates housed for more than one jurisdiction shall be divided equally among those jurisdictions.

13. Inmate Discipline. The County shall discipline Inmates according to the same policies and procedures under which other County inmates are disciplined. However, nothing contained herein shall be construed to authorize the imposition of a type of discipline that would not be imposed on a comparable County inmate, up to and including the removal of earned early release credits as approved by the City.

14. Removal from County Facilities. Except for work programs or health care, and during emergencies, Inmates shall not be removed from County facilities without written authorization from the City or by the order of any court having jurisdiction. Other jurisdictions

may "borrow" a City Inmate only according to the provisions of **Attachment D – Borrowing**. In the event of the Inmate's emergency removal, the County shall notify the City by email or fax as soon as reasonably possible. No early release or alternative to incarceration, including furloughs, home detention, or work release shall be granted to any Inmate without written authorization by the committing court.

15. Visitation. The County shall provide scheduled visitation for attorneys, spouses, family and friends of Inmates. Such visitation may be accomplished as provided in Section 24 of this Agreement.

16. Inmate-Attorney Communication. Confidential telephones or visitation rooms shall be available to inmates to communicate with their attorneys.

17. Inmate Accounts. The County shall establish and maintain an account for each Inmate. The County shall ensure family members and others have a reasonable process to add funds to a City Inmate's account,

Upon returning custody of a City Inmate to the City, the County shall transfer the balance of that Inmate's account that is not subject to charges, to the Inmate or to the City in the form of a check or a debit card in the name of the Inmate.

In the event the County contracts with a company/business that furnishes technology for wireless inmate account crediting (such as Keefee or JPAY) the City may allow the County (or County's contracted representative) to install the equipment necessary for use of the system. The City shall not be financially responsible for any aspect of the system, including but not limited to installation or maintenance costs. The City shall not receive any compensation or profits for such a system.

18. Detainers. Inmates in a "Detainer" status shall be handled according to **Attachment E – Detainers**.

19. Releases. The City shall be responsible for computing and tracking all sentence time calculations, good time, court dates and release dates. Inmates will be released in accordance with **Attachment F – Inmate Release**.

The County shall not transfer custody of a City Inmate housed pursuant to this Agreement to any party other than the City, except as provided in this Agreement or as directed by the City.

20. Escape. If a City Inmate escapes County custody, the County shall notify the City as soon as reasonably possible. The County shall use all reasonable efforts to pursue and regain custody of escaped City Inmates, and shall assume all costs connected with the recapture of the City Inmate.

21. Death. If a City Inmate dies in County custody, the County shall notify the City as soon as reasonably possible. The Yakima County Coroner shall assume custody of the City Inmate's body. Unless another agency becomes responsible for investigation, YCDOC shall investigate and shall provide the City with a report of its investigation. The City may participate in the investigation. If another agency becomes responsible for investigation, YCDOC shall liaison or otherwise facilitate the City's communication with and receipt of reports from the other agency.

The City shall provide the County with written instructions regarding the disposition of the City Inmate's body. The City shall pay for all reasonable expenses for the preparation and shipment of the body. The City may request in writing that the County arrange for burial and all matters related or incidental thereto and the City shall be responsible for all costs associate with this

request. Except, the County shall bear such expenses necessitated by improper conduct of County, or its officers or agents.

22. Reporting Requirements. Ordinarily on business days, the County will deliver the following reports to the JAG, which will disseminate them to the City:

Here Now Report - a report detailing City inmates in YCDOC custody.

Housing Report – a report detailing which city inmates are housed at the Yakima County Corrections Center.

Custody Report – a report of total inmate populations confined at all YCDOC facilities. It includes current and historical safety and population data.

Special Housing Report – Identifies city inmates who are in special housing assignments.

23. City’s Right of Inspection. The City shall have the right, upon reasonable advance notice, to inspect County correction facilities where City Inmates are housed at reasonable times. During such inspections, the City may interview its Inmates and review its Inmates’ records. The City shall have no right to interview inmates housed for other jurisdictions or to review their medical records, unless it is properly authorized to do so by the inmate or the other jurisdiction.

24. Technology. The County and City may each permit the other continuous access to its computer database regarding all City Inmates housed by the County. This continuous access feature may be accomplished through a computer link between a computer(s) designated by the City and appropriate computer(s) of the County.

By separate mutual agreement, the County and City may provide video conference capabilities for personal visiting, professional visiting, pre-trial conferences, arraignments and other court and conferencing needs.

Bed Rate. In consideration of Yakima County’s commitment to house City Inmates, the City shall pay the County based on the Monthly Average Daily Population (MADP) sliding scale:

<i>Monthly Average Daily Population (MADP)</i>	<i>Daily Rate Per Inmate</i>
151 - above	\$48.75
126-150	\$49.75
101-125	\$50.75
76-100	\$51.75
51-75	\$52.75
26-50	\$53.75
0-25	\$54.75

The Bed Rate includes all in-facility medical, dental (if available), and mental health services. In the event an inmate requires out of facility medical, dental or mental health services, the City shall be responsible for the cost of the services.

The County shall not charge a booking fee in connection with housing the City's Inmates.

The City may purchase additional beds, as available, at the then- existing bed rate; however, the County shall have the right to refuse to accept custody of or house inmates in excess of the City's minimum bed commitment.

The Daily Fee for inmates housed for more than one jurisdiction shall be divided equally among those jurisdictions.

25. Billing and Payment. The County shall provide the City with monthly statements itemizing the name of each City Inmate, the number of days of housing, including the date and time booked into the County and date and time released from the County and itemization of any additional charges including a description of the service provided, date provided and reason for service.

The County shall provide said statement for each month on or about the 10th day of the following month. Payment shall be due to the County within (30) days from the billing date. The County may bill the City electronically. Payments not received by the 30th day shall bear interest at the rate of 1% per month until payment is received.

The Daily Fee for City Inmates housed for more than one jurisdiction shall be divided equally among those jurisdictions.

26. Duration of Agreement. The duration of this Agreement shall be from January 1, 2016, at 1200 A.M. and shall end at 11:59 P.M., on December 31, 2016 unless otherwise terminated in accordance with Section 31 of this Agreement. This Agreement may be renewed for any successive period by written addendum under terms and conditions acceptable to the County and City.

27. Independent Contractor. In providing services under this Agreement, the County is an independent contractor and neither it nor its officers, nor its agents nor its employees are employees of the City for any purpose, including responsibility for any federal or state tax, industrial insurance, or Social Security liability. Neither shall the provision of services under this Agreement give rise to any claim of career service or civil service rights, which may accrue to an employee of the City under any applicable law, rule or regulation. Nothing in this Agreement is intended to create an interest in or give a benefit to third persons not signing as a party to this Agreement.

28. Hold Harmless, Defense, and Indemnification. The County shall hold harmless, defend, and indemnify the City, its elected officials, officers, employees, and agents from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees) (also including but not limited to claims related to false arrest or detention, alleged mistreatment, injury, or death of any City Inmate, or loss or damage to City Inmate property while in County custody) that result from or arise out of the acts or omissions of County, its elected officials, officers, employees, and agents in connection with or incidental to the performance or non-performance of the County's services, duties, and obligations under this Agreement.

The City shall hold harmless, defend, and indemnify the County, its elected officials, officers, employees, and agents from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorney's fees) (also including but not limited to claims related to false arrest or detention, alleged mistreatment, injury, or death of any City Inmate, or loss or damage to City Inmate property while in County custody) that result from or arise out of the acts or omissions of the City, its elected officials, officers, employees, and agents in connection with or incidental to the performance or non-performance of the City's services, duties, and obligations under this Agreement.

In the event the acts or omissions of the officials, officers, agents, and/or employees of both the City and the County in connection with or incidental to the performance or non-performance of the City's and or County's services, duties, and obligations under this Agreement are the subject of any liability claims by a third party, the City and County shall each be liable for its proportionate share of fault in any resulting suits, actions, claims, liability, damages, judgments, costs and expenses and for their own attorney's fees.

Nothing contained in this Section or this Agreement shall be construed to create a right in any third party to indemnification or defense.

The County and City hereby waive, as to each other only, their immunity from suit under industrial insurance, Title 51 RCW. This waiver of immunity was mutually negotiated by the parties hereto.

The provisions of this section shall survive any termination or expiration of this Agreement.

29. Insurance. The County and City shall provide each other with evidence of insurance coverage, in the form of a certificate or other competent evidence from an insurance provider, insurance pool, or of self-insurance sufficient to satisfy the obligations set forth in this Agreement.

The County and City shall each maintain throughout the term of this Agreement coverage in minimum liability limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate for its liability exposures, including comprehensive general liability, errors and omissions, auto liability and police professional liability. The insurance policy shall provide coverage on an occurrence basis.

30. Termination.

A. Mutual Agreement: This Agreement may be terminated by mutual written consent between the County and City with ninety (90) days written notice to the other party and to the State Office of Financial Management as required by RCW 70.48.090 stating the grounds for said termination and specifying plans for accommodating the affected City Inmates.

B. Imperiling Conditions: The City shall have the right to terminate this Agreement where: 1) conditions and/or circumstances at Yakima's facilities present an imminent risk of serious injury or death to the City's Inmates [Imperiling Conditions]; 2) the City has sent County written notice by certified mail, return receipt requested describing with reasonable specificity the Imperiling Conditions; and 3) the County has failed to cure the Imperiling Conditions within a reasonable period of time, which, unless the parties agree in writing to a longer period, shall be no more than 30 days after the County receives the City's notice. Termination under this provision shall be effective if and when: 1) after at least 30 days, the County has not cured the Imperiling Condition(s); and 2) the City has removed its Inmates; and 3) the City has given the

County formal written notice of final termination under this provision. After Termination under this provision the City shall have no further financial obligations under this Agreement.

C. **Material Breach:** Either party shall have the right to terminate this Agreement if: 1) the other party is in material breach of any term of this Agreement; 2) the terminating party has sent the breaching party written notice of its intent to terminate this Agreement under this section by certified mail, return receipt requested describing with reasonable specificity the basis for the termination; and 3) the breaching party has failed to cure the breach within ninety (90) days, unless the parties agree in writing to a longer cure period. Termination shall be effective upon and the City shall have no further financial obligations under this Agreement from the date of removal of its Inmates from the Yakima Facility or County's receipt of final notice that City is terminating the Agreement after the expiration of the cure period, whichever occurs last.

31. Real or Personal Property. It is not anticipated that any real or personal property will be acquired or purchased by the parties solely because of this Agreement.

32. Equal Opportunity. Neither party shall discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, political affiliation or belief or the presence of any sensory, mental or physical handicap in violation of any applicable federal law, Washington State Law Against Discrimination (RCW chapter 49.60) or the Americans with Disabilities Act (42 USC 12110 et seq.). In the event of the violation of this provision, the other party may terminate this Agreement immediately.

33. Assignment. This Agreement, or any interest herein, or claim hereunder, shall not be assigned or transferred in whole or in part by the County to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of County stated herein.

34. Non-Waiver. The failure of either party to insist upon strict performance of any provision of this Agreement or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this Agreement.

35. Severability. If any portion of this Agreement is changed per mutual Agreement or any portion is held invalid, the remainder of the Agreement shall remain in full force and effect.

36. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Any actions, suit, or judicial or administrative proceeding for the enforcement of this Agreement shall be brought and tried in the Federal or Superior Court for the State of Washington in King County

37. Approval and Filing. Each party shall approve this Agreement by resolution, ordinance or otherwise pursuant to the laws of the governing body of each party. The attested signatures of the City, Manager or Mayor and the Yakima County Commissioners below shall constitute a presumption that such approval was properly obtained. A copy of this Agreement shall be filed with the Yakima County Auditor's Office pursuant to RCW 39.34.040.

38. General Provisions. Unless otherwise agreed in writing executed by both parties, on and after January 1, 2016, and so long as this Agreement remains in effect, this document constitutes the entire Agreement between the City and the County under which the County

houses City Inmates, and no other oral or written agreements between the parties shall affect this Agreement.

No changes or additions to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and executed by both parties.

The County shall not delegate its duties pertaining to housing City Inmates without the written consent of the City, which consent shall not be withheld unreasonably.

Any provision of this Agreement that is declared invalid or illegal shall in no way affect or invalidate any other provision.

In the event the County or City defaults on the performance of any terms of this Agreement and files a lawsuit, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs and expenses.

This Agreement may be executed in any number of counterparts.

39. Notices. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties to their addresses as follows:

TO CITY: Shawn Ledford, Chief of Police
Shoreline Police Department
1206 North 185th Street
Shoreline, WA 98133

TO COUNTY: Ed Campbell, Director
Yakima County Department of Corrections
111 North Front Street
Yakima, WA 98901

Alternatively, to such other addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

	<p>CITY OF SHORELINE, WASHINGTON</p> <p>By: _____ Debbie Tarry, City Manager</p> <p>Date: _____</p> <p>Attest: By: _____ Jessica Simulcik-Smith, City Clerk</p>
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	<p>Approved as to form:</p> <p>By: _____ City Attorney</p>
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ATTACHMENT A
MEDICAL ACCEPTABILITY

The County shall determine the medical and mental acceptability of inmates for transport using the following excluding criteria:

1. Blood or fluid present at an open wound site or bleeding from an open wound.
2. Signs of untreated broken bones or dislocated joints.
3. Any injury or illness requiring immediate or emergency medical treatment.
4. Unconsciousness.
5. Inmates unable to stand and walk under their own power.
6. Wheel chair bound individuals.
7. Signs of alcohol toxicity and signs of current or recent use of any intoxicants.
8. Signs of alcohol and/or drug withdrawal.
9. Bed bound individuals.
10. Individuals with attached IV or requiring IV medications.
11. Individuals requiring the use of oxygen tanks.
12. AMA (Against Medical Advice) from the hospital.
13. Individuals having had major invasive surgery within the last 72 hours. Non-invasive surgery such as oral surgery, laser-eye surgery and minor surgery may be evaluated on a case by case basis.
14. Post-operative persons who have follow up appointments within the next four weeks.
15. Wounds with drainage tubes attached.
16. Persons with permanent catheters.
17. Open and/or oozing bedsores.
18. Individuals requiring nebulizers who cannot obtain one.
19. Persons with Alzheimer's, dementia or other psychological conditions to the point where the inmate cannot perform activities of daily living ("ADL's") or who do not have the capacity to function safely within a correctional environment.
20. Persons who are diagnosed as developmentally delayed and who do not have the capacity to function safely within a correctional environment or who cannot perform ADL's.
21. Female inmates more than 5 months pregnant. Or any female inmate considered a high-risk pregnancy.
22. Persons undergoing chemotherapy and/or radiation treatment.
23. Persons undergoing dialysis.
24. Persons with the following untreated medical conditions:
 - a) Heart disease

- b) Seizures disorders
 - c) Insulin dependent diabetes
 - d) Cancer
 - e) Asthma
 - f) Psychosis
 - g) HIV Positive or AIDS
25. Persons who are HIV positive or have AIDS and are taking anti-viral medications.
 26. Persons taking Methadone, or Suboxone, a substitute for Methadone.
 27. Persons with suicidal ideations or gestures within the past 72 hours.
 28. Person, if prescribed, have not taken psychotropic medications for at least 72 hours.
 29. Persons who have attempted suicide within the last 30 days.
 30. Persons who have attempted suicide by overdose or ligature strangulation during current incarceration.
 31. Persons displaying current psychotic episode.
 32. Persons requiring CPAP machines as prescribed must be transported with the machine.

ATTACHMENT B

PROPERTY

County transport personnel will only accept Inmate property as follows:

1. The property shall be sealed in a single property bag no larger than a common paper grocery bag.
2. Money, valuables, and medications shall be placed in a clear envelope and sealed within the Inmate's property bag.
3. Checks and documents (court, warrants, etc) shall be attached to the outside of the property bag.
4. The transporting officer shall account for the property bag and funds being transported. Yakima County Department of Corrections transport personnel will not accept or transport the following:
 - a) Backpacks, suitcases, etc.
 - b) Unpackaged food products or food products in packaging that has been opened.
 - c) Any type of weapon (includes pocketknives).
 - d) Liquids.
 - e) Any items that will not fit into the property bag.
 - f) Material deemed to be contraband.

Yakima County will limit property returned with the Inmate to the City according to these criteria.

**ATTACHMENT C
CLASSIFICATION**

The City shall supply the County with the following Classification related information, if it known to or in possession of the City:

1. If the City Inmate has been classified to a special housing unit and/or if the City Inmate has been classified as protective custody.
2. If the City Inmate is a violent offender or has displayed violent behavior during present or past incarcerations.
3. If the City Inmate is an escape risk.

ATTACHMENT D

BORROWING

One contracting city may “borrow” another contracting city’s inmate as follows:

1. If a City requests the transport of another contracting City’s Inmate from the County the requesting City must notify each agency with rights to custody of the Inmate, and if each agency with rights to custody of the Inmate notifies the County in writing (e-mail) of its approval, the County shall provide the requested transport. The County will complete a custody transfer form that lists all outstanding detainers. The custody transfer paperwork will accompany the inmate.
2. Once custody of the City Inmate has been transferred to another agency, it is the responsibility of the requesting City to determine whether the City Inmate shall be returned to the custody of the County, and if so, the requesting City shall make all necessary and proper arrangements with the County and any agency with rights to custody of the Inmate, for the Inmate’s return according to the terms of this agreement.
3. The County will not track the City Inmate once he or she has left the County’s facility.
4. If the Inmate is returned to the custody of the County, the requesting City shall provide the County with sentencing/charge information. The City shall supply all pre-sentence, and post-sentence paperwork from agreeing agencies that authorized the borrowing of the Inmate. This will aid Yakima County in determining split billing and release dates.
5. If the agency requesting to borrow a City Inmate is not in the “Contracting Agency,” the requesting agency will be responsible to make all transport arrangements including all legal paperwork for the transport with the City of jurisdiction.
6. The County will transport the City Inmate only to a King County city that also contracts with the County for Inmate housing.
7. Inmates transported by the City, cannot be borrowed out of YCDOC.

ATTACHMENT E

This attachment only applies to Inmates transported by the YCDOC.

WARRANTS/OTHER COURT ORDERS/DETAINERS

1. The following shall apply to City Inmates who are subject to warrants from other jurisdictions or to other court orders for confinement or detainers. When receiving a City Inmate, the Transport Officers shall review all paperwork provided by the City for all grounds to hold the Inmate and ensure that this information is entered into the County's JMS and is routed to the Out of County Transport Section Office Specialist.
2. Prior to releasing a City Inmate, the County shall check the NCIC and WACIC systems to determine if the Inmate is subject to any valid warrants or other detainers.
 - a) If the Inmate is subject to a warrant that is limited to King County, YCDOC will, upon receiving written permission (e mail) from the City, transport the Inmate to the custodial agency for the jurisdiction that issued the warrant. However, Yakima County will not assume responsibility to serve any such warrants.
 - b) If the City Inmate is subject to a warrant from a western Washington jurisdiction outside King County, YCDOC will release the Inmate at the location determined by written (e mail) agreement of the YCDOC and the City under Section 5 of this Agreement.
 - c) If the City Inmate is subject to a warrant from an eastern Washington jurisdiction, YCDOC will send the Inmate to the custodial agency for that jurisdiction on the Mini-Chain.
 - d) If, upon return from YCDOC to the City, the Inmate is subject to a warrant that provides for statewide extradition, YCDOC will either transport the Inmate to the detention/correction facility in King County designated by the agency/jurisdiction that issued the warrant if it is in King County, or will send the Inmate to the agency/jurisdiction that issued the warrant on the Mini-Chain.
3. City Inmates who have or are subject to Immigration and Custom Enforcement (ICE) detainers shall be returned to the City, unless the County and City agree in writing (email) to some other course of action.

ATTACHMENT F

INMATE RELEASE

County transport personnel will release City Inmates as follows:

1. Inside a staffed correction or detention facility (jail).
2. Inside a staffed police agency (sally port or other secured area).
3. Outside of a Law Enforcement Agency when agency personnel, telephone access, and weather protection (lobby areas) are available to the released Inmate.
4. City Inmates for whom bail is posted, or who otherwise have a right to be released may, by signed written waiver, choose to remain in custody and return to City by the regularly scheduled transport, or to be released to a family member or friend, or to the streets of Yakima.
5. Inmates transported by City must be picked up at least 12-(twelve) hours prior to the inmate's scheduled release date and time. If the inmate is not picked up before the scheduled release time, the Inmate will be automatically scheduled to be transported, at the City's cost to include the addition of transport fees for all days served, on the next available transport to the City.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorization of the City Manager to Execute the First Amendment to the Agreement with SCORE for Jail Services
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Alex Herzog, CMO Management Analyst
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline is required by law to arrange for the booking and housing of its misdemeanor population. This requirement only relates to adults who commit offenses, as misdemeanor offenses committed by juvenile defendants (less than 18 years of age) and felony offenses are the responsibility of King County.

The City currently has two contracts for jail services; SCORE is the City's primary jail facility, housing 95% of inmates being held pre-disposition that are not eligible for work release. The City maximizes its jail services with SCORE and fills more than the 35 jail beds guaranteed under the current contract. And, King County Jail in Downtown Seattle is used as needed. As an example, King County Jail is utilized when a defendant is booked or jailed on charges from multiple jurisdictions or on felony and City misdemeanor charges.

The City's 2016 criminal justice budget of \$3.2 million represents 7.6% of the City's General Fund appropriations. Of that amount 70%, or \$2.2 million, is allocated toward jail services. In response to the increased level of jail activity the City has experienced over the last few years, the jail services portion of the 2016 criminal justice budget has been increased 37.5% as compared to the 2015 adopted budget of \$1.6 million. The shift to SCORE in 2014 as the City's primary jail facility curbed some of the potential increase in costs that could have resulted had the City not executed a jail housing alternative to King County.

Tonight, related to this action, Council is scheduled to consider authorizing the City Manager to execute a contract with Yakima County for jail services with the intent of transferring a portion of the City's sentenced inmates to that jail. If Council does not authorize the City Manager to execute that agreement, the number of guaranteed beds at SCORE should be increased over that which is included in the proposed amendment. As currently proposed, the number of guaranteed beds has been reduced to account for the inmate population that will be transferred to Yakima County Jail from SCORE.

RESOURCE/FINANCIAL IMPACT:

The 10 Year Financial Sustainability Model presented to the City Council as part of the 2016 Budget process reflected the ability to reduce annual jail costs by \$200,000 by 2017 as a result of implementing the proposed agreement with Yakima County. The proposed amendment to the City's existing agreement with SCORE for jail services assumes the authorization to execute the agreement with Yakima County.

It is important to note that exact savings cannot be calculated as costs may be affected by a number of factors. For example, arrest rates may affect the number of cases filed by the City's prosecutor and ultimately the frequency and number of jail sentences per year. And, a judge ultimately determines the type of sentence (i.e. work release, electronic home monitoring, jail, etc.) and length of the sentence.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to Execute the First Amendment to the Agreement with SCORE for Jail Services.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The City of Shoreline is required by law to arrange for the booking and housing of its misdemeanor population. This requirement only relates to adults who commit offenses as offenses committed by juvenile defendants (less than 18 years of age) and all felony offenses are the responsibility of King County. As the City of Shoreline does not own its own jail facility the City has contracted with multiple jail providers to house its inmates since incorporation.

On November 30, 2015, the Council discussed the City's jails services contracts and the possibility of transferring a portion of the City's sentenced inmate population to Yakima County Jail. The Council heard from Mr. Ed Campbell, Director of Yakima County Department of Corrections about its jail facilities, services, and security and safety of inmates. Also, the Council discussed the significant proposed amendments to the existing agreement for jail services with SCORE. A majority of councilmembers were in favor of considering authorization of the City Manager to execute an agreement with Yakima County for Jail Services and to amend the existing agreement with SCORE. The materials from the November 30, 2015 discussion can be found here: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport113015-8b.pdf>.

DISCUSSION

Execution of a contract with Yakima County Jail would necessitate amending the City's current contract with SCORE (Attachment A). Currently, the City's contract with SCORE includes a number of guaranteed beds and a 25% cap above the guarantee that retains the lower guaranteed bed rate. If the City's yearly bed days exceed the 25% cap, the City would then pay the higher unguaranteed rate for all beds above the number of guaranteed beds. The contract includes 35 guaranteed beds and another eight (25% cap) at the guaranteed rate (43 beds total). This means the City pays for 35 jail bed days regardless of whether or not they are used and can use up to 43 beds at the lower bed rate.

If the City uses approximately 25 beds at Yakima County Jail as proposed, the number of guaranteed beds at SCORE could be reduced. Additionally, in negotiating this amendment, staff has been able to secure a 100% cap at the guaranteed rate as opposed the current 25% cap. As a result staff proposes the number of guaranteed beds be reduced to 20 from the current 35 as the City will be able to secure another 20 at the guaranteed rate should they be needed.

	Number of Guaranteed Beds	Additional Beds at Guaranteed Rate	Total Beds at Guaranteed Rate
2015	35	+25% (8 Beds)	43
2016	20	+100% (20 Beds)	40

The proposed amendment to the SCORE contract also includes provisions for SCORE to facilitate and provide hospital security services and transportation to medical appointments at a rate of \$65 per hour for each hour if SCORE staff is available. Currently, the City's police officers transport and provide security services during an inmate's medical appointments at an average overtime rate of \$73.65. The 2016 rate is estimated to be \$75.12. Further, transport by City police officers means that overtime rates begin when the officer leaves Shoreline for SCORE even though the inmate is not yet in the officer's custody. Also, overtime is still paid to the officer once the inmate is returned to SCORE and returns to Shoreline. SCORE taking over transport and security services for inmates attending medical appointments should be a net positive impact on the City's criminal justice budget.

The proposed amendment to the City's existing agreement with SCORE for jail services assumes the Council will grant authorization to execute the agreement with Yakima County. If authorization to execute the agreement with Yakima County is not granted, staff recommends the number of guaranteed beds be increased to approximately 25 if SCORE is amenable to maintaining the 100% cap of additional beds at the guaranteed rate.

FINANCIAL IMPACT

The 10 Year Financial Sustainability Model presented to the City Council as part of the 2016 Budget process reflected the ability to reduce annual jail costs by \$200,000 by 2017 as a result of implementing the proposed agreement with Yakima County. The proposed amendment to the City's existing agreement with SCORE for jail services assumes the authorization to execute the agreement with Yakima County.

It is important to note that exact savings cannot be calculated as costs may be affected by a number of factors. For example, arrest rates may affect the number of cases filed by the City's prosecutor and ultimately the frequency and number of jail sentences per year. And, a judge ultimately determines the type of sentence (i.e. work release, electronic home monitoring, jail, etc.) and length of the sentence.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to Execute the First Amendment to the Agreement with SCORE for Jail Services.

ATTACHMENTS

Attachment A: Draft First Amendment to the City's Agreement with SCORE for Jail Services

FIRST AMENDMENT TO AGREEMENT FOR INMATE HOUSING

THIS FIRST AMENDMENT TO AGREEMENT FOR INMATE HOUSING (hereinafter FIRST Amendment to the Original Agreement”), dated August 28, 2014, is made and entered into by and between the **SOUTH CORRECTIONAL ENTITY**, a governmental administrative agency formed pursuant to RCW 39.34.030(3) (“SCORE”) and the **CITY OF SHORELINE**, a municipal corporation organized under the laws of the State of Washington (hereinafter the “City,” and together with SCORE, the “Parties” or individually a “Party”), and amends that certain Agreement for Inmate Housing effective for the period January 1, 2015 through December 31, 2016 by and between the Parties, as previously amended (the “Original Agreement”).

WHEREAS, the Parties entered into the Original Agreement for the purpose of establishing the terms and conditions pursuant to which the City will transfer custody of certain inmates to SCORE to be housed at SCORE’s correctional facility (the “Facility”); and

WHEREAS, at a regular meeting held on July 22, 2015, the Administrative Board of SCORE (the “Board”) approved a new rate structure for inmate housing at the Facility; and

WHEREAS, the Parties now desire to amend the Original Agreement to reflect the new rate structure as set forth herein;

NOW, THEREFORE, the Parties hereto agree as follows:

Section 1.01. Definitions. All capitalized words and phrases, including those in the recitals, not otherwise defined herein shall have the meanings given to them in the Original Agreement.

Section 1.02. Amendments to Original Agreement.

1) Bed Rate. Effective January 1, 2016, Section 27 of the Original Agreement is hereby replaced in its entirety with the following:

27. Bed Rate. In consideration of SCORE’s commitment to house City Inmates, the City shall pay SCORE based upon the rates and other applicable fees or charges stated in this Agreement.

A. **Guaranteed Bed Rate:**

2016	\$105.00
Number of Guaranteed Beds	20

Non-Guaranteed (or excess use) Rate:

2016	\$157.00
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City's use of guaranteed beds is averaged on a monthly basis. All contract rates are established to recover full cost of services. Guaranteed Rates for the following year will be based upon actual expenses from the period of April 1 – March 31 of each calendar year. An estimate of the Guaranteed Rates will be provided by July 1 of each year for the following year.

The Guaranteed Rate includes all in-facility medical, dental (if available), and mental health services, and pharmaceuticals, except for medications for HIV, hepatitis, and biologics. In the event a City Inmate requires out-of-facility medical, dental or mental health services, the City shall be responsible for the cost of the services.

SCORE shall not charge a booking fee in connection with housing the City's Inmates.

Should the City exceed their usage of the guaranteed beds by more than 100%, or 40 beds, the rate for those beds in excess of that amount will be charged at the Non-Guaranteed Rate.

The City will have an opportunity to adjust the guaranteed bed quantity prior to July 1, of the proceeding year for the next calendar year.

2) Specialty Housing Surcharge. Effective January 1, 2016, Section 28 (Specialty Housing Surcharge) of the Original Agreement is hereby removed in its entirety.

3) Health Care. Effective January 1, 2016, Section 12 (Health Care) of the Original Agreement is hereby replaced with the following:

Health Care. SCORE shall provide in-facility medical care commonly associated with corrections operations as guided by American Correctional Association or National Commission on Correctional Health Care standards if accredited.

City Inmates shall be responsible for co-payment for health services according to SCORE policy. The City shall not be responsible to SCORE for City Inmate co-payments. No City Inmate shall be denied necessary health care because of an inability to pay for health services.

SCORE shall notify the City's designee(s) via electronic means, including e-mail or fax, at the notice address identified in this Agreement if a City Inmate requires medical, mental health, dental, or other medical services at an outside medical or health care facility. The City shall be responsible to promptly notify SCORE of any changes in its designee(s).

SCORE shall notify the City within a reasonable time period before the City Inmate receives medical, mental health, dental or any other medical services outside of the SCORE Facility. The City acknowledges that such notice may not be reasonably possible prior to emergency care.

The City shall pay for all medical, mental health, most pharmaceuticals, dental or any other medical services that are required to care for City Inmates outside of the SCORE Facility. Pharmaceutical prescribed for the treatment of Hepatitis, HIV, and biologics are not covered within the daily rate. Lack of prior notice shall not excuse the City from financial responsibility for related medical expenses, and shall not be a basis for imposing financial responsibility for related medical expenses on SCORE. SCORE shall bear the expense of any such medical care necessitated by improper conduct of SCORE, or of its officers or agents.

If a City inmate is admitted to a hospital, the City will be responsible for hospital security unless other arrangements are made with SCORE. SCORE may provide hospital security services and transportation to and from medical appointments at a rate of \$65 per hour for each hour if staff is available.

Outside medical expenses for City Inmates housed on behalf of more than one jurisdiction shall be the sole responsibility of the City, which will be solely responsible to recoup these expenses from other jurisdictions.

4) Term. Based upon the conditions established in Section 32 of the Original Agreement, the Term is hereby modified to reflect the following:

1. Purpose and Term. The purpose and intent of this Agreement is to establish the terms under which SCORE will house certain inmates of the City for the period of January 1, 2016 through December 31, 2018.

Section 1.03. Effective Date of Rate Modification. The Parties hereby agree that the rate amendment set forth in Section 1.02(1) of this First Amendment shall be effective beginning January 1, 2016.

Section 1.04. Survival of Provisions. Except to the extent modified by this First Amendment, the terms of the Original Agreement shall continue in full force and effect until the expiration or termination of the Original Agreement in accordance with its terms.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment, all as of the day and year first above mentioned.

CITY OF SHORELINE

SOUTH CORRECTIONAL ENTITY

By _____

By _____
Penny Bartley, Executive Director

ATTEST:

By _____

City Clerk

APPROVED AS TO FORM:

By _____

City Attorney

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Homelessness Issues in Shoreline and Adoption of Resolution No. 379 Supporting King County's Declaration of Emergency Due to Homelessness Affecting King County and the City of Shoreline's Commitment to Work with King County and Partner Agencies on Plans to Address Homelessness
DEPARTMENT:	City Manager's Office Community Services Division
PRESENTED BY:	John Norris, Assistant City Manager Rob Beem, Community Services Division Manager
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

While the issue of homelessness in the Puget Sound Region is not new, homelessness has been on the rise in recent years. To this end, on November 2, 2015, King County declared a state of emergency due to homelessness affecting King County. Deputy Mayor Eggen and Councilmember Roberts requested that homelessness issues in Shoreline be put as a discussion item on tonight's agenda to better understand how homelessness is affecting Shoreline and what is being done locally and regionally to combat this issue. They also requested that Council consider a Resolution supporting King County's declaration of emergency due to homelessness.

Staff will address their questions and provide background information on local efforts to combat homelessness. Staff will also present proposed Resolution No. 379 (Attachment A) for Council review and adoption. In addition to this discussion and proposed Resolution, the Council will be joined by Mark Putnam, Director of All Home, King County's new strategic effort to address immediate human needs and the root causes of homelessness, to explain what King County and the All Home stakeholders are doing to address this issue. The All Home Strategic Plan is attached to this staff report as Attachment B.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact of tonight's discussion or of adopting proposed Resolution No. 379

RECOMMENDATION

Staff recommends that Council discuss homelessness issues in the City of Shoreline and in the region and adopt Resolution No. 379 supporting King County's declaration of emergency due to homelessness.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

While the issue of homelessness in the Puget Sound Region is not new, homelessness has been on the rise in recent years. To this end, on November 2, 2015, King County declared a state of emergency due to homelessness affecting King County. Deputy Mayor Eggen and Councilmember Roberts requested that homelessness issues in Shoreline be put as a discussion item on tonight's agenda to better understand how homelessness is affecting Shoreline and what is being done locally and regionally to combat this issue. They also requested that Council consider a Resolution supporting King County's declaration of emergency due to homelessness.

The Council will also be joined tonight by Mark Putnam, Director of All Home, King County's new strategic effort to address immediate human needs and the root causes of homelessness, to explain what King County and the All Home stakeholders are doing to address this issue. This will be an opportunity for Council to ask Mr. Putnam how the City can best support the goals and desired outcomes of the All Home strategy.

In addition to the recent King County declaration (and declarations of emergency by other cities, such as Portland and Seattle), in mid-November, an issue arose in Shoreline when a homeless encampment was told to leave their host site at a church in Shoreline. A Shoreline resident is currently in the process of applying for a Temporary Use Permit to host this small encampment on his property. While the permitting of a homeless encampment in a residential neighborhood is a separate administrative action from tonight's discussion, and the potential adoption of proposed Resolution No. 379 has no bearing on approval of the permit, it is being mentioned here due to the catalyzing nature of bringing the issue of homelessness in Shoreline to the forefront for the Council. It is also a helpful reminder that homelessness is an issue that affects the community in many different ways.

DISCUSSION

The following section of this staff report provides information on various aspects of homelessness in Shoreline and King County and the local and regional responses to this issue. This section also highlights proposed Resolution No. 379, which is before the Council tonight for adoption.

Shoreline Homelessness Data and Resources

The extent of homelessness and those at risk of homelessness in Shoreline can be seen through data that comes from schools and service providers operating in Shoreline, and the anecdotal data provided by the City's Parks, Recreation and Cultural Services Department. Annually, the Shoreline School District reports on the number of students who self-identify as homeless. Since 2010 this population has almost tripled, rising from 134 in the 2010-11 school year to 349 in 2014-15 school year. This is a 160% increase over the course of this five year period. School staff also reports that they are on track this year to exceed the numbers of the 2014-15 school year.

In addition to school data, the One Night Count of the Homeless reported a 21% increase in 2015 across King County. Throughout the year, those entering the homeless housing system report on their last place of residence. In 2014, over 750 people seeking shelter in places across the County indicated that they came from Shoreline zip codes.

As well, people at risk of homelessness seek support from congregations and Hopelink for various kinds of assistance covering the rising cost of housing and for emergency food. Hopelink is seeing people with much greater levels of need. The amount of financial assistance per client has grown dramatically since 2011. Since then, the average amount of financial assistance per household grew from \$522 to \$964, a 98% increase. The volume of emergency food bags, a short term supply of food that can be prepared without a full kitchen, can be used as an indicator of both those needing to eat on the street and those in economic crisis that places their housing at risk. In 2011, Hopelink served 296 households with emergency food bags. By 2015, that figure has increased by 49% to 442 households.

While the City doesn't keep formal statistics on homeless encampments in the City's park system, Parks staff estimates that approximately 20 encampments are removed each year from City Parks and other governmental property that the City maintains, such as the Interurban Trail, which is owned by Seattle City Light but maintained by the Shoreline Parks Department. The Shoreline Municipal Code (SMC 12.220) prohibits camping in City parks. When encampments are found, Parks staff either speak with an individual living in the encampment or post a sign informing the encampment members that the items will be removed in three days' time. Most individuals living in these camps tend to be male, and some appear to have mental health and/or chemical dependency issues.

Fortunately, individuals and families at risk of or experiencing homelessness have several resources in Shoreline and North King County. These services include:

- Hopelink provides rent and utility assistance for people at risk of losing their housing. The City provides funding to support this work.
- The Kenmore Shelter, operated by Hopelink, has eight (8) units of transitional housing for families. The City provides funding to support this work. These services are accessed through Hopelink's Shoreline Center or the 2-1-1 Housing Hotline.
- Vision House has 20 units of transitional housing for families. Families can live in Vision House up to 18 months, with exceptional cases staying up to two years. Over the past 25 years, nearly 1,000 men, women and children have benefited from Vision House services.
- The Shoreline Compass Veterans Center has 25 units of housing for formerly homeless veterans. The Center houses 21 men and four women in a two-year program that provides intensive case management services.
- Local Shoreline congregations have hosted homeless encampments (tent cities) in Shoreline. The congregations include Shoreline Free Methodist Church,

Calvin Presbyterian Church, Richmond Beach Congregational Church, Bethel Lutheran Church, and St. Dunstan's Episcopal Church.¹

- Evening meals are offered weekly at Prince of Peace Lutheran Church (Poppy's Café, which is co-sponsored by the Dale Turner Family YMCA is held Wednesday evenings) and St. Dunstan's Episcopal Church (community dinners are held Tuesday evenings).
- Shoreline Community Cares, a faith-based organization, pools resources of several congregations to provide emergency housing, utility and rent assistance for both individuals and families.
- During winter months, Prince of Peace Lutheran Church joins with congregations in North Seattle/Lake City to operate a winter shelter. The shelter, which is a sober facility, houses approximately 30 guests per night. Trained staff members and volunteers operate the shelter each night building relationships with guests to encourage entry into detox and rehabilitation programs, enabling permanent residency through housing assistance, and promoting positive life behaviors. Meals are also provided by the host church. Prince of Peace Lutheran Church hosts the shelter for the month of January (January 4-31).

King County All Home

In January 2015, the One Night Count of the homeless in King County tallied 3,772 people living unsheltered, on sidewalks, in cars, and in tents. Another 6,275 people were in shelter or transitional housing, and still considered homeless as defined by the federal Department of Housing and Urban Development (HUD). This totals to 10,047 individuals in King County who were homeless that night.

As King County's November declaration attests, homelessness is a crisis in King County. In 2015 alone, nearly 10,000 people are experiencing homelessness on any given day, and nearly 40 percent are unsheltered. People are homeless on average for more than 100 days, and they return to homelessness after being housed nearly 20 percent of the time. Racial disparities within the homeless population are stark, with Native Americans seven times more likely to experience homelessness than Whites, and African Americans five times more likely.

To address this crisis, King County has a vision to make homelessness rare, to eliminate racial disparities within homelessness, and if one becomes homeless, it is brief and only a one-time occurrence. According to the County, this is no easy task, as studies have found that community rates of homelessness are driven by rent increases in the housing market, the availability of a strong safety net, the economy, demographics, and influx of people moving to a region. Obviously, these factors are outside of local government control.

The County's entity to accomplish this work is All Home, formerly the Committee to End Homelessness. All Home is a community-wide partnership to make homelessness in

¹ Note: Homeless Encampments are a permitted use in all land use zones (except the Town Center zone) per the City's Development Code with indexed criteria. The criteria require a Temporary Use Permit (TUP), and prior to applying for a TUP, an applicant hosting the encampment must hold a neighborhood meeting.

King County rare, brief and one-time. All Home brings together local governments, religious institutions, non-profits, philanthropic organizations, shelter and housing providers, the private sector and engaged citizens in a coordinated effort that both responds to the immediate crisis of homeless individuals and addresses the root causes of the problem in our region.

Guiding All Home's efforts is the All Home Strategic Plan (Attachment B). The Plan outlines the three core goals of All Home – make homelessness rare, make homelessness brief and one-time, and a community to end homelessness – with a progress goal of 10 percent annual improvement for each outcome. The Plan also outlines that implementation plans by subpopulation will be developed and refined this year and in 2016. These subpopulation groups include Veterans, Youth/Young Adults, Families, and Single Adults/Chronically Homeless.

One of the key stakeholder groups identified in the Plan is the local governments in King County, including Shoreline. Specifically, the Plan states:

39 cities and King County government have shown a commitment to working toward collaborative solutions through All Home, the Sound Cities Association and other regional cooperation. This plan provides a roadmap for regional collaboration, provides each local government with opportunities for action, and outlines challenges to be addressed with local providers and residents. All Home will continue to partner with local government and provide support in local/regional initiatives.

The Council is currently supporting the work of All Home through their proposed 2016 State Legislative Priorities, which included supporting the human services safety net by enhancing the provision of needed human services programs to address issues that drive increased homelessness and public safety costs. The Council also stated their support for a Local Option Preservation Property Tax Exemption, which is a tool that could incentivize private landlords to preserve and create affordability in existing housing stock. This tool could be targeted to properties at great risk of rent increases and/or applied in conjunction with an acquisition/renovation project. Both of these legislative priorities highlight the City's interest in doing its part to achieve the goals outlined in the All Home effort.

Tonight, Mark Putnam, All Home Director, will join the Council to discuss All Home and the All Home Strategic Plan, and how the City of Shoreline can partner with All Home to achieve its goals and desired outcomes.

Affordable Housing Landscape

One of the end goals of addressing homelessness is to make sure that there is available, affordable housing for all members of the community. Government's role in working to provide this typically entails incentivizing and funding affordable house programs and projects. Shoreline's affordable housing program consists of both City programs and services provided by private, non-profit entities. City programs include

the City's Property Tax Exemption Program and the Transportation Impact Fee Waiver Program. The City requires affordable housing in station area zoning for the 185th Light Rail Station Area, and is anticipated to consider the same requirement in the 145th Light Rail Station Area.

Additionally, the City offers a density bonus for affordable housing Citywide, and just adopted a permit fee waiver for affordable housing at the December 7th, 2015 Council meeting. Finally, the City offers a reduction in required parking for affordable units.

Property Tax Exemption Program - The City of Shoreline offers multi-family residential Property Tax Exemptions (PTE) to encourage multifamily development and to provide affordable housing.

- The program is only available for investors who build or rehabilitate four or more units to rent.
- Initially established in 2002, the PTE program was simplified into one comprehensive 12-year affordable program on February 9, 2015.
- In order to qualify for the PTE incentive, the applicant must commit to rent 20% of the project's units to qualified renters (individuals who are at our below 70% of the King County Area Median Income) at "affordable" rates.

Transportation Impact Fee Waiver - The City exempts non-profit entities that meet the adopted standards from paying transportation impact fees.

Mandatory Affordable Housing in the MUR-45', MUR-70' and MUR-70'+ Zones - In conjunction with increasing density within a ½ mile of the future light rail stations, Council made affordable housing mandatory in the Mixed Use Residential (MUR)-70' and MUR-45' zones. Incentives were also created to encourage support of this program and to encourage the provision of affordable housing in the MUR-35' zone, also located within the 185th Street Station Subarea Planning area. It should also be noted that mandatory affordable housing and affordable housing utilizing the incentives offered by the City in the MUR zones is required to meet the applicable definition of affordability for 99 years.

Increased Density in All Zones for Affordable Housing - Since 2000, Shoreline's Development Code has included a density bonus for affordable housing. The affordable housing density bonus is available to developers that develop affordable housing in all of the City's zones when it meets the indexed criteria. The bonus allows the property owner to increase the density on the parcel by up to 50% if the additional units are affordable to households earning 80% or less of the King County Area Median Income. While this affordable housing tool is available, it has never been used by the development community.

Fee Waiver for Affordable Housing – On December 7, Council adopted an amendment to the Development Code that allows the City to waive City development related fees for units constructed or remodeled that are affordable to residents whose annual income does not exceed 60% of the King County Area Median Income.

Parking Reductions for Affordable Housing – Shoreline’s Development Code allows for an up to 50% reduction in the number of required parking spaces for units that are affordable to residents whose annual income does not exceed 60% of the King County Area Median Income.

Current Affordable Housing Projects/Programs in Shoreline

In addition to the inventory of emergency and transitional housing noted earlier, Shoreline is home to close to 800 units of affordable housing owned and operated by public or non-profit housing providers. The King County Housing Authority (KCHA) owns and operates 697 units of affordable housing in 10 properties. These properties are a mix of traditional low rent public housing and properties purchased outside HUD’s housing construction programs. These properties serve families, seniors and individuals with disabilities. They include: Lake House, Echo Cove, Northridge 1&2, Paramount House, Ballinger Homes, Colonial Gardens, Meadowbrook, Briarwood and Westminster Manor. Non-profit organizations own and manage 70-75 additional units in single and multi-family properties within the City. Many of these units serve vulnerable populations, and their locations are confidential.

Recently the private for-profit sector has developed affordable housing as well, making use of the local Property Tax Exemption and state Tax Exempt Bond Financing. Combined the Polaris, Malmo and the Blakely have 386 units of “workforce” housing.

City-Built/Managed Affordable Housing

In requesting that the Council discuss this issue, Councilmember Roberts asked staff to follow up on how the City might be more proactive in the development of affordable housing. Specifically, Councilmember Roberts asked the following three questions. Staff’s responses to these questions follow.

1. Could the City build affordable housing itself, potentially as a public housing authority?

Response: *Staff would like more time to explore this, but initial research indicates that cities are prohibited from developing housing. This power is reserved for housing authorities. Currently, the City is served by the KCHA and numerous non-profits housing developers. The City could move to create a Shoreline Housing Authority however. For Shoreline it would be a significant time investment to just understand the work involved and feasibility of creating a separate Shoreline only Housing Authority. At this time it may be more beneficial to continue to explore opportunities to create partnerships with other entities that develop housing and determine how best the City can contribute to their success.*

2. Could the City consider proposals to build affordable housing on lands the City considers surplus before putting the property up for sale?

Response: *The Council has authority to create policy on disposal of surplus City property. Although the City does not own a substantial amount of property that isn’t currently being used for municipal purposes (i.e., City Hall, parks, etc.), the City does own a couple of parcels along the Aurora corridor that were necessary*

for staging and other uses during the term of the construction project. Currently the City's financial plan has assumed that proceeds from the sale of those properties, when surplus, would be used to help fund the North Maintenance Facility improvements.

3. Could the City form a similar organization to ARCH (A Regional Coalition for Housing – a partnership between King County and East Side cities to assist with preserving and increasing affordable housing on the east side) with neighboring cities to build housing?

Response: Joining ARCH would be great. This is something that is on the work plan for 2016. Although that is the case, the City's Community Services Division Director has explored the question of joining ARCH with their staff a number of times. In its current configuration, Shoreline is not in their sphere of operation. ARCH, which serves east side communities, comes as far west as Kenmore. To date, they see Shoreline as being in a different housing market and that they would not have expertise to operate here. ARCH is willing to share information with the City about forms and agreements with developers and we anticipated this in putting together the 2016 budget proposal.

Proposed Resolution No. 379

Proposed Resolution No. 379, which is attached to this staff report as Attachment A, provides Council's support for King County's recent declaration of emergency of homelessness in King County, and provides the City's commitment to continue to work with King County and other partner agencies to address homelessness. Specifically, the Resolution states:

That the City Council of the City of Shoreline hereby expresses its support for King County's declaration of emergency regarding homelessness in King County, including in Shoreline, and that the City of Shoreline will continue to promote policies and actions to address homelessness in Shoreline and King County, including continued participation in and support of the County's All Home Strategic Plan and its goals of making homelessness rare, and if it occurs, brief and one-time only.

That the City of Shoreline will continue to implement policies that encourage and incentivize the development of affordable housing in the City of Shoreline, continue to review City policies and Codes that may create barriers for those experiencing homelessness and the development of housing for all members of the Shoreline community, and continue to support the City's human service partner agencies.

That the City Council of the City of Shoreline also calls on the Washington State Legislature and the United States Government to prioritize the funding of programs to help those experiencing homelessness and that will provide long-term solutions to address homelessness in King County as identified in the County's November 2nd emergency declaration.

Adoption of this Resolution shows the Council's support for the issue of homelessness in Shoreline and identifies that the increase in homelessness is a grave issue for the Shoreline community. Adoption also reconfirms the City's commitment to combatting homelessness and calls upon State and Federal agencies to expand their response and level of resources provided to help address this issue at the local level.

What proposed Resolution No. 379 does not do is declare a State of Emergency in Shoreline or suspend/enhance any aspects of the City's Municipal Code. By Code, only the City Manager has the ability to declare a State of Emergency. As well, even if a declaration was made by the City Manager, Code Enforcement actions regarding homeless encampments or other aspects of the Code that potentially affect homeless issues, such as the prohibition of camping in City parks, would not be suspended. Similarly, the recent declarations of states of emergency by the King County Executive and City of Seattle Mayor did not provide these powers.

As proposed Resolution No. 379 is an Action Item that is before the Council for the first time and proposed for adoption tonight, Council Rule of Procedure No. 6.1.B states that the Council should take public comment for this item following the staff report but before Council review so that the public has the benefit of hearing the information presented to Council on this topic.

FINANCIAL IMPACT

There is no financial impact of tonight's discussion or of adopting proposed Resolution No. 379

RECOMMENDATION

Staff recommends that Council discuss homelessness issues in the City of Shoreline and in the region and adopt Resolution No. 379 supporting King County's declaration of emergency due to homelessness.

ATTACHMENTS

Attachment A: Proposed Resolution No. 379
Attachment B: All Home Strategic Plan

RESOLUTION NO. 379

A RESOLUTION OF THE CITY COUNCIL, CITY OF SHORELINE, WASHINGTON, SUPPORTING KING COUNTY'S DECLARATION OF EMERGENCY DUE TO HOMELESSNESS AFFECTING KING COUNTY AND EXPRESSING THE CITY OF SHORELINE'S COMMITMENT TO WORK WITH KING COUNTY AND PARTER AGENCIES ON PLANS TO ADDRESS HOMELESSNESS

WHEREAS, on November 2, 2015, the King County Executive declared a local proclamation of emergency regarding homelessness in King County; and

WHEREAS, in 2015, nearly 10,000 people are experiencing homelessness in King County on any given day, which is up from 8,000 people in 2005; and

WHEREAS, as noted in King County's declaration, regional and national issues of housing affordability, income inequality, a diminishing state and federal safety net, and regional population growth have vastly exaggerated the problem of homelessness in the region; and

WHEREAS, the City of Shoreline, being located in King County, has also experienced a significant increase in homelessness in recent years, including a 160% increase in the number of school children identified as homeless in the Shoreline School District between 2010 and 2015; and

WHEREAS, in 2014, over 750 individuals who resided in Shoreline's zip codes sought homeless housing services; and

WHEREAS, members of the Shoreline community should not be forced to live or sleep outdoors, in their vehicles, or on the street due to circumstances often beyond their control, including poverty, unemployment, lack of affordable housing, discrimination, addiction and/or mental illness, domestic violence, or exits from the foster care system; and

WHEREAS, many veterans who have served their country admirably are affected by homelessness in Shoreline and King County; and

WHEREAS, the Shoreline City Council is committed to continuing to help incentivize and aid in the development of affordable housing in the City of Shoreline to provide long term solutions for the root causes of homelessness; and

WHEREAS, human services and wrap-around supports for those most vulnerable in our community are essential to helping address issues that may lead individuals to being homeless, and to help address this need, the Shoreline City Council added an additional \$48,850 in funding for human service agencies to the proposed human services budget of \$499,800 for a total human services grant budget in 2016 of \$548,650; and

WHEREAS, despite the City's historical and current efforts and investments, the severity and magnitude of this regional emergency is beyond the response capability of local resources alone; now therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:

That the City Council of the City of Shoreline hereby expresses its support for King County's declaration of emergency regarding homelessness in King County, including in Shoreline, and that the City of Shoreline will continue to promote policies and actions to address homelessness in Shoreline and King County, including continued participation in and support of the County's All Home Strategic Plan and its goals of making homelessness rare, and if it occurs, brief and one-time only.

That the City of Shoreline will continue to implement policies that encourage and incentivize the development of affordable housing in the City of Shoreline, continue to review City policies and Codes that may create barriers for those experiencing homelessness and the development of housing for all members of the Shoreline community, and continue to support the City's human service partner agencies.

That the City Council of the City of Shoreline also calls on the Washington State Legislature and the United States Government to prioritize the funding of programs to help those experiencing homelessness and that will provide long-term solutions to address homelessness in King County as identified in the County's November 2nd emergency declaration.

ADOPTED BY THE CITY COUNCIL ON DECEMBER 14, 2014

Mayor Shari Winstead

ATTEST:

Jessica Simulcik Smith, City Clerk



STRATEGIC PLAN

acknowledgements

Governing Board

Dan Brettler *Car Toys Inc. (Co-Chair)*
Ed Murray *Mayor, City of Seattle (Co-Chair)*
Lydia Assefa-Dawson *Councilmember, City of Federal Way*
Dahkota Beckham *Consumer Advocate*
David Bley *Bill & Melinda Gates Foundation*
Bobbe Bridge *Former Judge, Center for Children & Youth Justice*

John Chelminiak *Councilmember, City of Bellevue*
Sally Clark *Councilmember, City of Seattle*
Jon Fine *United Way of King County*
Paul Killpatrick *Seattle Central College*
Doreen Marchione *Councilmember, City of Kirkland*
Kathy Lambert *Councilmember, King County*
Mike Lowry *Former Washington State Governor*
Nicole Macri *DESC, Seattle-King County Coalition on Homelessness*

Joseph McDermott *Councilmember, King County*
Blake Nordstrom *Nordstrom, Inc.*
Sheila Sebron *Consumer Advocate*
Lainey Sickinger *Renton Ecumenical Association of Churches*
J. Wesley Saint Clair *Judge, King County Superior Court*
Father Stephen Sundborg *Seattle University*

Consumer Advisory Council

Ariyetta
Daniel
Dahkota
Eddy
Latrice
Linda
Margaret
Nancy
Roger
Stacy

Dan Brettler *Governing Board*
Ed Murray *Governing Board*
Sue Sherbrooke *Interagency Council*
Adrienne Quinn *Interagency Council*
Meghan Altimore *Safe Harbors, Hopelink*
Sara Levin *Safe Harbors, Communications (for Chris Hynes)*

Marty Kooistra *Communications*
Stacy *Consumer Advisory*
Bill Hallerman *Data/Evaluation*
Catherine Lester *Data/Evaluation (for Traci Hilliard)*

Open seat *Sound Cities Association*

Interagency Council

Adrienne Quinn *King County/Community and Human Services (Co-Chair)*
Sue Sherbrooke *YWCA (Co-Chair)*
Jarvis Capucion *Occupy CEH*
Roger Conn *Consumer Advisory Council*
TJ Cosgrove *Public Health Seattle & King County*
Ceil Erickson *Seattle Foundation*
Brigitte Folz *Harborview Medical Center*
Anitra Freeman *Occupy CEH*
Kathy Gerard *Veterans Administration Puget Sound*
Nora Gibson *Full Life Care*
Melinda Giovengo *YouthCare*
Bill Hallerman *Catholic Housing Services*
William Hayes *King County/Adult and Juvenile Detention*
Mike Heinisch *Kent Youth and Family Services*
Jennifer Henning *Renton/Sound Cities Association*
Bill Hobson *DESC*
Michael Hursh *Auburn/Sound Cities Association*
Kiser *Seattle-King County Coalition on Homelessness*

Marty Kooistra *Housing Development Consortium of Seattle/King County*

Dinah Ladd *Seattle Public Schools*
Paul Lambros *Plymouth Housing Group*
Barbara Langdon *Lifewire*
Nancy Loverin *King County/ Employment Education*

Colleen Kelly *City of Redmond/Sound Cities Association*
Emily Leslie *City of Bellevue, Human Services*
Catherine Lester *City of Seattle, Human Services*
Sara Levin *United Way of King County*
Jeff Lilly *Union Gospel Mission*
Andrew Lofton *Seattle Housing Authority*
Gordon McHenry *Solid Ground*
Stephen Norman *King County Housing Authority*
Mark Okazaki *Neighborhood House*
Michael Ramos *Church Council of Greater Seattle*
Nancy Sherman *Consumer Advisory Council*
Alice Shobe *Building Changes*
Kathleen Southwick *Crisis Clinic*
Arthur Sullivan *ARCH*
Ken Taylor *Valley Cities Counseling & Consultation*
Jim Theofelis *Mockingbird Society*
Steve Walker *City of Seattle, Housing*

Thanks!

Contributions to this plan were made by more than 500 people, including All Home subcommittee members, Sound Cities Association, City of Seattle and King County staff, 2014 Annual Conference participants, 2015 Strategic Planning Session attendees, and those who commented via our website.

Photo credits: Front cover, family portrait courtesy of Dan Lamont and Seattle University's Project on Family Homelessness.

A special thank you is owed to [Point B](#) for their pro bono contributions.

All Home

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introduction

In 2005, our community formed All Home -formerly the Committee to End Homelessness in King County (CEH), creating a broad coalition of stakeholders to focus on addressing and eliminating homelessness in King County. Since the adoption of a [10-Year Plan to End Homelessness](#) (2005-2015) our community has succeeded in ending homelessness for almost 40,000 people.

Yet, in 2015, on a given day, nearly 10,000 people are experiencing homelessness in King County, and almost 40 percent are unsheltered. People are homeless on average for more than 100 days, and they return to homelessness after being housed nearly 20 percent of the time. Racial disparities are stark, with Native Americans seven times more likely to experience homelessness than Whites, and African Americans five times more likely.

Homelessness is a crisis in King County. Our neighbors who are without homes need housing. Many also need jobs. We are a compassionate, active community that hurts for those living outside and in unstable housing. While we can celebrate with those who have found housing stability over the past decade, we are recommitting to develop new partnerships and make a greater impact over the next four years.

All Home has taken a collective impact approach to ending homelessness in King County that aligns strategy and funding toward shared outcomes. Our ranks include residents, housed and unhoused, alongside the faith, business, government, philanthropic, and nonprofit sectors. We realized a long time ago that we need to work collectively, across sectors and across the entire County and region, to end homelessness.

To make homelessness brief and one-time, we need to provide people with what they need to gain housing stability quickly. This is the responsibility of funders of homeless housing and services, and nonprofit providers. Implementing more effective, efficient program models will allow us to serve more people.

Homelessness is solvable. While crises that impact housing stability will never be fully prevented, we can end that person's homelessness very quickly. Other cities and states are making significant progress, and we must continue to learn and adapt to new data and ideas.

To make greater strides locally, we must address the symptoms while also working with others at the local, state, and federal levels to address the causes. We must commit fully to using the most effective, proven approaches to support people experiencing homelessness to quickly gain housing stability and employment, prioritizing those who are most vulnerable. **We will need the support and commitment of local, state, and federal elected officials to ensure housing affordability and the availability of safety net services.** We save money and have a stronger community when people have a place to call home.

Finally, we must energize and activate residents, business, and the faith community. **This plan outlines strategies for a re-imagined continuum of services for people experiencing homelessness in King County and acknowledges that energized engagement needs to take place in both the board room and between neighbors for homelessness to be rare, brief, and one-time in our community.**

our vision and new plan

Our vision is that homelessness is rare in King County, racial disparities are eliminated, and if one becomes homeless, it is brief and only a one-time occurrence.

On July 1, 2015, All Home will launch a new four-year Community Strategic Plan, A Regional, Aligned, Community Plan to End the Experience of Homelessness among Residents of Seattle/King County to achieve this vision. The plan is a recommitment to our vision of ending homelessness, and to the steps needed to make this vision a reality.

What are Our Goals, Strategies and Outcomes?

The plan has three core goals, strategies to address them, and outcomes to measure progress:

Make Homelessness Rare

Advocacy and action to address the true causes of homelessness, **resulting in:**

- ➔ Fewer people unsheltered or temporarily housed
- ➔ More people housed and sheltered
- ➔ Reduced racial disparities among people experiencing homelessness
- ➔ Fewer people exiting institutions directly into homelessness
- ➔ Fewer low-income households spending >50% income for housing

Make Homelessness Brief and One-Time

Address crisis quickly, and align resources to meet the needs and strengths of people, **resulting in:**

- ➔ People experiencing fewer days homeless
- ➔ Fewer people losing housing stability once housed
- ➔ Increased income
- ➔ Reduced racial disparities among people experiencing homelessness

A Community to End Homelessness

Engage and activate the community, **resulting in:**

- ➔ Increased engagement of residents
- ➔ Increased leadership of business and faith leaders
- ➔ Effective and efficient governance and system infrastructure

(See Appendix A for additional information on local Performance Measures and Dashboards.)

How Much Progress Will Be Made?

Since 2005, we have become more sophisticated in our ability to measure progress and adapt practices based on data. As a community we have already set a goal of ten percent annual improvement for each outcome, and local funder contracts with providers include annual program targets that if met will help us achieve our system targets. We will refine these goals by year-end 2015 as we set implementation plans by population and utilize a new National Alliance to End Homelessness ([NAEH](#)) [System Wide Analytics and Projection](#) (SWAP) suite of tools that

model program and population changes to assist communities to project improvements to system outcomes.¹ The tools, utilizing local data, will provide us with information we can use to realign our funding and programming. The tools will be used to identify resource gaps, by program type and population, and set implementation plans to achieve our goals. (See Appendix B for more on Predictive Modeling.)

In advance of the release of these tools, All Home and [Point B](#) (providing pro bono services) used local data and national research to project the impact of realigning programming. We found that by increasing and targeting our investments to focus on diversion, rapid re-housing, and permanent supportive housing we will house more people—often with equal or better housing retention outcomes than our current system.

In addition, our goals are aligned with the U.S. Interagency Council on Homelessness [Opening Doors](#) plan², which set out the following objectives:

- End Veteran Homelessness by 2015: Our goal is for all Veterans to be housed or in shelter and on a pathway to housing (what USICH is calling “functionally zero” homeless). We believe we can achieve this goal, as we have permanent housing resources for about 900 of the 1096 Veterans who are homeless in King County.
- End Chronic Homelessness by 2017: Our goal is for all chronically homeless adults to be housed or in shelter and on a pathway to housing.³ This will require significant new investment in Permanent Supportive Housing, the evidence-based solution to chronic homelessness.
- End Youth/Young Adult Homelessness by 2020: Our goal is for all youth/young adults to be housed or in shelter and on a pathway to housing, and to rapidly house those who become newly homeless.
- End Family Homelessness by 2020: Our goal is for all homeless families to be housed or in shelter and on a pathway to housing, and to rapidly house those who become newly homeless.
- USICH and Opening Doors have not set a goal for ending Single Adult Homelessness. King County will set a target this year as part of our first ever single adult plan.

When Do We Begin? Now!

We’ve set ambitious 2015-2016 action steps, which are specified in this plan. Annual implementation plans will be developed, including setting targets for each strategy, and future meetings of our governance committee will be organized around these strategies. Lead partners will be accountable for updating the committee on progress, and the committee will provide oversight and make course corrections.

Implementation plans by subpopulation will be developed and continuously refined as new data emerges. These plans will be amendments to the Strategic Plan following adoption by the All Home governance committee:

- Veterans (existing plan runs through 2015; update in Quarter 1 2016)
- Youth/young adults (update completed June 2015)
- Families (existing plan runs through 2015; update to be completed in Quarter 1 2016)
- Single adults and chronically homeless (no current plan; plan completed by Quarter 4 2015)

¹ [Focus Strategies](#), under contract with NAEH, developed a suite of tools they call System Wide Analytics and Projection (SWAP). These tools will assist our community in using our local data to realign our funding and programming and project what policy changes will make the most impact.

² USICH released Opening Doors in 2010, and amended it in 2013. A second amendment was released in June 2015 and includes a new target for ending chronic homelessness in 2017 (from the previous target of 2015), due to lack of investment by the Federal Government in Permanent Supportive Housing (PSH).

³ HUD has defined **chronic homelessness** as an individual or family with a disabling condition who has been continuously **homeless** for a year or more or has had at least four episodes of homelessness in the past three years. <https://www.hudexchange.info/homelessness-assistance/resources-for-chronic-homelessness/>

What Principles Will Guide Us?

Our goals, strategies and outcomes provide us with a framework. Principles provide us with a foundation for our collective action over the coming four years. The following principles will guide us:

- Involve the full community, including those experiencing homelessness
- Promote equity and social justice in funding and program design to address regional and racial disparities
- Address a person's unique needs and strengths by prioritizing appropriate housing stability mechanisms
- Prioritize those whose health and safety are most vulnerable
- Move people into housing first, and employment fast, by progressive engagement in services
- Utilize data-driven assessment of needs and outcomes to drive policy and investments

How Did We Get Here? Community Engagement!

During the summer of 2014, we began the process of establishing a new vision and plan for making homelessness rare, brief and one-time in King County. The full community is needed to make this plan a success, and hundreds of King County residents engaged in the planning that resulted in this plan.

More than 500 individuals participated in planning, providing expertise, ideas, critical review, leadership, and vision over the course of nearly one year. Participation has included:

- All Home Governing Board, Consumer Advisory Council, Interagency Council (IAC), and IAC subcommittees and workgroups
- 2014 All Home Annual Meeting
- All Home Strategic Plan community feedback sessions and online public comment
- Local government council and committee hearings
- Regional homeless housing meetings/forums

The planning culminated in a strategic planning session in March 2015 among All Home Governing Board, Consumer Advisory Council, Interagency Council (IAC) members, and other community leaders.



Why Plan? It's Smart, and Required.

This plan is a community-wide strategic plan for addressing the crisis of homelessness in King County, Washington. All Home, and its inclusive, growing membership, will provide leadership for the implementation of the plan. The implementation of strategies must be tailored to the varied needs of people, including veterans, youth, families, single adults, and chronically homeless.

This plan fulfills Federal and State requirements that local jurisdictions receiving funding must have a community plan for addressing homelessness. All Home is the U.S Department of Housing and Urban Development (HUD) designated Continuum of Care for the Seattle/King County area, with the City of Seattle and King County providing fiduciary oversight.⁴ King County is the designated recipient of State Consolidated Homeless Grant funding from the Washington State Department of Commerce.⁵

The plan, and its implementation action plans, will guide the distribution of Federal and State funding sources that are specifically designated for addressing homelessness, including:

- U.S. Department of Housing and Urban Development Continuum of Care Program, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act
- Washington State Department of Commerce Consolidated Homeless Grant Program

Alignment of other funding sources will be sought to maximize the collective impact of the funding that is designated for addressing homelessness, including:

- Local government funding designated for addressing homelessness, including levies, general funds, and other locally guided sources and plans, including the Consolidated Plan
- Philanthropic and other private sector funding
- Faith based assets, including volunteers, physical units and funding
- Federal sources from participating U.S. Interagency Council on Homelessness departments, especially HUD, Health and Human Services, Veterans Affairs, and Labor
- Related systems funding, including behavioral and physical health, criminal justice, affordable housing, veterans, workforce development, and education

This plan also seeks to align with other system plans underway or being developed, including the City of Seattle's [Homeless Investment Analysis](#) and [Housing Affordability and Livability Agenda](#), King County's [Health and Human Services Transformation Plan](#) and [Youth Action Plan](#), and other related local and regional planning efforts.

⁴ HUD requires that each Continuum of Care develop a plan that coordinates implementation of a housing and service system, conducts a Point-in-Time count of homeless persons, analyzes needs and provides strategies to address gaps in housing and services, provides information required to complete the Consolidated Plan(s), and plans for and evaluates performance of Emergency Solutions Grant (ESG) recipients <https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>

⁵ Commerce required plans to run through 2015: <http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/default.aspx>

Whose Plan is this? Yours!

Funding is just a part of what makes a plan go. Leadership and on the ground action are needed to implement this plan. This plan was created by the community, for the community.

All Home itself has minimal authority to make change. For example, All Home does not control the resources of the City of Seattle, the City of North Bend, the Gates Foundation, or King County. It does not operate the shelters or provide job training. The success of All Home and this plan is dependent on the development of an engaged community, and building a belief that we are better off working together than in isolation.

To achieve our goals it will take all of us playing our roles:

- **Local Government:** 39 cities and King County government have shown a commitment to working toward collaborative solutions through All Home, the [Sound Cities Association](#) and other regional cooperation. This plan provides a roadmap for regional collaboration, provides each local government with opportunities for action, and outlines challenges to be addressed with local providers and residents. All Home will continue to partner with local government and provide support in local/regional initiatives.
- **Faith Community:** individual congregations and associations or initiatives such as [Church Council of Greater Seattle](#), [Interfaith Task Force on Homelessness](#), Seattle University's [Faith and Family Homelessness Initiative](#), and Renton Area Ecumenical Association of Churches ([REACH](#)) are demonstrating the impact the faith community can have through education, advocacy, grassroots organizing, and service delivery. This plan will not be successful without their efforts, and we must support them to grow their impact.
- **Philanthropy:** our local philanthropic community, including [United Way of King County](#), [Bill & Melinda Gates Foundation](#), [Building Changes](#), and [Raikes Foundation](#), among many others, has provided catalytic funding, infrastructure supports, awareness raising, leadership, and vision. This plan provides opportunity for their role to include community leadership in addition to investment.
- **Nonprofits:** large and small nonprofits provide direct services to people who are suffering from the experience of homelessness and include associations, such as [Seattle/King County Coalition on Homelessness](#), [Housing Development Consortium](#), and the [Washington Low Income Housing Alliance](#). This plan is reflective of their vision and experience, and provides opportunities for expanding programs and continuous learning.
- **Businesses:** led by Dan Brettler of Car Toys and Blake Nordstrom of Nordstrom, the business community has been a stalwart contributor to our efforts to end homelessness. This plan provides further opportunity for impact through the Business Leaders Task Force, units from landlords, and jobs from employers.
- **Residents**, including those housed and unhoused: people experiencing homelessness have been integral to our community's response to homelessness, through efforts such as All Home's [Consumer Advisory Council](#), [Youth Advocates Ending Homelessness](#), and [Occupy CEH](#). Residents are engaging in many ways, including in traditional ways such as volunteering and donating, and new ways such as the [Hack to End Homelessness](#), and [Homeless in Seattle](#). This plan envisions connecting our community more deeply together.
- **Health Care Systems:** Hospitals, community health centers, behavioral health centers, and public health centers are critical entry points for homeless individuals and families disconnected from any homeless system supports. Addressing urgent and chronic health care needs often provides a conduit to other essential support services reducing barriers/increasing opportunities for housing. Discharge coordination between health and other systems is critical to reducing recidivism.
- **All Home** itself will need to adapt to lead the implementation of this plan, including shifting governance and adapting staffing roles to support new strategies and direction. The plan sets a new structure for All Home, combining the Governing Board and Interagency Council into a single "Coordinating Board". Additionally, because the strategies outlined in this plan cannot succeed in isolation, All Home will also recognize and support local community efforts to end homelessness.

a decade of growing inequality: 2005-2015

In 2005, our community formed All Home -formerly the Committee to End Homelessness, and adopted a [10-Year Plan to End Homelessness](#) (2005-2015). These plans were promoted by the Federal Government and eventually required by Washington State. King County's plan focused on preventing homelessness, coordinating countywide, building political will, securing 9,500 units of housing, providing culturally competent services, and measuring progress.

The plan set an aspirational goal for the community. Then, as now, our community would not and will not accept that people are living outside unsheltered in a place of such beauty and prosperity. Over the past decade, the community responded with unprecedented partnerships and results. Nearly 40,000 people exited homelessness for stable housing, and 85 percent stabilized in that housing for at least two years. More than 5,700 units of housing were secured, and Seattle/King County now has the third most housing for the homeless in the nation. Innovative public/private partnerships were developed, including the [Campaign to End Chronic Homelessness](#), [Landlord Liaison Project](#), [Family Homelessness Initiative](#), and the [Homeless Youth and Young Adult Initiative](#). Funding has increased through state and local levies, businesses, faith communities, nonprofits, local governments, and people experiencing homelessness came together like never before to address the crisis of homelessness.

Though the Seattle/King County region boomed economically from 2005-2008, it then lost significant ground during the Great Recession. As of 2014, the region had [replaced all the jobs](#) lost in the recession and Seattle led the nation in [population growth](#) per capita. Yet, at the same time across the county, poverty increased, rising 80 percent in suburban areas, with most of that growth in South County.⁶ Between 2000 and 2011, [only five percent](#) of the 85,000 new King County households earned between \$35,000 and \$125,000. [Disparities](#) are stark, as 27 percent of Black households are living in poverty, compared to eight percent of White households.

Despite progress in [increasing wages](#), erosion in renter incomes coupled with a surge in demand for rental housing has pushed the number of households paying excessive shares of income for housing to record levels,⁷ and home sales and rental prices are on the rise. In Washington State, incomes for the lowest earning residents have not grown, but the poorest Washington residents pay more in taxes than the poor do anywhere else in the country⁸. As Seattle Mayor Ed Murray, co-chair of All Home's Governing Board, warned, "[Income inequality is real](#), and it's growing in Seattle."⁹

At the Federal Level, the recession, and later, [sequestration](#), significantly reduced funding for affordable housing and homeless programs during the past decade. In 2010, the U.S. Interagency Council on Homelessness developed a ten-year Federal plan called [Opening Doors](#), calls for ending Veteran homelessness by 2015, chronic homelessness by 2017, Youth/Young Adult and Family homelessness by 2020.¹⁰ The plan has sparked unprecedented interagency cooperation, and [increased funding](#) for homeless programs to support these goals. Nationally, communities are reporting declines in unsheltered homelessness. In addition, the [research base](#) has grown significantly over the past ten years meaning we as a field now know much more about what works for people with different needs and strengths.

⁶ Brookings Institute, <http://confrontingsuburbanpoverty.org/> and Seattle Times, <http://www.seattletimes.com/seattle-news/poverty-hits-home-in-local-suburbs-like-s-king-county/>

⁷ Harvard Joint Center for Housing Studies, <http://www.jchs.harvard.edu/americas-rental-housing>

⁸ Institute on Taxation and Economic Policy, <http://www.itep.org/whopays/states/washington.php>

⁹ Brookings Institute, <http://www.brookings.edu/research/reports2/2015/03/city-inequality-berube-holmes>.

¹⁰ U.S. Interagency Council on Homelessness, *Opening Doors*, http://usich.gov/opening_doors/.

our neighbors in crisis

The prevalence of [homelessness](#)¹¹ is measured in two primary ways by All Home and its partners, both of which are requirements for all HUD Continua of Care such as All Home:

- Homelessness Management Information System (HMIS), which collects data on the needs of consenting individuals seeking homeless services and measures their progress towards stable housing and other outcomes. All Home has designated the City of Seattle to administer HMIS, which is called [Safe Harbors](#).
- Point in Time Homeless Persons Count (PIT), which provide counts of sheltered and unsheltered people experiencing homelessness on a single night. All Home contracts with the Seattle-King County Coalition on Homelessness to conduct its PIT, called the [One Night Count](#), and All Home also conducts a specialized count of homeless youth and young adults called [Count Us In](#).

All Home measures its progress in ending homelessness by whether homelessness is rare, brief, and one-time. In addition, per this plan, All Home measures income progression and racial disparity.

How Many People Experience Homelessness?

Nationally, more than one million persons are served in HUD-supported emergency, transitional and permanent housing programs each year, and HUD estimates that the total number of persons who experience homelessness may be twice as high.

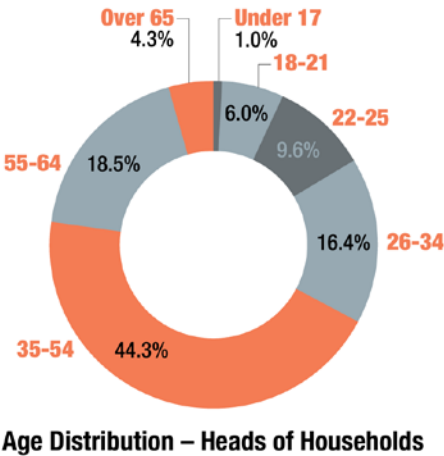
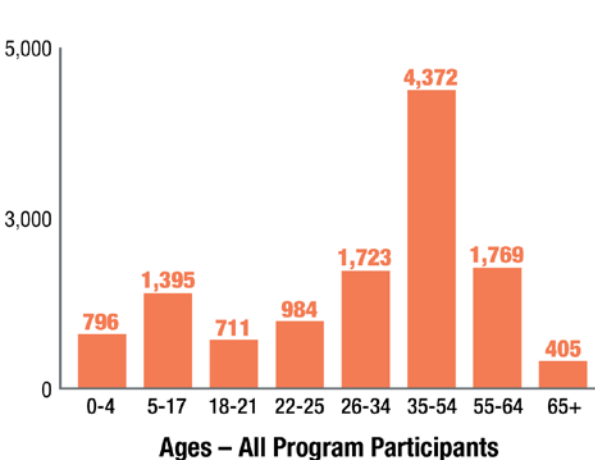
Local Point in Time Data: The [One Night Count](#) in King County tallied 3,772 people living unsheltered, on sidewalks, in cars, and tents on January 23, 2015. Another 6,275 people were in shelter or transitional housing and still considered homeless by HUD definition. [Count Us In](#) counted 134 unsheltered homeless youth/young adults, and a total of 824 unstably housed young people. Homelessness disproportionately affects King County's [non-white population](#).

Annual Data: [Safe Harbors](#) data shows 9,482 households utilized shelter and transitional housing in King County. Of these, approximately 50 percent were newly homeless (had not been served in our homelessness system in the past two years). As the charts on the following page illustrate, homelessness can affect anyone in our community, however, disparities exist, especially for people of color. (Source: 2014 Safe Harbors HMIS)

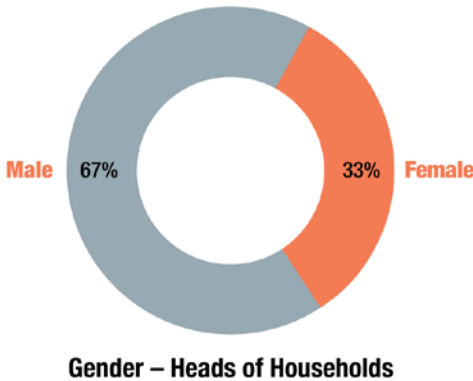
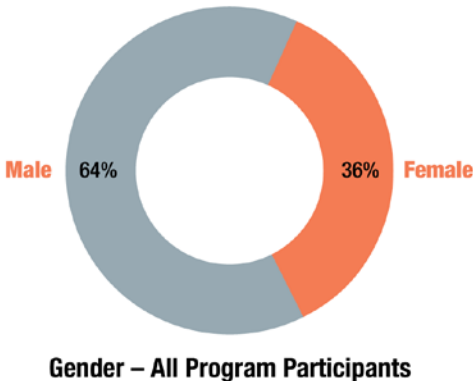
¹¹ There are four federally defined categories under which individuals and families may qualify as homeless: 1) literally homeless; 2) imminent risk of homelessness; 3) homeless under other Federal statutes; and 4) fleeing/attempting to flee domestic violence. Following HUD's guidance, All Home prioritizes those who are literally homeless.

Who's Homeless in King County

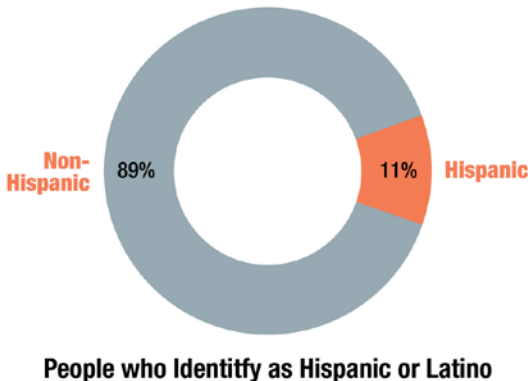
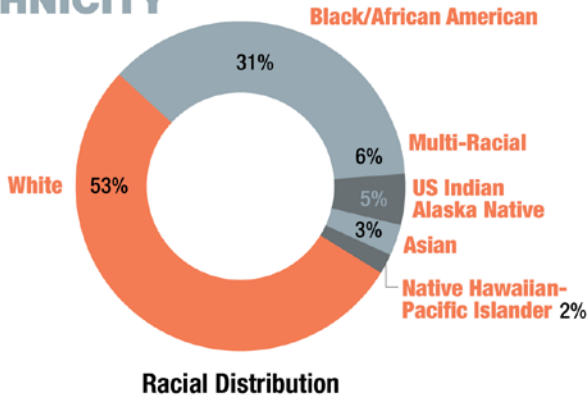
AGE



GENDER



RACE/ETHNICITY



Race and ethnicity treated as separate categories, per HUD regulations

(Source: 2014 HMIS data)

People experienced homelessness in every zip code in King County last year, and 87 percent were originally from King County and 97 percent from Washington State. (Source: 2013 HMIS data)

How Long are People Homeless?

Homelessness is *not brief enough* in King County: on average, in 2014, households experienced homelessness 100 days before finding permanent housing.

When homelessness is shortened, people are safer and more people can use limited resources. We have set a target of ten percent annual improvement in the length of episode of homelessness. The chart on the right shows the average length of stay in 2014 by intervention (days). (Source: 2014 HMIS data)

How Many People Are Getting Housed, and How Many Become Homeless Again?

In 2014, 2,071 households exited homelessness to permanent housing, an average of 173 per month.

However, too many people were homeless *more than one time*: about 18 percent of people who went from homeless to housed returned to homelessness within two years. (Source: 2014 HMIS data)

When homelessness is a one-time only occurrence, people can stabilize and public services such as shelter, emergency rooms, and jails are less frequently accessed. We have set a target of ten percent annual improvement to reach our goal of five percent returns to homelessness.

our resources to address the crisis

Housing Resources

Through collective action since 2005, All Home dramatically increased the available resources for those experiencing homelessness in King County. This includes 6,314 units of permanent housing with supports funded since 2004, for a total of 8,337 units of permanent housing with supports countywide. King County's Continuum of Care (CoC) housing stock ranks third in the nation. Our system includes emergency shelter, transitional housing, rapid re-housing, and permanent housing with supports.

Top 10 Cities: # of Housing Units Dedicated for the Homeless

1. New York
2. Los Angeles
3. **Seattle/King County**
4. District of Columbia
5. Chicago
6. Boston
7. Philadelphia
8. Phoenix/Mesa/Maricopa County
9. San Francisco
10. Miami / Dade County

(Sources: King County/Seattle 2015 HUD Housing Inventory Count Data & Ten Year Plan Production Report 2005- 2014)

Financial Resources

In 2014, approximately \$42 million was invested in crisis response strategies to stabilize people currently experiencing homelessness in King County. Another \$116.7 million went to sustain formerly homeless individuals in permanent housing, assuring they don't return to the streets after exiting homelessness. An additional \$20 million in auxiliary services such as healthcare, treatment services, food, and employment/education services were provided to households but are not directly tied to homeless housing or homeless case management programs. These same types of services are often provided within the context of shelters and permanent housing stabilization programs, and in those cases the funding is reflected within crisis response and housing stabilization supports. The four charts on the following pages show the 2014 investments in housing and services dedicated to people experiencing homelessness.

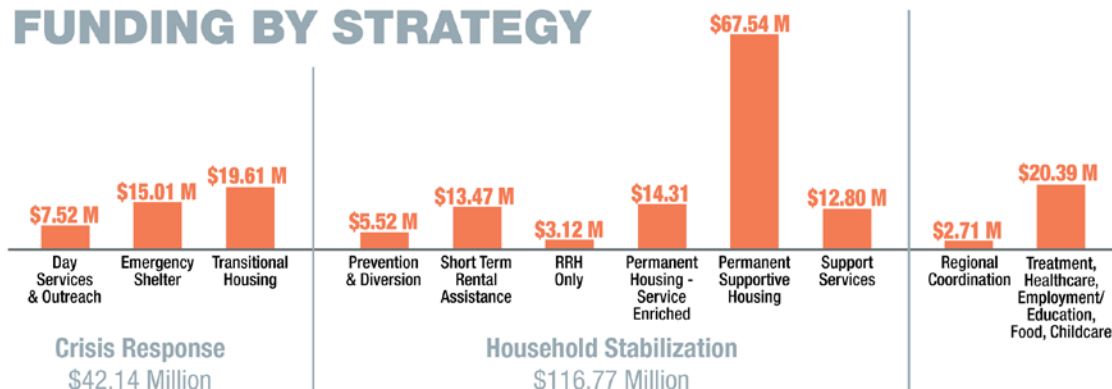
Information provided in this section is gained from the 'Systems Map', a bi-annual survey conducted in 2014 of local funding partners actively engaged in and leading All Home Initiatives. Investments reflect local, state and federal direct and pass through funds dedicated to homeless housing and services, and managed by these partners. Partners include: United Way of King County, Building Changes, King County and Seattle Housing Authorities, King County, City of Seattle and the Human Services Funding Collaborative¹² (an alliance of cities in King County), and direct funding from the US Department of Veterans Affairs and Housing and Urban Development. Other local governments also make funding commitments to address homelessness that are not reflected in this section.

In addition, a key component of our local efforts to end homelessness continues to be the strong commitment from our community partners, including congregations, businesses, and residents countywide. For example, many congregations provide volunteers, in-kind resources, land and buildings, in addition to broader advocacy and community efforts. We recognize this support is substantial; however, it is not represented in these charts.

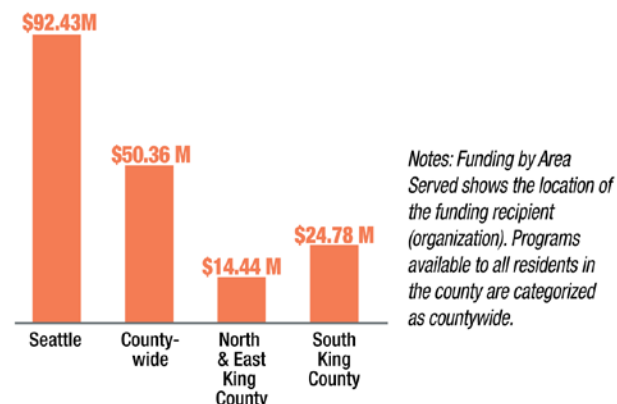
¹² The Human Services Funding Collaborative is an alliance of cities in East, North, and South King County. The participating cities include Auburn, Bellevue, Bothell, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila.

Homelessness Investments 2014

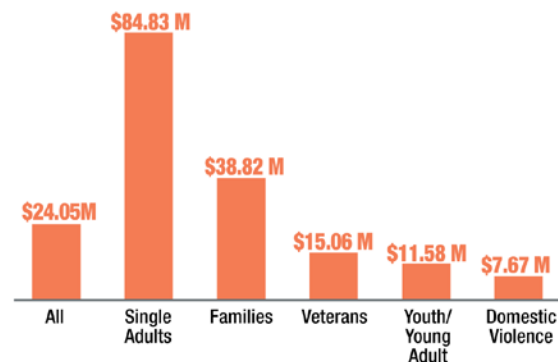
FUNDING BY STRATEGY



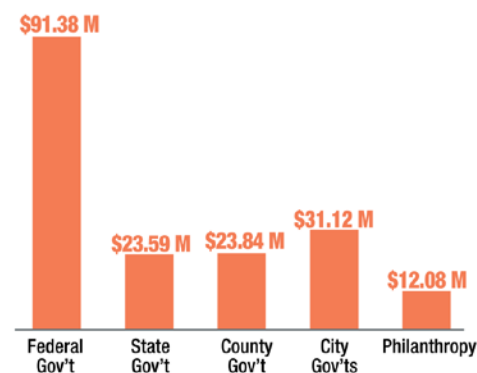
FUNDING BY AREA SERVED



FUNDING BY POPULATION



FUNDING BY SOURCE



Source	Funding (M)	Source	Funding (M)
Federal	91.38	County	23.84
CDBG + HOME	3.79	General Fund + Special Projects	3.01
Health & Human Services	5.68	HOF/Doc Recording Fees	8.13
McKinney/Homeless Housing	22.91	Veterans & Human Services Levy	9.37
Public Housing	53.28	MIDD	2.60
VA	5.73	Other	0.73
State	23.59	Local	31.12
CHG	2.78	Seattle General Fund	15.23
HEN	13.16	Seattle Housing Levy	12.10
Medicaid + Match	6.82	Human Services Funding	3.79
Other	0.82	Collaborative General Fund	

Notes: See previous page for details on the data source for this chart. The Human Services Funding Collaborative resources on this chart only include general funds.

Source	Funding (M)
Philanthropy	12.08
UWKC	9.16
Building Changes, Gates, Raikes, others	2.92

goals, strategies, and action steps

Make Homelessness

Make Homelessness

A Community to End Homelessness

The following strategies and action steps will guide the work of the All Home. Population-level implementation plans will further refine these strategies and action steps. These implementation plans will be amendments to this plan following adoption by the All Home governance committee over the course of the next several months.

Lead partners have been identified for 2015-2016 action steps. For those without a lead, no 2015-2016 action steps are included. For action on these items, lead partners must be identified. These strategies will be amended annually (for July-June) with action steps and reports on progress. Population-level work plans will also be updated annually in accordance with their adoption dates. Please refer to page six for additional information on the timing of the implementation plans by population.

Annual Work
Plans

goal 1: make homelessness rare

Making homelessness rare will require addressing the causes of homelessness, which are myriad and institutional. A 2013 national study found predictive factors for community rates of homelessness, including housing market, safety net, economy, demographics, and transience.¹³ The study found a 15 percent (metro areas) and 39 percent (nearby suburbs and rural areas) increase in homelessness per \$100 increase in median rent for the examined area. Seattle was the only large city where [rents jumped by more than \\$100](#) between 2010 and 2013. States with lower mental health expenditures were associated with higher rates of homelessness; in 2011, Washington ranked 47th in per capita psychiatric beds.¹⁴

Addressing and reducing homelessness will require **Federal and State action in addition to what we can control locally**. Seattle/King County has one of the largest stock of housing dedicated for people experiencing homelessness in the country. Meanwhile, the number of people living in poverty has grown, with sharp growth in poverty rates outside of Seattle.¹⁵

At the federal, state, and local levels, **increased affordable housing funding and policies are needed to support renters** who are experiencing homelessness to find and maintain housing. **Homeless prevention** strategies assist households in resolving a housing crisis that would otherwise lead to homelessness. In addition, targeting resources for those closest to homelessness has shown effectiveness. Medicaid, Temporary Aid to Needy Families (TANF), Food Stamps, SSI/SSDI, and behavioral health services are fundamental to housing stability for many, and connecting people to these services prevents homelessness and provides opportunities for others to get and stay housed.¹⁶

Housing stability is a common need among **individuals leaving jails, foster care, treatment programs and hospitals**, and refugees are at risk of homelessness upon termination of supports. Individuals with a history of incarceration were 7.6 times more likely to report experiencing adult homelessness.¹⁷ Alternative sentencing options and strategies that **stop the cycle of incarceration**, such as Therapeutic Courts (e.g. Drug Court, Mental Health Court, Family Treatment Court, etc.), [Familiar Faces](#), and Law Enforcement Assisted Diversion ([LEAD](#)), are promising local programs that address a significant cause of homelessness. People of color are also disproportionately represented in these systems. Each of our strategies must intentionally measure and direct action toward reducing these disparities.

how we'll know it worked

- ➔ Fewer people are unsheltered or temporarily housed
- ➔ Fewer people exit institutions directly to homelessness
- ➔ Racial disparities among people experiencing homelessness are reduced
- ➔ More people are housed and sheltered
- ➔ Fewer low-income households are spending more than half of their income for housing

¹³ Journal of Public Affairs, [New Perspectives on Community-Level Determinants of Homelessness](#)

¹⁴ Washington State Institute for Public Policy, [Inpatient Psychiatric Capacity in Washington State](#), 2011.

¹⁵ Brookings Institute, [Confronting Suburban Poverty in America: Seattle Times article and Brookings report](#).

¹⁶ U.S. Department of Housing and Urban Development, [Strategies for Improving Homeless People's Access to Mainstream Benefits and Services](#).

¹⁷ University of Pennsylvania, [Factors Associated with Adult Homelessness in Washington State](#), 2013.

strategy 1.1: advocate and align systems to prevent people from experiencing homelessness

- 1.1.A **Integrate prevention strategies in local homeless housing and service planning, and invest prevention resources in communities where the need and opportunity are greatest.** Success of prevention strategies requires targeting of resources to those most likely to become homeless. Strategies should test, evaluate, and refine targeting; have an explicit focus on addressing racial disparities; and target specific geographic areas.
- 1.1.B **Expand proven programs for connecting people exiting systems to housing.** Assure key systems (foster care, criminal justice, healthcare, mental health, refugee resettlement, other) incorporate discharge plans for housing within their support services. Share known best practices of proven discharge-planning models, advocate for necessary resources to incorporate or bring to scale discharge planning efforts, and test, learn and refine.
- 1.1.C **Collaborate with other mainstream systems including education, juvenile justice, foster care, and mental health** to address the urgent issue of YYA homelessness and prevent exits to homelessness for youth in care.
- 1.1.D **Advocate to the State for a stronger Interagency Council on Homelessness** commitment to preventing homelessness. Learn from states such as Utah, Minnesota, and Massachusetts that set state-level goals, and developed cross-system partners such as employment, criminal justice, physical and mental health, education, and entitlements. Set goals to increase access to cross-system services, reduce barriers to enrollment, and end related system exits to homelessness.
- 1.1.E **Assure availability of critical services frequently needed by** people with chronic disabilities and other vulnerable populations to enable them to live in stable community-based housing by advocating for funding and policies that reduce capacity barriers in other support systems. Provide professional development training to cross-system partners (criminal justice, behavioral health, healthcare, other) on best practices for serving people experiencing homelessness.
- 1.1.F **Advocate for secure sustainable funding to ensure sufficient, simplified access to behavioral health treatment** such as detox and outpatient psychiatric treatment and the integration of behavioral-physical health services. Support siting requests for new programs and services to assure regional distribution of housing and services.
- 1.1.G **Increase access to civil legal aid in situations where legal advocacy will prevent homelessness** (e.g. access to State and Federal benefit programs, SSI/SSDI, etc., foreclosure prevention, immigration, tenant representation, unemployment benefits, ABD, etc.).

2015-2016 action steps

- Continue the work of the Health and Human Services Transformation to make the shift from costly, crisis-oriented response to health and social problems to one that focuses on prevention, embraces recovery, and eliminates disparities. Specific initiatives include Familiar Faces, Communities of Opportunity, Physical/Behavioral Health Integration, and the proposed Best Starts for Kids levy. (Lead: King County; Quarter 4 2015)
- Organize efforts to support legislative action to strengthen State Interagency coordination. (Leads: USICH, All Home, other county leaders, State partners; 2016)
- Prevent homelessness among young people exiting foster care by applying for Youth At Risk of Homelessness implementation grant. (Lead; United Way of King County, Building Changes; Quarter 3 2015)

strategy 1.2: advocate and support partners to preserve existing and create more affordable housing for those making below 30% AMI

- 1.2.A **Advocate for Federal, State, and local policies and funding to increase and preserve low-income housing** for households earning below 30% Area Median Income (AMI).
- Restore and increase federal support for low income housing development and operations through funding programs and retaining/strengthening the low income housing tax credit program.
 - Restore and increase Section 8 appropriations to expand both rental assistance programs and housing developments that serve households below 30% AMI.
 - Increase resources for State Housing Trust Fund and Federal Housing Trust Fund, and advocate for housing for those below 30% AMI.
 - Actively support local funding proposals including Seattle and King County levy renewals.
 - Encourage the use of a range of tools, policy, and land use regulations to increase the development of new affordable housing. Preserve existing affordable housing and address issues of substandard housing.
 - Assure policies and development address need for family-sized units, regional distribution, housing quality, and preservation of existing affordable housing
 - Tailor strategies at the regional level to emphasize preservation of affordable housing stock where it now exists and creation of new affordable housing stock where it is scarce.
 - Increase private sector involvement in creating more affordable housing.
- 1.2.B **Increase access for people at risk of homelessness to existing affordable housing.**
- Increase resources for immigrants and refugees to mitigate the effects of restricted fund sources.
 - Ensure provision/coordination of services for those who need additional housing stabilization services.
 - Advocate for flexible policies to allow community and family supports in affordable and subsidized housing; ensuring need for services doesn't negatively impact eligibility.
 - Promote access to rental housing for those receiving housing vouchers. Strategies may include ordinances which bar landlords from discriminating against potential tenants who receive rental subsidies ("source of income discrimination ordinances").
 - Address policies for locally-funded rental assistance programs to ensure Housing Quality Standards do not create disincentives for Landlord participation.

2015-2016 action steps

- ➔ Establish and implement federal, state and local advocacy agenda to expand affordable housing. (Leads: WLIHA, HDC; 2015-2016)
- ➔ Pass the Seattle Housing Levy. (Lead: Seattle, HDC; 2016)
- ➔ Work with cities to encourage adoption and implementation of comprehensive plan Housing Element policies that support incentivizing new and preserving current affordable housing. (Lead: HDC; 2015-2016, ongoing)

strategy 1.3: expand evidence-based pre-adjudication and post-conviction sentencing alternatives that minimize involvement in the criminal justice system for people experiencing homelessness

- 1.3.A **Support the enhancement and expansion of pre-adjudication programs and sentencing alternatives** that help individuals avoid a criminal history while reducing criminal recidivism. Pre-adjudication programs, such as diversion courts and LEAD (Law Enforcement Assisted Diversion), and post-conviction sentencing alternatives can avoid incarceration, reduce recidivism, and reduce future homelessness by avoiding criminal convictions.

2015-2016 action steps

- ➔ Support efforts to secure sustainable funding for pre-adjudication programs and sentencing alternatives programs that help individuals avoid a criminal history while reducing recidivism. (Leads: King County, City of Seattle and local governments; 2015-16)
- ➔ Collaborate with Therapeutic Courts, Mainstream Courts, Familiar Faces, LEAD, and others partners, including partnerships identified and created under Strategy 2.2 to better integrate referrals and services among people experiencing homelessness. (Leads: King County, City of Seattle and local governments; 2015-16)

goal 2: make homelessness brief and one-time

To make homelessness brief and one-time, we must align funding and programs to support the strengths and address the needs of people experiencing homelessness. Shortening the length of time families and individuals are homeless reduces trauma and also creates capacity in our crisis response system for others in need. Ensuring that those we support to move to permanent housing do not become homeless again and return to our crisis response system also increases capacity of

crisis services to serve more individuals.

People will experience crises, and we must have resources available for them at these vulnerable times. This includes providing shelter, options for safe camping and parking, and coordination between law enforcement officers or other first responders and service providers. Local governments are responsible for ensuring public safety and public health, and maintaining public amenities for all residents, including those housed and homeless. Policies, practices, and ordinances that disproportionately impact people experiencing homelessness are costly and create barriers to [housing stability](#)¹⁸. For people surviving without shelter, these policies, practices, and ordinances may also exacerbate mental and physical health problems, create or increase criminal records, and result in the loss of key personal documents that make it even harder for people to exit homelessness. Approaches that foster collaboration between service providers and first responders, such as law enforcement, can do more to reduce homelessness.¹⁹

A well-functioning ‘system’ of providing housing and services to people experiencing homelessness is essential to making homelessness a brief and one-time occurrence. People who are homeless need homes and jobs. We need to better match people with the resources we have in our community, which includes at least \$160 million annually for programs for people experiencing homelessness (see page 13 for details on funding). We need to ensure we are delivering what people experiencing homelessness need in a cost-effective way. This enables our system to serve more people, while also ensuring people have companionship as they regain housing stability. The National Alliance to End Homelessness ([NAEH](#)) System Wide Analytics and Projections (SWAP) suite of tools will assist our community in using our local data to realign our funding and programming and to identify resource gaps, by program type and population.

Making large-scale changes to our system will require the entire funder and provider community to embrace an approach that focuses on safety, matching, immediate placement into permanent housing, and supporting stability through services and employment. Accurate information from people experiencing homelessness about their needs and satisfaction, regular analysis and continuous learning, capacity building, and a commitment to addressing regional and racial disparities are needed.

how we'll know it worked

- | | | | |
|---|---------------------------------------|---|---|
| ➔ | People experience fewer days homeless | ➔ | Incomes are increased |
| ➔ | Fewer people lose housing stability | ➔ | Racial disparities among people experiencing homelessness are reduced |

¹⁸ Seattle University School of Law's Homeless Rights Advocacy Project: <http://www.law.seattleu.edu/newsroom/2015-news/law-school-project-releases-briefs-critical-of-criminalizing-homelessness>

¹⁹ U.S. Interagency Council on Homelessness, *Searching Out Solutions*: http://usich.gov/resources/uploads/asset_library/RPT_SoS_March2012.pdf

strategy 2.1: address crisis as quickly as possible

- 2.1.A **Ensure sufficient shelter capacity**, including the preservation of existing shelter and increasing capacity to meet specific needs by population and region; including non-traditional shelter models that provide pathways to housing and interventions for long-term shelter stayers. Utilize National Alliance to End Homelessness tool to set system targets, which uses local data to make projections for system-level outcome improvements.
- 2.1.B **Increase support and community education for crisis response needs**, including interim survival mechanisms such as encampments, safe parking programs, and daytime/hygiene services that bring people out of the elements and create pathways to housing.
- 2.1.C Expand capacity to **divert people from shelter**, providing housing focused services prior to housing placement, including community-based strategies that provide (safe and appropriate) alternative options to shelter, creating a **“what will it take”** approach to get people on a **pathway into housing**.

2015-2016 action steps

- ➔ Expand shelter, interim survival mechanisms, and shelter diversion. (Leads: City of Seattle, King County, Building Changes, United Way, SKCCH, providers and sub-regional collaborations; 2015-2016)
- ➔ Implement McKinney bonus fund program for long-term shelter stayers. (Leads: All Home, City of Seattle; 2015-2016)

strategy 2.2: foster collaboration between first responders, service providers, and local communities to increase housing stability for those experiencing homelessness

- 2.2.A **Solicit information from local governments, including human services staff, law enforcement, and other first responders about existing partnerships with service providers and innovative approaches to assist those in need of housing**. Develop new, and boost existing, partnerships between behavioral health and social service providers, neighborhood associations, and local governments, including law enforcement and other first responders. Engage partners in proactive strategies that link individuals who are homeless with housing and services with the additional goal of reducing criminal justice system involvement. Ensure adequate resources are available for proactive and consistent outreach efforts.
- 2.2.B Provide support to local governments to undertake an **impact analysis of local policies, practices, and ordinances that disproportionately impact those experiencing homelessness**, and the costs and consequences to residents (housed and homeless). The review could also include identification of gaps in services and a cost/benefit analysis comparison of alternative approaches.

2015-2016 action steps

- ➔ Host a convening, and disseminate case studies on best practices for **collaboration between first responders and service providers** to increase housing stability for those experiencing homelessness. As a potential outcome of the convening, a toolkit for local neighborhoods may be created. (Leads: SCA, All Home; Quarter 4 2015)
- ➔ Pilot a voluntary **impact analysis of policies, practices, and ordinances in one to two communities**. Through this analysis, local governments will be able to identify policies, practices, and ordinances that create barriers for those experiencing homelessness and implement changes to support housing stability for all residents (housed and homeless) in their communities. (Lead: All Home: Quarter 1 2016)

strategy 2.3: assess, divert, prioritize, and match people with housing and supports

- 2.3.A Ensure there is a **coordinated assessment system that is equipped to assist in appropriately identifying and prioritizing candidates for the right housing** and services intervention by using a progressive engagement approach and diverting people from shelter where possible.
- 2.3.B Integrate into the coordinated assessment process a standardized employment readiness assessment that leads to **appropriate linkages with employment services**.
- 2.3.C Ensure admission criteria for homeless housing programs reflects **Housing First practices** (reducing criteria based on income, disability, treatment compliance, criminal histories, etc.) while ensuring agencies have the capacity to provide appropriate services for the target population.
- 2.3.D **Improve access to civil legal aid** to assist populations facing disproportionate levels of homelessness in King County in accessing state and federal benefit programs. Explore 'no cost' strategies that provide better integration of existing structures for improved coordination and elimination of silos that create structural barriers. Identify civil legal organizations in King County that can partner with homeless housing providers to deliver civil legal aid to people facing civil legal barriers to obtaining or maintaining access to housing.

2015-2016 action steps

- ➔ Implement all-population coordinated entry system using progressive engagement approach. (Lead: Multiple partners; ongoing improvements in 2015, full implementation by Quarter 2 2016)

strategy 2.4: right-size housing and supports to meet the needs of people experiencing homelessness

- 2.4.A Commit to **right-sizing our homeless housing stock and services** based on typology and needs throughout the system so we can house more people; utilize National Alliance to End Homelessness tool to assist in setting system targets.
- 2.4.B **Increase rapid re-housing** opportunities to enable people to locate housing and exit homelessness quickly.
- 2.4.C **Increase Permanent Supportive Housing (PSH)** for those who are chronically homeless:
- Sustain and increase availability throughout King County through new housing development and rental assistance models.
 - Optimize utilization (examples: prioritizing admission for those with the highest needs; enable residents to move to less or more service-intensive housing based on identified need).
 - Identify appropriate and sufficient services funding to ensure housing stability in PSH (e.g. mainstream sources such as Medicaid).
 - Plan with Seattle Housing Levy to increase PSH.
- 2.4.D **Convert transitional housing** stock to support rapid placement in permanent housing. Some limited transitional housing will remain to serve specialized populations that would benefit from the model.
- 2.4.E Increase the capacity of providers to implement **tailored services**; utilizing **progressive engagement** and **Housing First** practices that are flexible and responsive to the needs and priorities of individuals. Ensure support for culture shift for providers.
- 2.4.F Ensure **culturally appropriate, tailored, and responsive services** / relevant pathways out of homelessness. Ensure that the right amount of the appropriate services is available to maintain housing in a culturally appropriate way.
- 2.4.G Ensure homeless **housing stock and services are geographically located** to allow, whenever possible, for the need of individuals and families to be met in their own communities.

2015-2016 action steps

- ➔ Continue right-sizing, including family transition housing conversion underway and young adult typology analysis. Utilize NAEH modeling tool to assist in determining right-size of each housing model and resource gaps, including racial and geographic, to include in population implementation plans and establish future state targets. (Lead: Funders Group; analysis by Quarter 4 2015)

strategy 2.5: increase access to permanent housing

- 2.5.A **Increase access to private market housing opportunities by expanding coordinated, countywide, landlord outreach / engagement strategies to recruit private market rental partners.** Expand One Home landlord engagement campaign with additional incentives and marketing. Incentivize the reduction of screening criteria that screens out prospective tenants with evictions, poor credit, and/or criminal histories.
- 2.5.B **Increase access to housing opportunities by expanding permanent housing options** that may be less expensive, such as shared housing, host homes, boarding houses, and SROs.
- 2.5.C **Increase availability of subsidized low income housing** that is set-aside for people experiencing homelessness.
- 2.5.D **Increase access to subsidized low income housing** that is not set-aside for people experiencing homelessness; examples include decreasing tenant screening barriers and implementing homeless preference in low income federally subsidized housing.

2015-2016 action steps

- ➔ Expand One Home landlord engagement campaign with additional incentives and marketing. (Leads: All Home, Zillow, United Way; Quarter 4 2015, ongoing)

strategy 2.6: create employment and education opportunities to support stability

- 2.6.A **Recruit more businesses to train and hire people who have experienced homelessness** to increase capacity to assist people in accessing employment and increasing income.
- 2.6.B **Increase access to employment programs through employment navigation services**, which support people experiencing homelessness (including youth and young adults) to increase and sustain income through employment.
- 2.6.C **Integrate financial empowerment strategies into housing services** to improve financial stability (e.g. money-management advice and coaching).
- 2.6.D **Increase access to appropriate services to gain and sustain employment and education opportunities**, such as childcare (or financial assistance for childcare).
- 2.6.E **Formalize cross-system agreements to improve access to employment and education programs, and outcomes of people experiencing homelessness** by developing State and local level memorandum of agreement, and include agreements regarding leadership, staff training, goals and outcomes.
- 2.6.F **Improve data collection on the employment and education needs and outcomes** of people experiencing homelessness.

2015-2016 action steps

- ➔ Integrate employment and education program access into coordinated entry (Leads: All Home, Workforce Development Council, City of Seattle, United Way, Building Changes, provider partners; 2015-2016)

goal 3: a community to end homelessness

It will take the entire Community to End Homelessness. All partners must be aligned if we are to meet the goals of this plan, and a new level of engagement and accountability among all sectors is needed.

Awareness and engagement of residents of King County will support our goals of making homelessness rare, brief, and one-time in King County. Efforts like the [Rethink Homelessness](#), [Invisible People](#), and locally, [Facing Homelessness](#), [Firesteel](#), and Seattle University's [Project on Family Homelessness](#) are effective at changing perception and sparking action by individuals. Connecting housed residents with those experiencing homelessness, through crowdfunding and companionship, is a promising approach to activating our community to advocate for systemic change while making a difference in real person's lives immediately. Building community among the partners working to end homelessness, and celebration is key to weaving together this community of committed champions.

Instead of asking business leaders to attend meetings and provide input, we need to maximize their contributions by providing concrete opportunities to support the goals of this plan, including job creation, housing access, and state and local policy changes. Communities, such as [Los Angeles](#), that have strong **business community partnership** in efforts to end homelessness are providing leadership opportunities for business partners.

For decades, a strong component of our community efforts to end homelessness has been the **strong commitment of congregations** countywide. Multiple organizations have organized and supported congregations. Many congregations have provided land and buildings, led local and state advocacy, increased community awareness, and provided jobs and housing. These efforts need ongoing support to expand and allow for more congregations to contribute.

We have learned that effective collaboration is an ongoing process that never truly ends. Accomplishing community-level outcomes, such as ending homelessness, requires a **strong infrastructure and shared accountability**. Our current charter and governance structure is overly complicated, and decision-making has become diffused among too many committees. Community-based governance equipped with decision-making authority will provide oversight and leadership for the implementation the plan.

Adoption of this plan enacts a process to establish a **new governance structure** for All Home. The Governing Board and Interagency Council will be consolidated into a single "Coordinating Board". Membership will be representative of our county and people who are experiencing homelessness. Formal agreements must be reached among partners to ensure accountability and results. The voluntary adoption of a memorandum of agreement among participating funding partners will also establish funding alignment and commitment to achieving community-level outcomes. The memorandum will define roles of authority, establish system infrastructure staffing responsibilities, and provide clarity of commitment among partners to achieving the goals of the plan. Additionally, to successfully implement this plan, infrastructure, including staffing, capacity building for providers, database management, evaluation, and advocacy, are necessities.

how we'll know it worked

- ➔ Increased engagement of residents
- ➔ Increased leadership of business and faith leaders
- ➔ Effective and efficient governance and system infrastructure

strategy 3.1: engage residents, housed and homeless, to take community action

- 3.1.A **Launch an ongoing community-wide public awareness and engagement campaign** to provide opportunities for action and compassion among all residents, housed and homeless. Create opportunities for action through advocacy, volunteerism, donations, and more. Develop multiple forms of media and hold regular community forums. Connect housed residents with those experiencing homelessness, through crowdfunding and companionship. Find ways to link individual stories that agencies are producing already, and take advantage of affordable housing forums, neighborhood organizations, candidates forums, and other existing venues.
- 3.1.B **Create a business leaders task force** to establish goals and strategies for the business community to support the strategic plan. Areas of focus for the task force could include fundraising, advocacy, job creation, and housing access.
- 3.1.C **Increase visibility and expand efforts of successful initiatives that engage faith** institutions and individual congregants, particular focus could include advocacy, recruitment of landlords, and hosting of day centers, meals, shelter, and encampments.

2015-2016 action steps

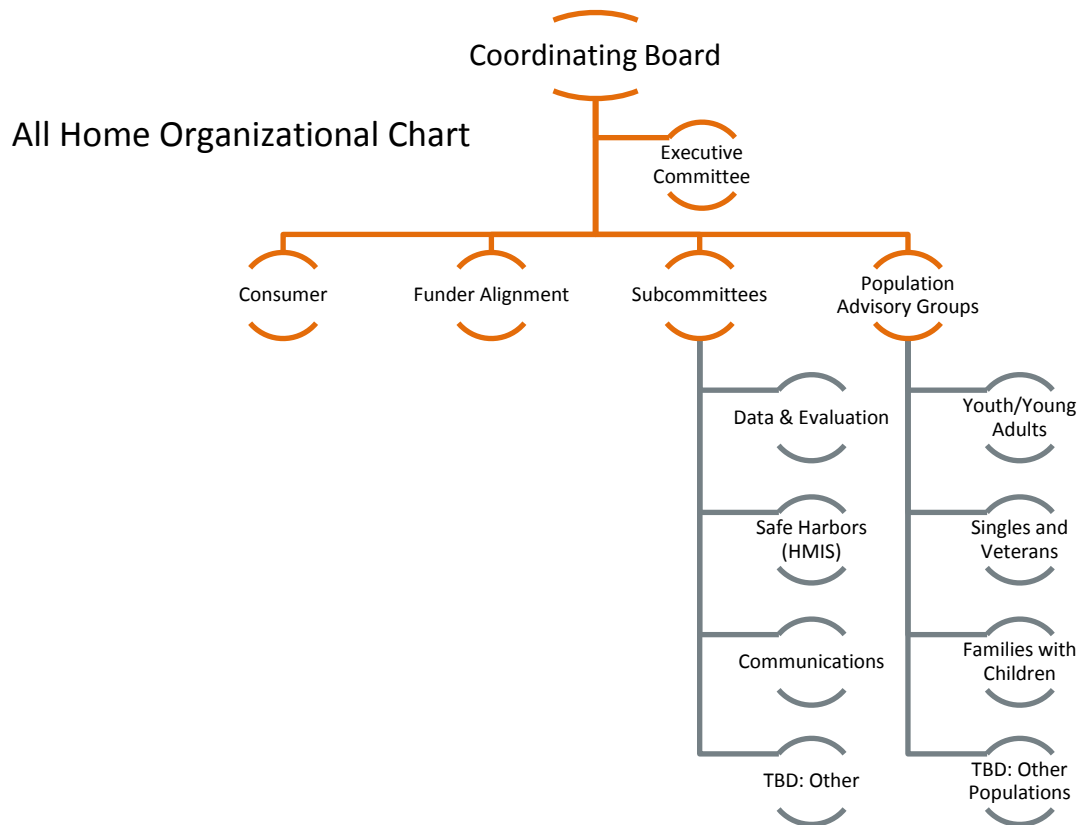
- Launch an ongoing community-wide public awareness and engagement campaign to provide opportunities for action and compassion among all residents, housed and homeless. (Leads: All Home with communications partners; Quarter 4 2015)
- Create a business leaders task force to establish goals and strategies for the business community. (Lead: UWKC; Quarter 4 2015)
- Increase visibility and expand efforts of successful initiatives that engage faith institutions and individual congregants; consider convenings where faith leaders can work with All Home on how they might more cooperatively and effectively undertake various initiatives on homelessness and housing. (Lead: Seattle University; Quarter 4 2015)

strategy 3.2: provide effective and accountable community leadership

- 3.2.A **Establish a single “Coordinating Board”**, consolidating the existing Governing Board and Interagency Council. The role of this body will be:
- Providing oversight and leadership for the implementation of this plan
 - Organizing to provide for a system of housing and services to address the needs of people experiencing homelessness in King County
 - Ensuring accountability for results
- 3.2.B **Engage local governments, philanthropic organizations, and community partners** in the development and voluntary adoption of a Memorandum of Agreement to assist in implementing this plan including voluntary alignment of funding and commitment for community-level outcomes. The MOA shall define roles, establish system infrastructure and staffing responsibilities, and clarify commitments towards achieving the goals of this plan.
- 3.2.C **Build community among partners by recognizing successes** through social media, blogs, reports, regular convenings, and an annual All Home meeting.

2015-2016 action steps

- ➔ Establish new governance structure (see All Home Organizational Chart below) through the adoption of a revised All Home [Charter](#). The existing All Home Executive Committee (see beginning of plan for member names) will serve as the transition committee. Applications for membership to the new “Coordinating Board” will be open to the public. (Lead: All Home Coordinating Board; Quarter 3 2015)
- ➔ Develop MOA among funding partners. The MOA shall define roles, establish system infrastructure and staffing responsibilities, and clarify commitments towards achieving the goals of this plan. (Lead: All Home Coordinating Board/Executive Committee; Quarter 4 2015)



Appendix A: Performance Measures and Dashboards

King County has been actively pursuing system-wide measurement in full alignment with the HEARTH Act. The HEARTH selection criteria are an elegant and powerful set of key indicators that focus on ending homelessness.

Data and Evaluation Workgroup

Several years ago, All Home tasked the Data and Evaluation Workgroup to coordinate the data and evaluation work being done system-wide, and to catalogue and communicate data via regular communication with the public and All Home governance structure.

The Data and Evaluation workgroup is responsible for systems-level performance measurement, for example, but not limited to:

- Report on the HEARTH performance measures (including system-wide annual dashboard; see page 28).
- Report on performance by population, program type, and program-level performance.
- Recommend performance targets consistent with the Strategic Plan and system vision for each program type and subpopulation. (See 2015 contract targets on page 29.)
- ➡ Monitor programs receiving HEARTH funding; track performance, evaluate outcomes, and recommend actions to improve performance of or reduce funding for poor performers.

Reporting Progress-Strategic Plan Action Steps

The Coordinating Board will receive regular progress reports on the status of each Action Steps and future, the identified “Leads” will be responsible for this reporting process. This may include a standardized performance management tracking tool that indicates key work items, milestones, progress to date, etc. Below is a sample format²⁰.

SAMPLE

Annual Report

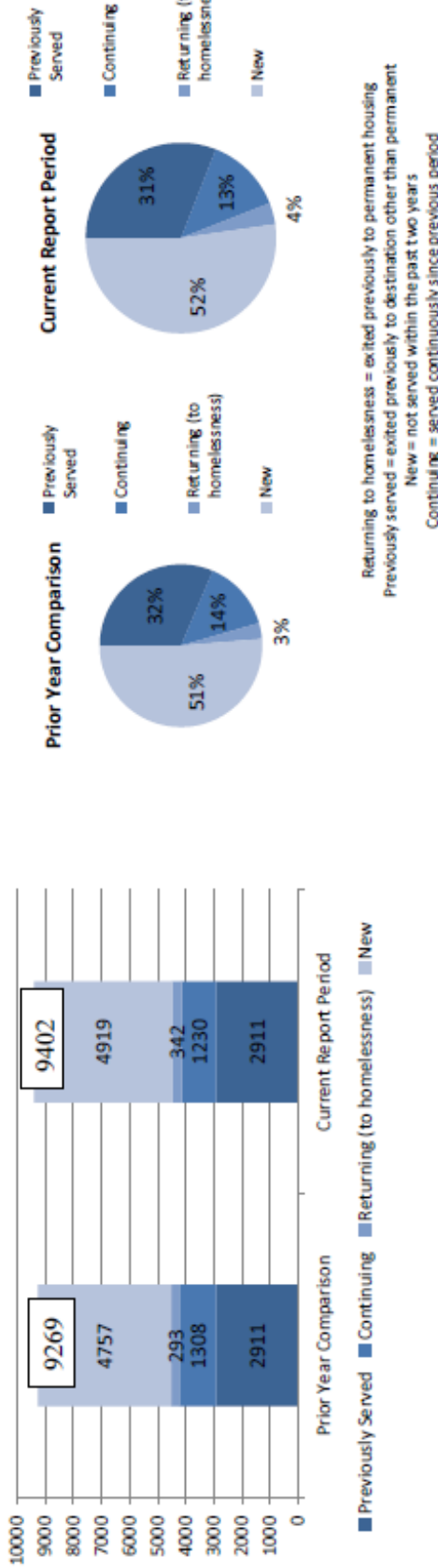
All Home will produce an Annual Report that will be shared at the CoC Annual Conference. The goal of the Annual Report is to provide an overview of the our community’s strategic approach and the results of the previous year in making homelessness rare, brief and one-time.

²⁰ USICH Council Performance Management Plan Tracking Worksheet 2014.

HEARTH Performance Measures for Ending Homelessness in King County January 2014 – December 2014

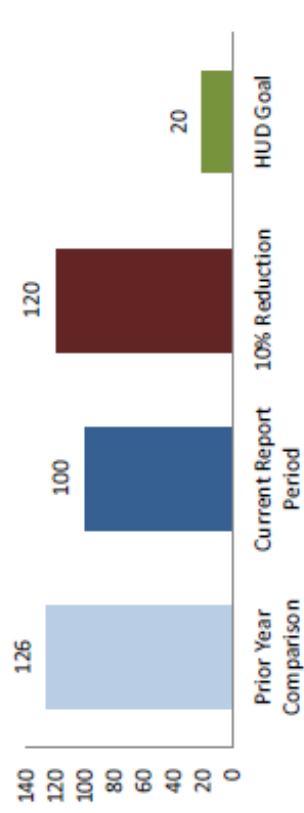
System Measures: HEARTH measures consider the homeless system as a whole, including emergency shelter (ES) and transitional housing (TH) across all populations

"RARE": Number and Proportion of Households Served in Emergency Shelter and Transitional Housing



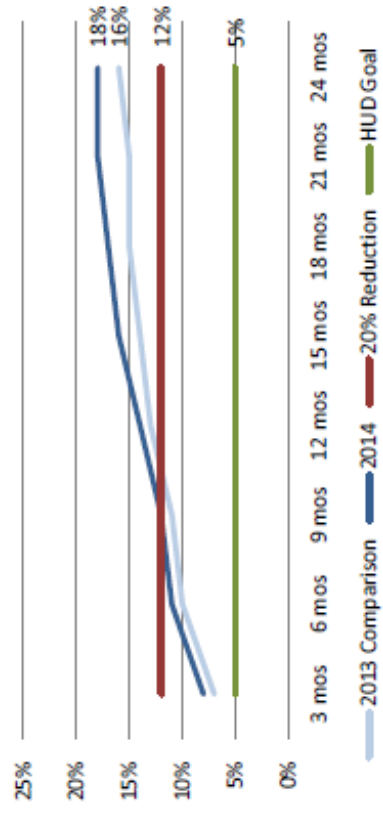
One Night Count In January 2015, more than 3,772 individuals were living outside and another 6,275 individuals were in shelters or transitional housing, per the One Night Count conducted by the Seattle/King County Coalition for the Homeless.

"BRIEF": Average Days in Emergency Shelter & Transitional Housing



1435 households exited to permanent housing between 1/2014 and 12/2014 (compare to 1419 for one year period 1/2013 to 12/2013)

"ONE-TIME": Cumulative Returns to Homelessness after Exiting to Permanent Housing



Note: Charts reflect identified data only.

CEH System Performance Measures – DRAFT 2015 Contract Targets

IAC approved crisis response system targets September 2014, confirmed by population initiatives and Data & Evaluation Workgroup.

For IAC Approval at November 2014 meeting; targets discussed and presented at September 2014 IAC meeting and vetted by Data & Evaluation Workgroup, to be vetted by population initiatives at October meetings.

	System-Wide Goal	Emergency Shelter	Transitional Housing	Safe Haven	PH: Rapid Rehousing	PH: Permanent Supportive Housing	PH – Housing Only	PH – Housing with Services	Street Outreach	Services Only	Prevention
Number of Homeless Persons: Annual & Point in Time	Decrease overall number of sheltered & unsheltered										
Number of Persons Who Become Homeless for the First Time											
Exits to Permanent Housing	Increase exits to permanent housing	YA 10%; Y 33% Singles overnight 5% Singles case managed 20% Families 33%	YYA 64% Singles 70% Families 80%		80%				Success = exits to PH, some institutional destinations & temporary destinations (not PNMHH)		90%
Exit to or Retention of Permanent Housing	Increase retention and exits to PH					92%					
Length of Time Persons Remain Homeless	Decrease to 20 days on average	YYA 20 days Singles 37 days Families 100 days	YYA 275 days Singles 325 days Families 390 days								
Returns to Homelessness (at 6, 12 & 24 months)	Decrease to 5% within 24 months	YYA 30% Singles 15% Families 5%	YYA 15% Singles 7% Families 7%		10%	10%					7%
Employment and Income Growth for Homeless Persons	Increase employment and non-employment cash income										
Process/Efficiency Measures											
Occupancy											
Data Quality											

LEGEND: Yellow highlighting = Measures that are the focus of performance targets for 2015 contracts – exits to permanent housing, length of stay and returns to homelessness.

Grey boxes = No HUD system performance measure set in new HUD guidance released July 2014.

White boxes = HUD system performance measures required for this type of program, if blank, system target not set by our local community.

Appendix B: Predictive Modeling

In the last several years, national leaders in data and evaluation have developed analytics and projection tools designed to use local data to inform system planning and change efforts. These data-driven tools are assisting communities in creating a very detailed vision of a homelessness system that works by providing a roadmap that identifies changes that will help reduce homelessness the most.

System-Wide Analytics and Projection (SWAP) Suite of Tools is a joint project of [Focus Strategies](#) and the [National Alliance to End Homelessness](#) (NAEH)²¹. SWAP is designed to enable communities to use local data to understand what their current system is accomplishing, and model what happens when system and program changes are made. The SWAP tools can be used to inform system planning and system change efforts to reduce homelessness over a period of up to five years.

SWAP uses concepts found in earlier predictive modeling tools but adds in a number of additional features to make it more powerful for specific system planning purposes. The SWAP analyzes system performance at a program-by-program level and allows communities to model the results of changes to individual programs or groups of programs. These can include such strategies as re-allocation of funding from transitional to rapid re-housing, serving more literally homeless people in existing programs, or increasing the rate of exit to permanent housing. The SWAP will also model the impact of creating new programs through new investments.

One of the most powerful outputs of the SWAP is an estimate of how the size of a community's homeless population will change over a five-year period as a result of the programmatic and investment changes being modelled. Communities can use this tool to assess the impact of policy changes they may be considering or to see how changes already implemented could pay out. The SWAP allows communities to compare the pros and cons of different approaches and can help leaders and policy makers choose a strategic direction that will have the greatest impact on reducing homelessness. For example, the tools allow users to adjust and model elements of homeless systems including:

- System elements: population size, new entries into homelessness, investment and capacity changes, program performance
- Strategy foci: shifting investments, diversion, increasing utilization, reducing length of stay, increasing exits to permanent housing, reducing returns

Things to know about the system performance predictor tool:

- ➔ Very powerful tool to drive systems change conversations
- ➔ It relies on base year calculator data (local HMIS data)

What we'll get:

- ➔ User-friendly and transparent systems modeling
- ➔ Ability to quickly model many different scenarios

²¹ [Focus Strategies](#), in collaboration with NAEH, developed a suite of tools they call System Wide Analytics and Projection (SWAP) Tools. <http://focusstrategies.net/swap/>

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Resolution No. 380 Amending the Council Rules of Procedure Relating to Public Comment
DEPARTMENT:	City Manager's Office
PRESENTED BY:	John Norris, Assistant City Manager
ACTION:	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

As per Council Rule of Procedure 3.2.D, the Mayor may place an item on the Council agenda for Council consideration. Pursuant to this rule, the Mayor requested that the Council consider proposed Resolution No. 380, which would amend the Council's Rules of Procedure relating to public comment, on tonight's agenda.

Proposed Resolution No. 380 (Attachment A) would amend the Council Rules of Procedure by eliminating rules in Section 6 of the Council Rules of Procedure related to public comment time for those commenters representing the official position of a State registered non-profit organization or agency or a City-recognized organization. The Resolution would also amend the Rules of Procedure by allowing for more people from the same organization to provide public comment on the official position of the organization; an action which is currently not allowed. If these amendments are adopted by the City Council all commenters will have equal time to address the Council, three minutes, regardless of their affiliation or representation of a specific type of organization.

As proposed Resolution No. 380 is an Action Item that is before the Council for the first time and proposed for adoption tonight, Council Rule of Procedure No. 6.1.B states that the Council should take public comment for this item following the staff report but before Council review so that the public has the benefit of hearing the information presented to Council on this topic. This is reflected on tonight's agenda.

RESOURCE/FINANCIAL IMPACT:

There are no resources or financial impacts in amending the Council Rules of Procedure.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 380.

Approved by: City Manager **DT** City Attorney **MK**

BACKGROUND

The City Council's Rules of Procedure were initially adopted by Council Resolution No. 183 on February 11, 2002, and have been amended multiple times, most recently in 2014 (Resolution No. 344). In order to amend the Council Rules of Procedure, the Council adopts a Resolution that outlines the proposed rule changes.

In February of this year, the Council held their annual goal setting workshop, which included a discussion regarding public comment for organizations. Specifically, Council Rule of Procedure No. 6.1 states (**bold** added for emphasis):

*Members of the public may address the City Council at the beginning of any Business Meeting under "Public Comment." During the "Public Comment" portion of the meeting, individuals may speak to agenda items or any other topic except those scheduled for a public hearing. Individuals may speak for three minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two minutes. **When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given five minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation.** The total public comment period under Agenda Item 5 (Public Comment) will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers. During election season, which starts when a candidate officially files their candidacy with the State or a county election office and runs through the election, no person may use public comment to promote or oppose any candidate for public office.*

This component of Council Rule 6.1 was added to the Council Rules of Procedure on June 5, 2006 under Resolution No. 244. This resolution significantly amended the Council Rules, including major amendments to Section 6 – Public Testimony.

At the February 2015 Council Workshop, Council discussed amending their rules to address the section of the Rule 6.1 related to public comment time for those commenters representing the official position of a State registered non-profit organization or agency or a City-recognized organization. Council discussed three options for amending this rule:

- Eliminate the five minute organizational public comment rule altogether,
- Increase public comment time to five minutes (from the current three minutes) for all commenters, and

- Allow all groups to have five minutes of public comment time, not just State registered non-profit organizations or agencies or a City-recognized organizations.

At the conclusion of the February workshop, Council decided to not move forward with a change to the Council Rules of Procedure at that time, but potentially revisit this amendment in the future.

DISCUSSION

As per Council Rule of Procedure 3.2.D, the Mayor may place an item on the Council agenda for Council consideration. Pursuant to this rule, the Mayor requested that the Council consider proposed Resolution No. 380, which would amend the Council's Rules of Procedure relating to public comment, on tonight's agenda. Proposed Resolution No. 380 would amend the Council Rules of Procedure by eliminating the rule that states that speakers will be allowed five minutes to provide public comment if representing the official position of a State registered non-profit organization or agency or a City-recognized organization. The Resolution would also amend the Rules of Procedure by allowing for more people from the same organization to provide public comment on the official position of the organization; an action which is currently not allowed.

This proposed amendment provides equity for all commenters providing public comment to the City Council, as everyone would now be allotted the same three minutes to provide verbal comment at Council meetings, regardless of whether the individual is representing the official position of a group or representing their own thoughts. Providing this equity is recommended by the City Attorney. In addition, as noted above, this proposed amendment also expands the opportunity for more public comment, as the restriction on members of the same organization providing the official position of the organization to the Council during public comment would be lifted.

Proposed Amendments

The rule that allows for five minutes of public comment for commenters representing the official position of a State registered non-profit organization or agency or a City-recognized organization is found in three places in the Council Rules – Rule 6.1.A, 6.1.B, and 6.7.A (Exhibit A to Attachment A). For consistency, staff is recommending that all three instances of this rule be eliminated from the Rules of Procedure.

Proposed Resolution No. 380 also proposes to remove Rule 6.7.C in its entirety. This rule, which relates to public comment specifically during a Public Hearing, states:

The Clerk shall be the timekeeper. Representatives of a group or organization who have not registered with the City or State prior to a meeting may request the additional two minutes if they provide the names of their board members, mission of the organization, and the action which authorizes them to speak for the organization.

The first sentence of this Rule is proposed to be moved to Rule 6.8, as the Clerk is the timekeeper for all public testimony, not just public testimony during a Public Hearing, and therefore it makes more sense for this rule to be applicable to the entire Public Testimony Section (Section 6), and not just the Subsection related to Public Hearings (Section 6.7). The second sentence is only applicable to Public Hearings if there is a rule that allows for five minutes of public comment for commenters representing the official position of a State registered non-profit organization or agency or a City-recognized organization, as this rule allows for organizations that have not met this criteria to request the additional two minutes if other criteria are met (they provide names of board members, organizational mission and the action that authorized them to speak for the organization) . However, if there is no underlying rule that allows for five minutes of public comment time, this rule becomes moot and should be removed. Finally, there are also a few “clean-up” amendments to the Rules that are proposed in Resolution No. 380.

As proposed Resolution No. 380 is an Action Item that is before the Council for the first time and proposed for adoption tonight, Council Rule of Procedure No. 6.1.B states that the Council should take public comment for this item following the staff report but before Council review so that the public has the benefit of hearing the information presented to Council on this topic. This is reflected on tonight’s agenda.

RESOURCE/FINANCIAL IMPACT

There are no resources or financial impacts in amending the Council Rules of Procedure.

RECOMMENDATION

Staff recommends that Council adopt proposed Resolution No. 380.

ATTACHMENTS:

Attachment A: Proposed Resolution No. 380

Exhibit A: Amended Council Rules of Procedure

RESOLUTION NO. 380

**A RESOLUTION OF THE CITY OF SHORELINE,
WASHINGTON, AMENDING COUNCIL RULES OF
PROCEDURE RELATING TO PUBLIC COMMENT**

WHEREAS, Chapter 35A.12.120 RCW gives the City Council of each code city the power to set rules for conducting its business within the provisions of Title 35A RCW; and

WHEREAS, the City Council has amended its rules of procedure multiple times, most recently on May 5, 2014 by Council Resolution No. 344; and

WHEREAS, the City Council has reviewed its rules of procedure and wishes to amend a provision of the rules; and

WHEREAS, the amendment the City Council seeks to make pertains to public testimony; and

WHEREAS, the City Council wishes to make these changes effective immediately; now therefore

**THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON
HEREBY RESOLVES:**

Section 1. Amendments. The Council Rules of Procedure are amended as set forth in Exhibit A attached hereto.

PASSED BY THE CITY COUNCIL ON DECEMBER 14, 2015

Shari Winstead, Mayor

ATTEST:

Jessica Simulcik Smith
City Clerk

**RULES OF PROCEDURE
Resolution No. 183**

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SECTION 10. SUSPENSION AND AMENDMENT OF RULES

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Section 1. Authority.

- 1.1 These rules constitute the official rules of procedure for the Shoreline City Council. In all decisions arising from points of order, the Council shall be governed by the current edition of Robert's Rules of Order," a copy of which is maintained in the office of the Shoreline City Clerk.
- 1.2 These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these rules result in invalidation of any Council act.

Section 2. Council Organization.

- 2.1 New Councilmembers shall be sworn in by a judge or the City Clerk.
- 2.2 Election of Mayor and Deputy Mayor.
 - A. The Council shall elect a Mayor and Deputy Mayor for a term of two years.
 - B. The motion to elect the Mayor and Deputy Mayor will be placed on the agenda of the first meeting of even-numbered years.
 - C. In the event the Mayor is unable to serve the remainder of the term, a new mayor shall be elected at the next meeting. In the event the Deputy Mayor is unable to serve the remainder of the term, a new Deputy Mayor shall be elected at the next meeting.
 - D. The election of the Mayor shall be conducted by the City Clerk. No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor takes place in the order nominations were made. Only affirmative votes for Mayor shall be given and Councilmembers will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four affirmative votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Mayor will conduct

the election for Deputy Mayor following the same process.

- E. A super majority vote (five votes) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for cause.

2.3 Duties of Officers.

- A. The Mayor, or in his or her absence, the Deputy Mayor, shall be the Presiding Officer of the Council and perform the duties and responsibilities with regard to conduct of meetings and emergency business. In the absence of both the Mayor and the Deputy Mayor, the Council shall elect one of the members to the Council to act as a temporary Presiding Officer.
- B. It shall be the duty of the Presiding Officer to:
 - 1. Call the meeting to order.
 - 2. Keep the meeting to its order of business.
 - 3. Control discussion in an orderly manner.
 - a. Give every Councilmember who wishes an opportunity to speak when recognized by the chair.
 - b. Permit audience participation at the appropriate times.
 - c. Require all speakers to speak to the question and to observe the rules of order.
 - 4. State each motion before it is discussed and before it is voted upon.
 - 5. Put motions to a vote and announce the outcome.
- C. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- D. The Presiding Officer may at his or her discretion call the Deputy Mayor or any member to take the chair so the Presiding Officer may make a motion or for other good cause yield the Chair.
- E. The Mayor shall appoint Councilmembers to boards and committees that are not otherwise specified by the National League of Cities, Association of Washington Cities, or King County/Suburban Cities Association. These include:
 - 1. Seashore — Two voting members and one alternate
 - 2. Suburban Cities Association Public Issues Committee — One voting member and one alternate
 - 3. Water Resource Inventory Area 8 — One voting member and one alternate
- F. Ad hoc City Council subcommittees such as interview panels: prior to appointment the Mayor shall solicit interest from Councilmembers for their preferred appointments. The Mayor shall then circulate the final

appointment list to the Council at least 5 days prior to appointment. The list may be referred to the full Council pursuant to Rule 3.2 A or B.

2.4 Appointments to Boards and Commissions.

The Council will use the following process in managing the appointment of individuals to Boards and Commissions.

- A. In closed session, the ad hoc subcommittee of Council members gathers and reviews the applications, and determines which applicants will be interviewed.
- B. Subcommittee members inform the City Manager which applicants they plan to interview so that she/he can inform the other Council members. If any Council member feels strongly that someone not on the interview list should be interviewed, she/he may make this known to the City Manager to relay to the subcommittee.
- C. "Notice" is then given to the public that the subcommittee shall conduct interviews of the "finalists."
- D. In open public meetings, the subcommittee interviews the "finalists." Ground rules will govern the conduct of the meetings and be communicated to all participants. These ground rules will notify audience members that they will not be asked to comment during the meeting, and must not do or say anything that creates the impression that they support or oppose any candidate.
- E. In a closed meeting the subcommittee members review the findings from the interviews and reach consensus on whom to recommend that the full Council appoint.
- F. In a regular public meeting of the Council, the subcommittee's recommendations are made an agenda item and discussed by the Council. Each Councilmember will have the ability to support, oppose, or amend the list of candidates proposed by the ad hoc committee. The recommendations will not be part of the "consent agenda" to ensure a full and thorough vetting of the subcommittee's recommendations. The Council will vote to appoint new members to the board or commission.

2.5 Filling a Council Vacancy.

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy, the procedure by

which the vacancy will be filled, and an application form.

- B. The Council will draw up an application form to aid the Council's selection of the new Councilmember.
- C. Those candidates selected by Council will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions posed by each Councilmember during the interview process. The interview process will be designed to be fair and consistent. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.
- D. The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

Section 3. Agenda Preparation.

- 3.1 Upon direction by the City Manager, the City Clerk will prepare an agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The agenda is subject to review by the Presiding Officer.
- 3.2 An item for a Council meeting may be placed on the agenda by any of the following methods:
 - A. Majority vote or consensus of the Council.
 - B. By any two Councilmembers, in writing or with phone confirmation, with signatures by fax allowed for confirmation of support, no later than 12:00 p.m. five (5) days prior to the meeting. The names of the requesting Councilmembers shall be set forth on the agenda.
 - C. By the City Manager.
 - D. By the Mayor or Deputy Mayor when acting in the absence of the Mayor.
- 3.3 Staff reports shall be in a standard format approved by the City Council.
- 3.4 Agenda items will be prioritized in the following order of importance: 1) items scheduled for statutory compliance; 2) advertised public hearings; 3) continued Items from a prior meeting and 4) items scheduled for convenience.

- 3.5 Ordinances scheduled for Council action will generally receive three readings (with the exception of items that have had a public hearing before the Planning Commission).
- A. The first reading will be the scheduling of the item on the Council Agenda Planner by title or subject. If reasonably possible the item should be listed on the Agenda Planner at least two weeks prior to the second reading. The Mayor or City Manager may authorize exceptions for items of an emergency or unexpected nature requiring immediate action.
 - B. The second reading will be scheduled for review and discussion by the City Council. Items of a routine nature may bypass this meeting and be scheduled directly to a Consent Calendar. In such cases Council shall by motion, waive the second reading as part of the adopting motion.
 - C. The third reading will be Council review and action at a subsequent meeting.

Section 4. Consent Calendar.

- 4.1 The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which: (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.
- 4.2 The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar.
- 4.3 Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. Councilmembers are given an opportunity to remove items from the Consent Calendar after the motion is made and seconded to approve the agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

Section 5. Council Meetings.

- 5.1 All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All Business Meetings, Special Meetings, and Workshop Dinner Meetings of the Council shall be open to the public.
- 5.2 Any Council Meeting may be canceled by a majority vote or consensus of the Council. The Mayor or Deputy Mayor may cancel a Council Meeting for lack of agenda items.

5.3 The Council shall hold **Business Meetings** on Mondays of each week at 7:00 p.m. in the Council Chamber of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting date occur on a legal holiday, the meeting shall be canceled. There will be no Business Meetings between December 15th and the end of the year.

A. Order of Business for Business Meetings. The order of business shall be as follows:

Business Meeting (7:00 p.m.)

1. Call to Order
2. Flag Salute, Roll Call
3. Report of the City Manager
4. Council Reports
5. Public Comment, as set forth in Section 6.1 except for Action Items scheduled for a Public Hearing.
6. Approval of the Agenda
7. Consent Calendar
8. Action Items: The following procedures shall be used:
 - a. Introduction of item by Clerk staff
 - b. Presentation by staff
 - c. Public Hearings, if any noticed (Hearings should commence at approximately 7:20 p.m.)
 - d. Council motion to move adoption of legislation
 - e. Council discussion and possible action
9. Study Items: The following procedure shall be used:
 - a. Staff reports
 - b. Council discussion
10. Executive Session, if needed
11. Adjournment

5.4. The Council shall make available at one meeting of each month, a **Community Group Presentation**. The order of business shall omit Council Report and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non-profit organizations to inform the Council, staff and public about their initiatives or efforts in the community to address a specific problem or need. The presentations are available to individuals who are affiliated with a registered non-profit organization. In order to schedule the presentation, two Councilmembers under Rule 3.2B must sponsor the request. The presentations shall be limited to 30 minutes, with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:

A. Each organization or agency may complete a request form and submit it to the Shoreline City Manager's Office. The blank form shall be available on the City's website and from the City Clerk's Office.

- B. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
- C. Information and sources used in the presentation should be available in hard copy or electronically for reference.
- D. Up to three (3) members of the organization are invited to participate.
- E. The presentation must support the adopted position/policy of the organization.
- F. The presentation should be more than a general promotion of the organization. The information presented should be about specific initiatives/programs or planning that the organization is doing which is relevant to Shoreline citizens and government.
- G. Presentations shall not include:
 - 1. Discussion of ballot measures or candidates.
 - 2. Issues of a partisan or religious nature.
 - 3. Negative statements or information about other organizations, agencies or individuals.
 - 4. Commercial solicitations or endorsements.
- H. Organizations which may have alternative, controversial positions or information will be scheduled at the next available Business Meeting.

5.5 The Council shall hold **Workshop Dinner Meetings** on the second and fourth Monday of each month at 5:45 p.m. in the Council Conference Room (C-104) of the Shoreline City Hall, located at 17500 Midvale Avenue N, Shoreline, Washington. Should any meeting occur on a legal holiday, the meeting shall be canceled. There will be no Workshop Dinner Meetings between December 15 and the end of the year.

- A. Workshop Dinner Meetings will be informal meetings for the purpose of meeting with other governmental agencies and officials such as the School District, utility districts, Fire District, neighboring city officials, regional organizations, Shoreline-Lake Forest Park Arts Council, Transit, etc., and other agencies and topics as deemed appropriate by the City Council or City Manager. Workshop Dinner Meetings may also be used by the Council to conduct Executive Sessions.
- B. No final votes may take place at Workshop Dinner Meetings, however, the Council may provide administrative direction to staff by consensus or vote. The agenda for these meetings will be appended to the Business Meeting agenda and posted and distributed in the same manner as the Business

Meeting agenda.

- 5.6 The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110 and RCW 42.30.140. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.
- 5.7 **Special Meetings** may be held by the Council subject to notice requirements prescribed by State law. Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. The order of business for Special Meetings may follow Section 5.3A. Public comment for Action Items will follow the procedure found in Section 6.21.
- 5.8 An **Emergency Meeting** is a special Council meeting called without the 24-hour notice. It deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Manager or the Mayor with the consent of a majority of Councilmembers. The minutes will indicate the reason for the emergency.
- 5.9 **Special Meetings and Emergency Meetings** will be at a time and place as Council directs.
- 5.10 The City shall comply with the provisions of RCW 35A.12.160. The public shall receive notice of upcoming public hearings through publication of such notice in the City's official newspaper at least ten (10) days prior to the hearing.
- 5.11 At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business. In the absence of a quorum, the members present may adjourn that meeting to a later date.
- 5.12 Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for his or her inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager, who shall convey the message to the Mayor. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be nondebatable. Upon passage of such motion by a majority of members present, the absent member shall be

considered excused and the Clerk will make an appropriate notation in the minutes. Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. A motion to excuse a Councilmember may be made retroactively at the next meeting.

5.13 General Decorum.

- A. While the Council is in session, the Councilmembers must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disrupt any member while speaking nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.
- B. Any person making disruptive, impertinent, or slanderous remarks while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience before the Council for that meeting.

5.14 At all meetings except Workshop Dinner Meetings, the Mayor shall be addressed as "Mayor (surname)." The Deputy Mayor shall be addressed as "Deputy Mayor (surname)." Members of the Council shall be addressed as "Councilmember (surname)."

5.15 At all Meetings except Workshop Dinner Meetings, the Mayor shall sit at the center of the Council, and the Deputy Mayor shall sit at the right hand of the Mayor. Other Councilmembers are to be seated in a manner acceptable to Council. If there is a dispute, seating shall be in position order.

5.16 Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

5.17 Motions shall be reduced to writing when required by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

5.18 Councilmembers should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. If a Councilmember unintentionally discloses Executive Session discussion with another party, that Councilmember shall make full disclosure to the City Manager and/or the City Council in a timely manner.

5.19 Prior to commencement of discussion of a quasi-judicial item, the Chair will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine

concern which could prohibit the Councilmember from participating in the decision-making process. If it is deemed by the Councilmember, in consultation with the City Attorney, that it is warranted, the Councilmember should step down and not participate in the Council discussion or vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration.

- 5.20 Council meetings shall adjourn no later than 10:00 p.m. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may call for a "Point of Order" to review agenda priorities.
- 5.21 The City Clerk or an authorized Deputy City Clerk shall attend all Council meetings. If the Clerk and the Deputy Clerk are absent from any Council meeting, the City Manager shall appoint a Clerk Pro Tempore. The minutes of the proceedings of the Council shall be kept by the City Clerk and shall constitute the official record of the Council.
- 5.22 Any City officer or employee shall have the duty when requested by the Council to attend Council Meetings and shall remain for such time as the Council may direct.

Section 6. Public Testimony.

6.1 Business Meetings.

- A. Members of the public may address the City Council at the beginning of any Business Meeting under "Public Comment." During the "Public Comment" portion of the meeting, individuals may speak to agenda items or any other topic except those scheduled for a public hearing. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. ~~When representing the official position of a State registered non-profit organization or agency or a City recognized organization, a speaker will be given five minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation.~~ The total public comment period under Agenda Item 5 (Public Comment) will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers. During election season, which starts when a candidate officially files their candidacy with the State or a county

election office and runs through the election, no person may use public comment to promote or oppose any candidate for public office.

- B. If during a Business Meeting an Action Item is before the Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak each speaker will be allocated two (2) minutes. ~~When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given five (5) minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation.~~ The total public comment period for the agenda item will be no more than 30 minutes.
- 6.2 When large numbers of people are signed up to speak on the same topic, the Mayor may request that the group(s) select a limited number of speakers to cover their view and then ask all those who agree with that position to stand at the conclusion of each presentation.
 - 6.3 Public testimony authorized in Sections 6.1 and 6.2 may not include comments or information on any quasi-judicial matter pending before the City Council, or on any topic for which Council has closed the public record.
 - 6.4 No person shall be allowed to address the Council while it is in session without the recognition of the Presiding Officer.
 - 6.5 Persons testifying shall identify themselves for the record as to name, city of residence and any organization represented.
 - 6.6 An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.
 - 6.7 The following rules shall be observed during any Public Hearing:
 - A. Individuals will be allowed three (3) minutes to speak. ~~When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given five minutes, and it will be recorded as the official position of that organization. Each organization shall have only one five (5) minute presentation.~~
 - B. The Presiding Officer may allow additional time for receipt of written testimony when needed.
 - ~~C. The Clerk shall be the timekeeper. Representatives of a group or organization who have not registered with the City or State prior to a~~

~~meeting may request the additional two minutes if they provide the names of their board members, mission of the organization, and the action which authorizes them to speak for the organization.~~

DC. Prior to closing the hearing the Mayor or Deputy Mayor shall inquire if there are any additional speakers other than those that have signed up and previously spoken, and if there are they shall be allowed to testify.

6.8 The Clerk shall be the timekeeper. Time cannot be donated by one speaker to another.

6.9 Printed forms shall be made available at all Council Meetings to allow for written testimony to Council.

Section 7. Motions.

7.1 Unless otherwise provided for by statute, ordinance, resolution, or these Rules of Procedure, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk.

7.2 Prior to discussion of an Action Item, a Councilmember should make a motion, which is seconded by another Councilmember, on the topic under discussion. If the motion is not seconded, it dies. Some motions do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.

7.3 In case of a tie vote on any motion, the motion shall be considered lost.

7.4 Motions shall be clear and concise and not include arguments for the motion.

7.5 After a motion has been made and seconded, Councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.

7.6 When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the Council's consensus at the conclusion of the discussion.

7.7 A motion may be withdrawn by the maker of the motion, at any time, without the consent of the Council.

7.8 A motion to table is nondebatable. It requires a majority to pass. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue. If an item is tabled, it cannot be reconsidered at the same meeting.

Attachment A - Exhibit A

- 7.9 A motion to postpone to a specific time is debatable, is amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- 7.10 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting. It requires a majority to pass. The merits of the main motion may be debated.
- 7.11 A motion to call for the question shall close debate on the main motion and is nondebatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- 7.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- 7.13 When the discussion is concluded, the motion maker, Mayor, or City Clerk, shall repeat the motion prior to voting.
- 7.14 The City Council votes on the motion as restated. If the vote is unanimous, the Mayor shall state that the motion has been passed unanimously according to the number of Councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the Mayor shall state the number of Councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.
- 7.15 If a Councilmember has a conflict of interest or an appearance of fairness question under state law, the Councilmember may recuse themselves from the issue and shall leave the council chambers during discussion and voting on the issue. That Councilmember shall be considered absent when voting occurs.
- 7.16 If a member of the Council is silent on a vote, it shall be recorded as an affirmative vote. If a member of the Council abstains, it shall be recorded as an abstention and not included in the vote tally.
- 7.17 No vote may be cast by proxy.
- 7.18 Once the vote has been taken, the discussion is closed. It is not necessary for Councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.
- 7.19 After the question has been decided, any Councilmember who voted in the majority may move for a reconsideration of the motion. The motion for reconsideration must be made at the same or next regular meeting.

- 7.20 The City Attorney, in consultation with the City Clerk, shall decide all questions of interpretations of these policies and procedures and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by the current edition of Robert's Rules of Order. In the event of a conflict, these Council rules of procedures shall prevail.

Section 8. Items Requiring Four Votes.

The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, any approval of warrants, and any resolution for the removal of the City Manager shall require the affirmative vote of at least a majority of the whole membership of the Council (four votes) [RCW 35A 13.170 and 35A.12.1201].

Section 9. Council Representation

- 9.1 Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if his or her statement reflects their personal opinion or if it is the official stance of the City, or if this is the majority or minority opinion of the Council.
- 9.2 When Councilmembers represent the City or attend meetings in an official capacity as Councilmember, they must support and advocate the official City position on an issue, not a personal viewpoint.
- 9.3 Once the City Council has taken a position on an issue, all official City correspondence regarding the issue will reflect the Council's adopted position.
- 9.4 City letterhead shall not be used for correspondence of Councilmembers representing a dissenting point of view from an official Council position.
- 9.5 As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the Council, shall be distributed to the full Council so that Councilmembers may be made aware of the impending publication.
- 9.6 If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue.

Section 10. Suspension and Amendment of Rules.

- 10.1 Any provision of these rules not governed by state law or City ordinance may be temporarily suspended by a majority vote of the Council.

- 10.2 It is the intent of the City Council that the rules of procedure be periodically reviewed as needed. These rules may be amended, or new rules adopted, by a majority vote of the Council, provided that the proposed amendments or new rules shall have been distributed to Council at least one week prior to such action.

Amended by Resolution No. 196
Amended by Resolution No. 205
Amended by Resolution No. 224
Amended by Resolution No. 244
Amended by Resolution No. 255
Amended by Motion, Dec. 7, 2009
Amended by Resolution No. 295
Amended by Resolution No. 296
Amended by Resolution No. 298
Amended by Resolution No. 299
Amended by Resolution No. 306
Amended by Resolution No. 310
Amended by Resolution No. 326
Amended by Resolution No. 334
Amended by Resolution No. 344
Amended by Resolution No. 380