



## AGENDA

### SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, February 25, 2019  
5:45 p.m.

Conference Room 303 · Shoreline City Hall  
17500 Midvale Avenue North

**TOPIC/GUESTS:** King County Councilmember Rod Dembowski

### SHORELINE CITY COUNCIL REGULAR MEETING

Monday, February 25, 2019  
7:00 p.m.

Council Chamber · Shoreline City Hall  
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>		7:00
<b>2. FLAG SALUTE/ROLL CALL</b>		
<b>3. REPORT OF THE CITY MANAGER</b>		
<b>4. COUNCIL REPORTS</b>		
<b>5. PUBLIC COMMENT</b>		
<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. 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>		
<b>6. APPROVAL OF THE AGENDA</b>		7:20
<b>7. CONSENT CALENDAR</b>		7:20
(a) Approving Minutes of Regular Meeting of December 10, 2018	<u>7a1-1</u>	
Approving Minutes of Workshop Dinner Meeting of January 28, 2019	<u>7a2-1</u>	
(b) Approving Expenses and Payroll as of January 25, 2019 in the Amount of \$2,734,676.70	<u>7b-1</u>	
(c) Approving Expenses and Payroll as of February 8, 2019 in the Amount of \$1,657,650.83	<u>7c-1</u>	
(d) Authorizing the City Manager to Execute the 2019-2020 King County Solid Waste Division Waste Reduction and Recycling Grant Contract in the Amount of \$69,336	<u>7d-1</u>	
(e) Authorizing the City Manager to Execute the 2019-2020 Seattle-King County Public Health Local Hazardous Waste Management Program Grant Contract in the Amount of \$41,441.63	<u>7e-1</u>	
(f) Adopting the 2019 Federal Legislative Priorities	<u>7f-1</u>	

## 8. STUDY ITEMS

- |  |             |      |
|--|-------------|------|
| (a) Discussing and Update of Sound Transit 3 and State Route 522/145 <sup>th</sup> Bus Rapid Transit   | <u>8a-1</u> | 7:20 |
| (b) Discussing Council Goal 5 – Action Step 9: Engage in an Analysis with Service Providers to Identify What Services and Processes Exist to Connect those Experiencing Homelessness and/or Opioid Addiction with Supportive Services and Identify Gaps That May Exist | <u>8b-1</u> | 7:50 |
| (c) Discussing the Aging Adult Services Strategy   | <u>8c-1</u> | 8:20 |

## 9. ADJOURNMENT

8:50

*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](http://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 REGULAR MEETING**

Monday, December 10, 2018  
7:00 p.m.

Council Chambers - Shoreline City Hall  
17500 Midvale Avenue North

PRESENT: Mayor Hall, Deputy Mayor Salomon, Councilmembers McGlashan, Scully, McConnell, Chang, and Roberts

ABSENT: None.

1. CALL TO ORDER

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

2. FLAG SALUTE/ROLL CALL

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

3. REPORT OF CITY MANAGER

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

4. COUNCIL REPORTS

There were no Council Reports.

5. PUBLIC COMMENT

Lance Young, Shoreline resident, said Ordinance No. 849 involves covenants on private property and asked Council to consider tabling the issue and informing those who would be directly affected.

Susie McDowell, Shoreline resident and Shoreline Schools teacher/coach, said the current Aquatic Center proposal and budget will not meet the current high school swim teams' needs, much yet the anticipated growth in demand. She recommended maximizing the scarce space available, eliminating the outdoor play spaces, and expanding the plans to include an eight-lane pool with a diving well, and an adequate deck and spectator space.

Lee Keim, Shoreline resident, and representative of 350 Seattle, told Council they are working to create an ordinance to prohibit new fossil fuel infrastructure in King County. She said she is

proud of Shoreline's commitment to the environment and wanted to urge Council to support the ordinance.

Allison Jaquish, Shoreline resident and representative of the Shorewood, Klahaya, and YMCA swim teams, expressed concern with the current Aquatics Center design. She said she feels the long tradition of high level swimmers in Shoreline deserves a state-of-the-art pool.

Raina Haltiner, Shoreline resident and parent of swimmers, said it is important to have a competitive pool to support the growth of area swim teams.

Karl Lapham, Shoreline resident and Shorewood Swim Captain, said a smaller pool would affect not just high school teams, but summer league teams and the water polo clubs. He said the swim community is important to many students.

Robbie Elerick, Shoreline resident and Shorewood swim team member, said because of health issues, swimming is one of the few options he has to stay fit. He said swimming is important to team members of all abilities, and that the facility should be big enough to allow anyone who wants to participate to do so.

Isaac Poole, Shoreline resident and Shorewood Dive Captain, said being on a swim team creates the potential for scholarships for high school students. He said the team spirit mirrors Shoreline's commitment to inclusivity, and if the new Aquatic Center cannot support large teams, the teams would become a cut sport and many students would lose access to the experience.

Kerri Hallgrimson, Lake Forest Park resident, said that swimming is very important to her family and their community of competitive swimmers. She asked for a state-of-the-art building for the Aquatic Center and urged Council to support the youth swimmers of Shoreline by reconsidering the pool size.

Charlie Miller, Shoreline resident and Shorewood Swim Captain, said swimming gives him a community and has taught him leadership. He added that only because it is not a cut sport was he able to participate and grow his skills. He asked that the Aquatic Center support a full team, not just the fastest swimmers.

Timony Sherry, Edmonds resident and Klahaya, Cascade, and Shorewood swim teams member/Captain, said Shoreline needs a facility with eight lanes and a dive tank to support swimmers. She said competition is a big part of the process, and the pool should be built to fit the needs.

Betsy Rand, Shoreline resident and member of the Friends of Aquatics and Shoreline Swim Teams (FASST), said swimming is an important life skill. She said it is important that Shoreline swim programs be inclusive, welcoming, and remain a non-cut sport. She said the current design of the Aquatic Center is inadequate. She encouraged Council to not give up on conversations for collaboration with the Shoreline School District.



Aaron Franklin, Shoreline resident and member of FASST, asked Council to reconsider the current pool design. He suggested the City build now with the future needs in mind, not just of students, but of the whole community.

## 6. APPROVAL OF THE AGENDA

Consent Item 7d was moved to Action Item 8a, and the amended agenda was approved by unanimous consent.

## 7. CONSENT CALENDAR

**Upon motion by Councilmember Roberts and seconded by Councilmember Chang and unanimously carried, 7-0, the following Consent Calendar items were approved:**

**(a) Approving Minutes of Regular Meeting of October 22, 2018**

**(b) Approving Expenses and Payroll as of November 16, 2018 in the Amount of \$1,012,099.69**

### **\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
10/21/18-11/3/18	11/9/2018	81381-81624	15974-15997	72294-72299	\$682,921.59
					<u>\$682,921.59</u>

### **\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
11/14/2018	72232	72249	\$138,677.04
11/14/2018	72250	72250	\$3,947.78
11/14/2018	72251	72283	\$110,729.71
11/14/2018	72284	72291	\$7,095.80
11/15/2018	72292	72293	\$68,727.77
			<u>\$329,178.10</u>

**(c) Adopting Resolution No. 432 – Amending Resolution No. 423 Recreation Program Refund Policies and Procedures**

**(e) Authorizing the City Manager to Purchase Eight Vehicles Approved in the 2019-2020 Budget**

## 8. ACTION ITEMS

- (a) Adopting Ordinance No. 849 – Interim Regulations Adding a New Section to SMC 20.30.420 Changes to Approved Subdivision to Address Plat Alterations Pursuant to RCW 58.17.215

Margaret King, City Attorney, explained that the proposed interim regulations would put an administrative process in place that would streamline processing requests for plat alterations. She said restrictions can be put on the face of a plat that further restrict subdivisions or other conditions that are located on a plat. She said the Interim Plat Regulations proposed in Ordinance No. 849 follow the requirements for plat alterations mandated in RCW 58.17.215, which she outlined. She explained that this process would do several things, including setting fees for processing an application and allowing the Planning Director to issue a decision unless there is a public hearing requested. She said that the Director's determination can be appealed to the Hearing Examiner, and that the Hearing Examiner's decision can be appealed to Superior Court. Ms. King defined the mandatory process that must be followed when altering restrictions or covenants. She summarized that the six-month interim regulations would allow for Staff to complete recommendations for permanent regulations before the Public Hearing scheduled for February 4, 2019 and reminded Council that they have the option of discontinuing the interim regulations or adopting changes before the six-month deadline. She said staff recommends adoption of Ordinance No. 849 and informed Council that if not adopted, plat alterations will continue to be processed under existing regulations.

**Councilmember Scully moved adoption of Ordinance No. 849. The motion was seconded by Councilmember McGlashan.**

Councilmember Scully said he supports this measure. He explained that he asked that it move from the Consent Calendar and for Staff to prepare a brief presentation to make clear that this is a procedural step that does not remove or influence restrictive covenants, which are matters between private parties and not something the City could alter. He clarified that this process enables a person or group of people to make a change to a plat, including removing a covenant, with agreement. He said this Ordinance makes the process easier.

Councilmember Chang shared that she had heard similar concerns about the impact of the Ordinance and had reassured citizens that the change only streamlines the administrative process. She reiterated that any changes made to a plat has to be agreed upon by the property owners.

**The vote on the motion passed unanimously, 7-0.**

- (b) Adopting Ordinance No. 845 – 2018 Comprehensive Plan Amendments

Steve Szafran, Senior Planner, reminded Council of the two potential amendments submitted and reported that staff recommends carrying over amendment numbers 1 and 2 to the 2019 Docket and approving amendment numbers 3, 4, 5, 6, 7 and 8 with the changes shown in the Staff Report.

**Deputy Mayor Solomon moved adoption of Ordinance No. 845. The motion was seconded by Councilmember Scully.**

**Councilmember Scully moved to amend the main motion to include proposed amendment Number 6 related to the Point Wells Subarea Plan. Councilmember Chang seconded the motion which passed unanimously, 7-0.**

**Councilmember McConnell moved to amend the main motion to include proposed amendment Number 7 which would amend Land Use Designations Mixed-Use 1 and Mixed-Use 2 in order to provide clarification. Councilmember Scully seconded the motion.**

Councilmember Chang asked for an explanation of this change. Mr. Szafran said that it deletes a sentence that specifies the areas that MU2 applies to, aligning the language with existing policies.

**The vote on amendment Number 7 passed unanimously, 7-0.**

**The vote on the main motion as amended passed unanimously, 7-0.**

(c) Adopting 2019 State Legislative Priorities

Jim Hammond, Intergovernmental/CMO Program Manager recapped the Council Meeting discussion of November 26, 2018 and shared the revisions made based on those conversations. He said the changes emphasize support for condominium liability reform and sustainability/environmental issues and ensures staff alignment with Council direction.

**Councilmember Roberts moved adoption of the 2019 State Legislative Priorities. The motion was seconded by Councilmember McGlashan.**

Councilmember Roberts thanked Staff and Council for the collaboration on the comprehensive body of work. He said he appreciates the acknowledgement of the environmental work being done in Shoreline, and said he feels Shoreline should be aligning with state-level work.

Mayor Hall added that there is a lot of state-level activity around sustainability and climate change. He said protecting the environment also means protecting a quality of life and he appreciates the focus Shoreline is giving to these matters.

**The vote on the motion passed unanimously, 7-0.**

9. STUDY ITEMS

(a) Discussing the Sound Cities Association Public Issues Committee Policy Position on the Regional Affordable Housing Task Force Five Year Action Plan

Jim Hammond, Intergovernmental/CMO Program Manager, said that Brian Perry, the Policy Director from Sound Cities Association (SCA), wanted Council to be aware that his organization supports the findings of the Task Force. He introduced Alison Mendiola, Housing Coordinator of the King County Council; and Kelly Rider, Intergovernmental Affairs Manager

of the King County Department of Community and Human Services. Mr. Hammond informed Council that one reason SCA supports the Task Force is because they appreciate the menu of options offered by the initiative, which takes into consideration the variety of challenges in affordable housing across the region. Ms. Mendiola and Ms. Rider presented a summary of the work of the Task Force, which included community meetings, presentations for the Regional Policy Committee and discussions at the SCA Public Issues Committee. Ms. Mendiola listed the elected officials who were members of the Task Force and explained that they were supported by a standing advisory panel, a lead staff team, and a staff workgroup. She shared the key findings, saying King County's population growth has been increasing faster than housing production since 2011; that wages have not kept up with rising housing costs; and that more than 100,000 low-income households, predominantly people of color and renters, pay more than half their income for housing costs. She said it was concluded that 244,000 affordable homes would be needed by 2040 to ensure no low-income household is cost burdened. She explained the overall goal of the Task Force is to eliminate cost burden for households earning 80% and below the Area Median Income, with a priority for serving those at or below 50% of the Area Median Income. Ms. Rider said their goal areas were:

- To create and support an ongoing structure for regional collaboration, which includes creating an Affordable Housing Committee of the Growth Management Planning Council (GMPC) and supporting the creation and operation of sub-regional affordable housing collaborations.
- To increase construction and preservation of affordable homes for households earning less than 50% of the Area Median Income, which includes recommending 44,000 units of affordable housing to be produced within the next five years.
- Focus affordable housing accessible within a half mile of existing and planned frequent transit service, recommending the development of affordable housing near high capacity transit stations and along transit corridors, as well as at regional growth centers.
- Preserve access to affordable homes for renters by supporting tenant protections to increase housing stability and reduce risk of homelessness.
- Protect existing communities of color and low-income communities from displacement.
- Promote greater housing growth and diversity to achieve a variety of housing types at a range of affordability and improve jobs/housing connections throughout King County.
- Better engage local communities and other partners in addressing the need for and benefits of affordable housing. She detailed that this would include supporting community planning and expanding engagement of non-governmental partners to create more affordable housing.

Ms. Rider concluded by sharing the proposed next steps through the first quarter of 2019.

Councilmember Chang expressed concern about the goal involving tenant protections. She shared that, as an owner of a rental property, she worries that the proposed regulations could negatively impact small-scale landlords. She emphasized that finding a careful balance that protects both tenants and landlords would be important.

Councilmember McConnell said she agrees with Councilmember Chang over being concerned with proposed restrictions, which could possibly tie the hands of small-scale landlords. Ms. Rider

recognized that landlords are as much of a partner as any other stakeholder. She said the Task Force is planning to share model ordinances to help cities find an appropriate balance and will continue dialogs with landlords to look for areas for improvement and to address concerns, and to work to educate both tenants and landlords on rights and responsibilities. Ms. Mendiola added that none of the stated goals were mandates and said that King County Councilmember Dembowski had added language to the Action Plan that recommends looking at a fund for landlords that would help with the costs associated with renting to low-income tenants.

Councilmember Scully said he is concerned about the focus on government providing housing for households earning less than 50% of the Area Median Income and suggested adding a recommendation for mandated affordability regulations, as Shoreline has in place. He added that more aggressive steps should be taken, saying he believed it would be difficult to meet the goal of 44,000 additional homes in the next five years by using the outlined approach. Ms. Rider shared additional background information, saying the Task Force incorporated the mandatory housing aspect by calling it ‘inclusionary incentive policies’, which includes mandatory affordable housing.

Councilmember Roberts said the Task Force has done a lot of work to make it clear this is a blueprint for cities, not a mandated directive, and added that the section on legislative priorities was new information to him. He asked if proportionally more evictions were initiated by big multi-family unit property owners, or smaller scale, single-dwelling owners. He drew attention to the fact that tenant and landlord protections were not the same in all jurisdictions, and said he appreciated that the Task Force was taking these differences into consideration.

Mayor Hall confirmed that the upcoming motion in front of the Public Issues Committee (PIC) would be to support or oppose the Task Force’s recommendations, not to suggest changes. With this in mind, he asked if there were steps Council needed to take to ensure that their concerns were passed on. Ms. Mendiola explained the next steps, saying they include opportunities for representation and feedback. Mayor Hall commented that he thinks this proposal is a great set of actions to mitigate the symptoms of the affordable housing crisis, but it does not address the cause. He said it is critical that the County and Region have conversations about whether it is still socially desirable to have policies that drive population growth, and if there are steps that can be taken to reduce the demand on housing stock.

The Council agreed that Councilmember Roberts should vote to support this motion at the PIC.

- (b) Discussing Ordinance No. 850 - Amending Development Code Sections 20.20, 20.30, 20.40, 20.50, 20.70, and 20.230

Steve Szafran, Senior Planner, informed Council that for 2018 there were 35 proposed Development Code Amendments that included three citizen-initiated amendments and 32 Director-initiated amendments. He said that the proposed amendments are divided into three categories: Administrative, Clarifications, and Policy. He explained that in consideration of time, Staff would first report on the Citizen-initiated and Policy amendments, reminding Council that Administrative amendments do not contain substantive changes. He addressed the following amendments:

Citizen-Initiated:

- Amendment #24, which exempts significant tree removal based on parcel size, and would modify the code to exempt three significant trees for every 7,200 square feet and one additional significant tree for every additional 7,200 square feet of lot area.
- Amendment #26, which increases tree retention and adds fines and penalties for illegally removing trees.
- Amendment #29, which increases the monitoring, bonding, and civil penalties for illegally removing trees.

Policy Amendments, reviewed by category:

- Amendment #2 creates a definition for a homeless shelter

Councilmember McGlashan asked why the definition of a Homeless Shelter specifies ‘*may*’ when offering sanitation services, stating he interprets this to include bathroom facilities. Mr. Szafran replied that staff would amend wording to more clearly indicate the intended meaning. Councilmember Scully suggested that the definition could be broad, since specific requirements would be addressed separately. Mayor Hall asked for confirmation that there were sections of the code that properly indicated the requirement of toilet facilities.

Deputy Mayor Salomon stated that he believes the parking space requirement for shelter volunteers is prohibitive and suggested that street parking would be an acceptable alternative. Mr. Szafran said if Council approves the amendments it is likely shelters will be at locations that have parking lots, adding that there is some discretion in determining the number of spaces needed. Deputy Mayor Salomon said he would be interested in a change to the wording.

Councilmember Roberts agreed with Deputy Mayor Salomon, adding that with the current definition the potential for excess parking could be high, and he suggested an amendment stating “a parking plan shall be submitted and approved by the Director.” Mayor Hall added that parking is an issue the City will need to keep an eye on as the City grows and it is important to provide parking to avoid adding to any community opposition of homeless shelters. He asked Council if they were comfortable with allowing parking requirements to be set at the Director’s discretion.

Councilmember McGlashan responded that he supports Director discretion and added that he did not know if parking would ever be an issue, since the Code designates homeless shelters only in certain zones. He recognized that regulations would protect against any impacts, reminding Council that if tiny house installations become permissible they could take up parking spaces. Councilmember Chang added that if Director discretion is allowed the decision-making can be site-specific, taking the needs of the shelter and neighborhood into consideration. Councilmember Scully said he would support the majority but drew attention to a nearby shelter that does not have parking and described how this impacts the accessibility of neighboring businesses. Councilmember McConnell agreed that permitting Director discretion made sense, allowing for site-specific flexibility. Mayor Hall asked that Staff draft less prescriptive language as an amendment to the Code.

- Amendment #12 adds homeless shelters to the City's Use Table.
- Amendment #15 lists the criteria that must be met to operate as a homeless shelter.
- Amendment #3 replaces the definition with the term landscape structures, combining the previously used language of trellis and arbors.
- Amendment #18 adds height exceptions for rooftop structures in Commercial zones.

Councilmember Roberts asked if there was an established percentage of rooftop area permitted to exceed height limitation, since without restrictions the height of an entire roofline could be increased significantly. Paul Cohen, Planning Manager, explained that the amendment helps to allow recreational usage on rooftops while protecting the rooftop from being used as an extra story. The basis for the 15' is to allow the height needed for an elevator to make rooftops ADA accessible. Mayor Hall agreed that the amendment as drafted would allow rooftop shelter to cover the entire roofline, creating the mass and perception of another story. He suggested that staff consider setting a cap on the portion of rooftop space allowed to go over the height limit. Mr. Cohen informed Council that this amendment would only be applicable in business districts and suggested also considering setbacks to help reduce the perception of creating an additional story. Mayor Hall proposed adding these refinements to the next round of revisions. Councilmember Roberts concurred, adding that the same standards apply for Mixed-Use areas, broadening the potential for impact.

- Amendment #21 allows the Administrative Design Review process for Single Family Attached and Multi-Family design to improve upon current Standards.
- Amendment #27 and Amendment #28 would establish tree retention and replacement requirements for Public Improvements.

Councilmember Scully confirmed that 'Public Improvements' means City-required improvements for all development proposals and said he was not in support of the amendments because they do not allow flexibility in interpretation that would encourage tree retention. He suggested the addition of language that promotes situational adaptability and said he would support an amendment that recognizes that the City is prioritizing sidewalks over trees only if no alternative solution can be reached. Staff informed Council that there is a process in place to secure permitting for the situation described. Mr. Cohen elaborated that to put the responsibility of tree protection on the private property owner creates conflict. Councilmember Scully replied that the proposed amendment does not give developers impetus to retain trees.

Mayor Hall directed Council to Staff's response to his earlier submitted questions on the language of these amendments, which includes proposed alternative language. Mayor Hall suggested that Staff compile those changes into one amendment. Councilmember Chang added that she agrees that the current language provides no incentive to explore ways to preserve trees and warrants refinement. Councilmember Roberts indicated that the 'required to be retained' phrase lacks clarity. Margaret King, City Attorney, recommended further Staff research on language modifications, explaining that the permit approval process includes an assessment of

potential tree retention with sidewalk planning. Council agreed to review the refined language and noted that the amendments may be removed.

Deputy Mayor Salomon said the community cares about trees, and stated that he disagrees with Amendment #24, which permits the removal of additional significant trees on lots over a half acre. Mayor Hall asked Staff to prepare for the potential of pulling this amendment.

Addressing Amendment #26, covering development standards for clearing activities, Deputy Mayor Salomon said it may be a good idea to increase penalties for tree removal to ensure that regulations are stringent enough to discourage this action. He said the financial impacts associated with current fines seem to not inhibit many developers. Mr. Szafran pointed Council to the memo prepared for Mayor Hall, noting it documents the penalties and fines established in another area of the Development Code, which could be adjusted in the next batch of amendments, once recommended by the Planning Commission.

Mayor Hall agreed with the suggestion for penalties and strict oversight of enforcing this section of Code. Councilmember Scully confirmed that the penalties in the current Code potentially carry a greater impact than the citizen-proposed amendment. Mr. Szafran agreed and said that in the next batch of amendments Staff would like to look at increasing penalties and prohibiting permit issuance if violations are in effect. Mayor Hall summarized that the Planning Commission's recommendation was to not adopt these amendments, and Staff recommends following the recommendation and reevaluating the penalties and provisions associated with the standards.

Deputy Mayor Salomon left the meeting at 9:25 p.m.

Mr. Szafran continued with the review of Amendment changes.

- Amendment #33, which would delete the requirement for frontage improvements when Single Family Residences convert to Commercial Use. He elaborated that the amendment speaks to the new Light Rail Station subarea plans and would encourage small business development in the area by eliminating the cost of frontage improvements.

Councilmember McGlashan said he supports the Amendment because it would allow a neighborhood to maintain its character while still encouraging small business growth and said his only concern was setting adequate thresholds for limitations on conversions. Mr. Cohen reminded Council that the frontage improvement requirement would come into effect when the established limits were exceeded.

- Amendment #34 would allow Public Works to waive requirements for Frontage Improvements.

Councilmember Roberts said there seemed to be a very broad definition of when a waiver could be applied and asked for additional information. Mr. Szafran gave an example of the circumstances under which a waiver might be approved. Councilmember Roberts asked that the Amendment restrict the zones in which the frontage requirements could be waived, and Mayor



Hall suggested restricting by street classification. Mr. Szafran explained the challenges with restricting by street classification within the Station Area and said limiting by zone would be the most sensible approach. Councilmember Chang said she had understood that at some point the City had a fee-in-lieu program, and this was confirmed. Ms. King explained there was a difference between a fee-in-lieu program and requiring installation of sidewalks in an alternate location and said Staff could research the fee-in-lieu provisions. Mayor Hall and Councilmember Scully shared their recollection of the fee-in-lieu provision and asked Staff to bring back the history around its creation as a study item.

Councilmember Roberts asked for distinction for areas in which waivers would be permitted, and Mr. Cohen assured him Staff would work with the appropriate departments to research it thoroughly. Councilmember McGlashan asked for further clarification from Staff to avoid gaps. He said he understood avoiding creating ‘sidewalks to nowhere’ but wanted to confirm that waivers would not be issued if there was a possibility of a need for sidewalks in the predictable future needs of the neighborhood.

Councilmember Roberts said that his preference would be that parking space standards not be lowered, as proposed in Amendment #30. Mayor Hall commented that parking is a tough balance to find.

Mr. Szafran reviewed the next steps of the Development Code Amendment process. Mayor Hall asked that Staff share additional information or analysis as they are drafting amendments based on Council requests, and he reminded Council that the Amendments are scheduled for adoption on January 7, 2019.

#### 10. ADJOURNMENT

At 9:39 p.m., Mayor Hall declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk

**DRAFT**

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

Monday, January 28, 2019

Conference Room 303 - Shoreline City Hall  
17500 Midvale Avenue North

5:45 p.m.

**PRESENT:** Mayor Hall, Councilmembers McGlashan, Scully, McConnell, Chang and Roberts

**ABSENT:** None

**STAFF:** Debbie Tarry, City Manager; John Norris, Assistant City Manager; Eric Friedli, Director of Parks, Recreation and Cultural Services; Susan Villamarin, Senior Management Analyst; Lynn Gabrieli, Administrative Assistant III; and Allison Taylor, Deputy City Clerk

**GUESTS:** Allegra Calder, Parks Funding Advisory Committee Facilitator  
Parks Funding Advisory Committee Members in Attendance: David Chen, Bill Franklin, Philip Herold, Joan Herrick, Jean Hilde, Julian Larson, Esaac Mazengia, Jeff Potter, Sarah Raab McInerny, Betsy Robertson, and Nan Skinner. Unable to Attend: Don Bell, Carolyn Hope, Yvette Perez, Cecelia Romero, and Sally Wolf

At 5:42 p.m., the meeting was called to order by Mayor Hall.

Eric Friedli, Director of Parks, Recreation, and Cultural Services; welcomed members of the Parks Funding Advisory Committee (PFAC) and gave an overview of the committee's formation and process to-date. He shared that the Committee, facilitated by Allegra Calder of BERK Consulting, was comprised of members from a variety of neighborhoods throughout Shoreline and had been chosen from a robust applicant pool. He reviewed the prior meeting topics, which have ranged from orientation and information to prioritization and development of decision criteria. Mr. Friedli displayed the Committee's Investment Opportunity Cost Summary, which offers options for full and partial development of identified projects. He shared that the guiding criteria for the Committee reflect the shared values and priorities of location within under-served areas, equity of access, appeal to user groups, and operational affordability. Mr. Friedli concluded by explaining that the Committee's remaining four meetings will focus on narrowing down their recommendations. He shared the evening's suggested discussion questions.

Jeff Potter, PFAC member, thanked the City and Council for the support and communication provided to the PFAC. He said he was interested in hearing Council's interests and priorities for Parks Funding.

Sara Raab McInerny, PFAC member, shared that she is impressed with the level of citizen involvement encouraged by the City. She said she is excited to learn how to apply the Committee's established criteria. She posed the question to Council of how to balance funding between large and small projects.

Mayor Hall read the discussion questions:

1. What does the Council see as the purpose of having a community center and pool?
2. How does the Council balance the City's goals and values of parks, recreation and open space and the potential property tax impact of between \$250 and \$350 per year for a median-valued Shoreline home?
3. What are the Council's values around a signature Shoreline Park, versus parks located throughout the City?
4. What have you heard from your constituents regarding park investments in the community, including parks that may not be included in the priority park investment list?

Councilmember Roberts asked for clarification of the definition of a signature park. Philip Herold, PFAC member, replied that the PFAC wants to know if the Council was more interested in serving Shoreline residents or in drawing visitors to the City. Mayor Hall stated that while there are financial benefits to non-residents spending time in Shoreline, his focus is on supporting the interests of the taxpayers.

Councilmember Scully said that he feels the City's parks are in good shape and the Community and Aquatics Center is an urgent priority to him, since the opportunity could be lost. He told the PFAC that it is important to identify needs in their prioritization process and said he would like to hear opinions on if the pool is a necessary element. He said he likes the idea of a Community Center that draws residents of all ages.

Councilmember Chang said that a Community and Aquatics Center would be a gathering place and reminded everyone of the importance of providing a location to foster connections. She shared that she is interested in looking for additional sources of funding and suggested creating a Shoreline Parks Foundation to help drive the project forward.

Councilmember Roberts encouraged everyone to think long-term when planning the Center, and to not forget the goal of meeting needs for the next several decades. He said it is important for all facets of a shared space to feel integrated for users. The possibility of expanding the current design was discussed, and Councilmember Roberts said any design expansions should incorporate, not separate, spaces and keep mobility challenges in mind. Mr. Herold commented that the additional costs of adding elements to the design is not as significant as he thought it would be.

Councilmember McConnell stated that she values the community input Council has received on the proposal to date, since it provides impetus and direction for reevaluation. She said she appreciates the breadth of perspectives shared by members of the PFAC. She offered that she feels Shoreline needs an indoor gathering space, and that it is exciting to be part of planning this inspiring legacy piece.

Betsy Robertson, PFAC member, offered that she prioritizes land acquisition because of the high rate of development in Shoreline. Councilmember Scully said the creation of a structured approach to land acquisition would be useful, but said he is cognizant of creating competing interests with the proposed Community and Aquatics Center.

Mayor Hall stated that it is important to target resources for funding outside of Shoreline. He said it is difficult to secure grants to fund indoor pools. He expressed an awareness that if the City ends up with a design that is not a good fit for a bond measure it may mean turning to other funding options. He said that if a bond is used for funding, the approval of a Community and Aquatic Center is controlled by the voters, so the Council and PFAC need to be thoughtful in discerning how the community will get behind the costs. He reminded everyone that it is of importance that residents understand the long-term value in the creation of a shared community space.

David Chen, PFAC member, stated it is important to find balance between opportunities and amenities. He asked for Council's thoughts on what placemaking means and asked how they weigh options. Councilmember McGlashan replied that to him, placemaking means remembering that the project is a "community center with a pool" and that he would like the space to include a Senior Center and be available to everyone, not just those who can afford it.

Ms. McInerney asked if the City is in conversation with the School District around the shared needs inherent with an Aquatic Center. Mayor Hall and Debbie Tarry, City Manager, assured her that there were many levels of ongoing discussions. Mayor Hall said he has reminded the District that since they rely on the City Pool to meet their programming needs, they must be prepared to help in funding. Ms. Robertson said she was happy to hear the School District is engaged in conversation about the pool and asked for additional information of the timing of the upcoming King County Levy, which may be a funding resource.

Mayor Hall said that since the outcome of the Levy and the potential impact on funding for Shoreline's project will not be known during the PFAC's meeting schedule this year, it would be most helpful if the committee would focus on prioritization and identifying projects that could be supported by funding sources outside of bonds. He shared that Rod Dembowski, King County Council Chair, has mentioned the idea of adding a Regional Aquatic Center in the northern part of the County, which would relieve Shoreline of some of the need.

Allegra Calder, the PFAC Facilitator, said she appreciates the reminder of the importance of the emphasis on the Community Center portion of the project. She asked Council for the depth and breadth of prioritization and feedback that would be helpful to them.

Councilmember McConnell said she is clearly hearing from the portion of the community that feels the current design is "not enough". She added that the School Board is receiving the same message from their constituents. She said that once the Council is really clear on what the community wants, the City can carefully plan to maximize the benefits of the investment.

Potential fundraising and Bond specifics were brainstormed, with discussion on the most effective ways to create a Bond Measure that is appealing to voters and meets a broad set of needs. Mayor Hall led conversation around the strategy behind the appropriate timing for placement on a ballot.

Councilmember Chang added that a bigger Aquatics Center would have the capacity to host outside groups and could bring additional economic activity to the community. Councilmember Roberts explained that while the cost of the Aquatics Center is a huge expense, when looked at amortized over a longer term it seems much more palatable.

Ms. McInerny asked what the feedback on the design was from senior residents. Councilmember McConnell said that the city is aging, and the timing is right for a new Senior Center. Mr. Herold reminded Council that seniors historically vote more than any other demographic. Mayor Hall shared some history on the Senior Center and its affiliation with the City and said the current leadership seems to be interested in having conversations about a shared space. He said it is valuable to remember that the intent to create a Community Center that serves all abilities and ages is different than committing to a dedicated meeting space for any one demographic. Councilmember Chang reported on a recent meeting with the director of Sound Generations and said the organization is hopeful that their space needs will be met in the new Community and Aquatics Center.

Jean Hilde, PFAC member, said it is easy to “get lost in the noise” of very vocal community spokespeople. She said to ensure equity it is important to remember the needs of those who do not speak up.

Mr. Chen directed the conversation to access and equity. He commented that use fees would be a barrier for entry for many Shoreline residents and said he hoped the City would be intentional in establishing equitable fees. Mr. Friedli said that with the School District’s addition of early-dismissal Wednesdays the City offers drop in programs free of charge to fill the childcare gap for Shoreline families. Ms. Tarry said that the Council has funded scholarships for childcare but does not currently have an established income-based fee schedule.

Councilmember Roberts suggested the PFAC consider moving their evaluation metric from a ranking to a scored system, since it would allow for more flexibility in prioritization.

Mayor Hall concluded by saying that while the Community and Aquatics Center should serve all residents, it does not have to be a regional Aquatic Center. Mr. Norris confirmed that the prioritization that is the next steps for the PFAC will be extremely useful for the City as it revises and focuses the design concept and scope.

At 6:49 p.m. the meeting adjourned.

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Allison Taylor, Deputy City Clerk

## CITY COUNCIL AGENDA ITEM

### CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Approval of Expenses and Payroll as of January 25, 2019
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	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 \$2,734,676.70 specified in the following detail:

#### **\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
12/30/18-1/12/19	1/18/2019	82615-82864	16084-16102	72961-72968	\$881,762.46
					\$881,762.46

#### **\*Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
1/25/2019	1142	\$3,460.57
		\$3,460.57

#### **\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/17/2019	72834	72845	\$98,025.79
1/17/2019	72846	72846	\$150.00
1/17/2019	72847	72854	\$3,216.35
1/17/2019	72855	72858	\$46,302.05

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/17/2019	72859	72859	\$102,780.84
1/19/2019	72860	72861	\$83,495.08
1/24/2019	72862	72880	\$184,898.53
1/24/2019	72881	72900	\$180,724.07
1/24/2019	72901	72922	\$144,751.83
1/24/2019	72923	72930	\$4,966.95
1/24/2019	72931	72939	\$16,367.27
1/24/2019	72940	72960	\$983,774.91
			<u>\$1,849,453.67</u>

Approved By: City Manager **DT**

City Attorney **MK**

## CITY COUNCIL AGENDA ITEM

### CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Approval of Expenses and Payroll as of February 8, 2019  
**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 \$1,657,650.83 specified in the following detail:

#### **\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
1/13/19-1/26/19	2/1/2019	82865-83108	16103-16125	73076-73081	\$688,060.72
					<u>\$688,060.72</u>

#### **\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/29/2019	71840	71840	(\$47.61)
1/30/2019	72969	72981	\$83,391.90
1/31/2019	72982	73002	\$432,439.83
1/31/2019	73003	73013	\$60,858.90
1/31/2019	73014	73023	\$1,701.01
1/31/2019	73024	73036	\$66,107.06
1/31/2019	73037	73037	\$58,417.05
2/7/2019	73038	73039	\$10,128.94
2/7/2019	73040	73046	\$163,701.13
2/7/2019	73047	73051	\$7,056.06
2/7/2019	73052	73066	\$78,466.77
2/7/2019	73067	73075	\$7,369.07
			<u>\$969,590.11</u>



**\*Accounts Payable Claims:**

	Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
Approved By: City Manager <b>DT</b>	City Attorney <b>MK</b>			

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Authorize the City Manager to Execute the 2019-2020 King County Solid Waste Division Waste Reduction and Recycling Grant Contract in the Amount of \$69,336

**DEPARTMENT:** Public Works

**PRESENTED BY:** Uki Dele, Surface Water & Environmental Services Manager

**ACTION:**        ☐ Ordinance        ☐ Resolution        ☒ Motion  
                 ☐ Discussion        ☐ Public Hearing

**PROBLEM/ISSUE STATEMENT:**

King County's Solid Waste Division manages the collection and disposal of solid waste in suburban cities and unincorporated areas of the King County. It is primarily funded by commercial companies and self-haulers, who pay the County transfer stations to dispose of their waste at the one remaining County landfill, Cedar Hills Regional landfill.

King County anticipates that when the Cedar Hills landfill closes in approximately 2030, the County will initiate solid waste export, and County residents and businesses will likely see their solid waste collection costs rise. In order to promote sustainable practices that reduce waste and minimize the cost of waste disposal, King County offers grant funds to cities to implement these waste reduction actions.

Shoreline was awarded a 2019-2020 King County Waste Reduction and Recycling (WRR) grant of \$69,336, which will be used to support two Earth Day events, outreach to businesses, and the year-round Household Battery Collection Program.

**RESOURCE/FINANCIAL IMPACT:**

By executing this WRR grant agreement contract, \$69,336 will be provided as revenue to support the City's 2019-2020 Environmental Services biennial budget.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute the 2019-2020 King County Waste Reduction and Recycling Grant Contract for \$69,336.

**ATTACHMENT:**

Attachment A: Waste Reduction and Recycling Grant 2019-2020  
Attachment B: Grant Contract Scope of Work

Approved By:        City Manager **DT**    City Attorney **JA-T**

CPA # 6060228

Draft**INTERAGENCY AGREEMENT FOR 2019 and 2020****Between****KING COUNTY and the CITY OF SHORELINE**

This two-year Interagency Agreement "Agreement" is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Shoreline, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as "Party" or "Parties."

**PREAMBLE**

King County and the City of Shoreline adopted the 2001 King County Comprehensive Solid Waste Management Plan, which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the King County Comprehensive Solid Waste Management Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the King County Comprehensive Solid Waste Management Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

**I. PURPOSE**

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

## II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

### A. The City

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2019 and 2020 shall not exceed \$69,336.
2. This Agreement provides for distribution of 2019 and 2020 grant funds to the City. However, grant funds are not available until January 1, 2019.
3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form approved by the County. Reports must be signed by a City official. These reports will include:
  - a. a description of each activity accomplished pertaining to the scope of work; and
  - b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 30, October 31, January 31) except for the final progress report and request for reimbursement, which shall be due by March 31, 2021.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by January 31, 2020 and March 31, 2021.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5<sup>th</sup> working day of January 2020 and January 2021, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. The City shall submit a final report to the County which summarizes the work completed under the grant program and evaluates the effectiveness of the projects for which grant funds were utilized, according to the evaluation methods specified in the scope of work. The final report is due within six (6) months of completion of the project(s) outlined in the scope of work, but no later than June 30, 2021.

5. If the City accepts funding through this grant program for the provision of waste reduction and recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
6. The City shall be responsible for following all applicable Federal, state, and local laws, ordinances, rules, and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.
7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
8. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
9. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
10. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.

11. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2021.

12. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."
13. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the materials.
14. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City's event, the City is exempt from having to provide the brochure to King County.
15. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the agreed upon areas listed in Exhibit A. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
16. This project shall be administered by Cameron Reed, Environmental Programs Specialist, or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by the city and is subject to the King County Council's budget approval process. Provided that the funds are allocated through the King County Council's budget approval process, grant funding to the City will include a base allocation of \$10,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Shoreline" and/or "text provided courtesy of the City of Shoreline."
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Lucy Auster, Project Manager, King County Solid Waste Division, or designee.

### **III. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2019 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2019, and shall terminate on June 30, 2021. The City shall not incur any new charges after December 31, 2020. However, if execution by either Party does not occur until after January 1, 2019, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2019 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

#### **IV. TERMINATION**

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.
- B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

#### **V. AMENDMENTS**

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Funds may be moved between tasks in the scope of work, attached as Exhibit A, only upon written request by the City and written approval by King County. Such requests will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope.

#### **VI. HOLD HARMLESS AND INDEMNIFICATION**

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of, or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.



## **VII. INSURANCE**

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.
- C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

## **VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT**

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## **IX. TIME IS OF THE ESSENCE**

The County and City recognize that time is of the essence in the performance of this Agreement.

## **X. SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

## **XI. NOTICE**

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

Lucy Auster, Project Manager, or a provided designee  
King County Solid Waste Division  
Department of Natural Resources and Parks  
201 South Jackson Street, Suite 701  
Seattle, WA 98104-3855

If to the City:

Cameron Reed, Environmental Programs Specialist, or a provided designee  
City of Shoreline  
17500 Midvale Avenue North  
Shoreline, WA 98133

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

### **City of Shoreline**

\_\_\_\_\_  
Debbie Tarry, City Manager

\_\_\_\_\_  
Date

### **King County**

BY \_\_\_\_\_  
Pat D. McLaughlin, Director  
Solid Waste Division

For Dow Constantine, King County Executive

\_\_\_\_\_  
Date

**City of Shoreline  
2019/20 Waste Reduction & Recycling (WRR) Program  
Grant Application for \$69,336  
\$34,836 in 2019 and \$34,500 in 2020**

**1. Task: Business Recycling Outreach**

**Total WRR cost: \$25,336**

Consistency with Plan

In King County's *Final Draft 2019 Comprehensive Solid Waste Management Plan* (Plan) (p. 4i), Sustainable Materials Management policy 2 states, "Enhance, develop, and implement waste prevention and recycling programs that will increase waste diversion from disposal using a combination of tools...[including] "education and promotion, [and] incentives..."

On page 4-16, the Plan identifies organics as one of the priority materials for recycling. On page 4-17, the plan lists "participation levels in diversion programs" as one of the challenges to recycling this material. On page 4-18, food and food-soiled paper are ranked as high priority based on evaluation metrics including "disposed tons, disposed volume, GHG emissions if recycled rather than landfilled, ability to influence the county's recycling rate, and market strength."

On page 4-19, the Plan states that "the grant monies can be used to support a number of activities, including...continuing to implement and improve general recycling programs...[and] improving opportunities for the collection and/or composting of organic materials," and "broadening resource conservation programs that integrate waste prevention and recycling programs."

On page 4-33, the plan states that "because of the diversity of businesses in the region, a more individualized approach is needed to increase recycling in this sector" and that "one area with significant room for improvement is the diversion of food scraps and food-soiled paper."

Goal Statement

The goal of this project is to increase the amount of organic and recyclable material diverted from the landfill by increasing the number of businesses in Shoreline that participate in curbside single-stream and organics recycling.

Project Description

Recycling service is embedded in garbage rates for commercial accounts through Recology, the City's contracted waste hauler. 84% of business accounts in Shoreline use this service. Organics recycling service is not embedded for business customers but is available through Recology or other haulers, and costs roughly equivalent to similar-sized garbage service. Only 17% of businesses currently use this service.

In 2019-2020, the City will develop, implement and evaluate a program to increase participation in curbside single-stream and/or organics recycling by businesses in Shoreline. The program will use community-based social marketing methods to identify which recycling streams and business sectors to target for the greatest impact (i.e. promoting composting by food businesses or single-stream recycling across all business sectors). Once specific recycling behaviors and audiences have been identified, the City will research the perceived benefits and barriers of those behaviors for those businesses. This will allow the City to directly address these barriers and benefits to participation in curbside organics/single-stream recycling by businesses in Shoreline.

### Performance Objectives

In 2019, the City will use service level data from Recology to identify and survey businesses in Shoreline that participate in curbside single-stream and/or organics recycling as well as those that do not, to identify the perceived benefits and barriers to participation. The estimated impact of different recycling behaviors will be considered.

In 2019, the City will use results from the barrier and benefit research to select tools to promote adoption of curbside single-stream and/or compostable recycling by these businesses. Tools selected will specifically address barriers or increase perceived benefits of the desired recycling behavior. These will include one or more of the following:

- Door-to-door outreach from trained community members, waste hauler staff, or City staff
- Targeted mailings
- Waste audits, staff trainings and other technical assistance from waste hauler or City staff
- Educational materials, and in-person assistance provided in specific non-English languages
- Incentives, such as free organics recycling service for a set period and compostable products to replace non-compostable take-out containers and service ware, for businesses that sign up for organics recycling service
- Partnering with community organizations to promote composting/recycling behaviors
- Promotion of EnviroStars green business recognition program.

In 2019 and 2020, the program will be advertised to Shoreline businesses using a combination of mailed letters and postcards, door to door outreach, local news outlets, community organizations web and social media.

The program will be evaluated by November 2019, using one or more of the metrics described in the evaluation section below. As recommended by this evaluation, the program will be adapted or expanded in 2020, with a final evaluation completed by November 2020. Results of this evaluation will be included in the grant report including lessons learned and recommendations for the program moving forward.

\$25,336 of grant funds will be used in 2019 and 2020 to pay for printing and mailing of promotional materials, surveys, and educational materials/signage, compensating extra help staff or trained community members to conduct door-to-door outreach and providing incentives such as compostable product swaps or free yard waste service for businesses.

### Impact Objectives

Based on 2018 service level data, there are 573 business accounts in Shoreline, generating an average of 554 pounds of garbage per account per week. 86% of businesses use single-stream recycling service (494 accounts), and 17% subscribe to organics recycling service (98 accounts). The City has also identified 100 restaurants that do not currently use organics recycling service. It is expected that this program will increase the rate of participation in curbside single-stream and/or organics recycling by businesses in Shoreline and that the amount of material disposed of as garbage by these businesses will decrease.

### Evaluation

This program will be evaluated against pre-program baselines for cost of delivery and impact on level of service and diversion rates to identify the lowest cost, most effective tools for increasing participation in curbside recycling by businesses. Data collected to evaluate this task will include:

- Service level data from waste hauler, including number of businesses subscribing to service, tonnage by stream and overall diversion rate

- Follow-up survey data from businesses on effectiveness of specific program elements, such as technical assistance, promotional materials, or incentives.
- Overall cost of delivery, including but not limited to grant monies expended to develop and implement the program

## **2. Task: Earth Day Every Day Event (2)**

**Total WRR cost: \$28,000**

### Consistency with Plan

Policy S-4 on page 4i of the King County Plan states “prevent waste generation by focusing on upstream activities including encouraging sustainable consumption behaviors, such as buying only what one needs, buying durable, buying secondhand, sharing, reusing, repairing, and repurposing.”

On pages 4-19, the Plan states that “The grant monies can be used to support a number of activities, including encouraging and promoting waste reduction; improving opportunities for the collection and/or composting of organic materials; increasing demand for recycled and reused products,” and “providing product stewardship opportunities” among other actions.

### Goal Statement

To promote environmental protection, sustainability, waste reduction, and product stewardship norms and behaviors among residents.

### Project Description

Since 2003, the City has offered an annual “Earth Day Every Day Event” that provides educational materials, products and tools integrating waste reduction, recycling, product stewardship, water quality, resource conservation, natural yard care and climate protection messages. This established and well-attended annual event encourages and equips residents to practice sustainable and safe techniques in their homes and gardens, in order to protect their health and the environment.

### Performance Objectives

In April 2019 and 2020, the City will offer its annual “Earth Day Every Day Event,” integrating sustainability and environmental protection messages with tools that encourage waste reduction and product stewardship, such as natural yard care products, reusable products made from recycled materials, home waste diversion products and techniques, green building techniques, and stewardship opportunities. The City will partner with Central Market to host the event and will invite local environmental organizations, agencies and businesses to provide interactive educational displays and direct technical assistance at the event to encourage residents to implement sustainable practices in their daily lives.

The City will create and mail a flyer advertising the event to the approximately 22,000 households in the city, and will advertise the event on its website, social media feeds, and in other regular City publications.

Products that promote waste reduction, recycling, product stewardship and the use of recycled products, will be distributed at the event at a reduced rate or at no charge. In exchange, residents will provide their names and contact information, as well as agree to complete and return a brief survey evaluating the event and products offered. Items to be distributed may include the following:

- Natural yard care products (i.e. compost, worm castings, native plants, manual weed pullers)
- Reusable products to replace single-use plastics (i.e. shopping bags, water bottles, straws, food containers, lunch boxes, etc)

- Tools for collecting and diverting organics at home (i.e. kitchen compost pails, green cones, compost bins and kits)
- Tools for promoting product stewardship (i.e. drying rack for plastic bags)

In 2019 and 2020, \$28,000 of grant funds will be used to purchase materials and supplies for the event as described above.

#### Impact Objectives

At the spring event in 2018, an estimated 900 residents were in-attendance. It is anticipated that in 2019 and 2020, approximately 1,800 residents will be reached by this event. It is expected that most of these residents will use the tools provided to reduce the amount of waste they produce, recycle more, purchase products made from recycled materials, and/or use durable products.

#### Evaluation

Event attendees that receive a free or low cost product will provide their contact information and will commit to completing a future survey, in exchange for receiving the product. Surveys will be sent to these participants in fall 2019 and 2020 and will evaluate the effectiveness of the event at promoting waste reduction behaviors.

### **3. Task:      Year-round Household Battery Recycling      Total WRR cost: \$14,000**

#### Consistency with Plan

The goal of the Sustainable Materials Management policy described on page 4i of the King County Plan is “Achieve Zero Waste of Resources--to eliminate the disposal of materials with economic value—by 2030... through a combination of efforts in the following order of priority:

- a. Waste Prevention and reuse,
- b. Product stewardship,
- c. Recycling and composting, and
- d. Beneficial use.”

Sustainable Materials Management Policy S-2 on page 4i of the Plan is to “Enhance, develop, and implement waste prevention and recycling programs that will increase waste diversion from disposal using a combination of tools:

- a. Infrastructure,
- b. Education and promotion,
- c. Incentives,
- d. Mandates,
- e. Enforcement, and
- f. Partnerships.”

On page 4-19, the Plan states that “The grant monies can be used to support a number of activities, including: encouraging and promoting waste reduction; improving opportunities for the collection of specific commodities... increasing demand for recycled and reused products... and providing product stewardship opportunities.”

#### Goal Statement

To decrease the amount of household batteries in the solid waste stream by increasing access to recycling opportunities; to promote the norm of product stewardship for household batteries; and to reduce the need for new natural resources by recycling and reusing battery components.

#### Project Description

Since January 2002, the City has collected household batteries year-round for residents at various locations throughout the City, including several schools, drug stores, and municipal buildings. In 2017, 6,419 pounds of batteries were collected and recycled through this program.

WRR funds in the amount of \$14,000 will be used to continue this popular program in 2019 and 2020 to pay for the vendor's cost to recycle the batteries.

#### Performance & Impact Objectives

An estimated 6,000 pounds of household batteries will be recycled in both 2019 and in 2020 from the citywide collection sites, diverting these materials from the landfill and providing the community access to this important recycling opportunity.

#### Evaluation

The pounds of household batteries collected will be recorded and reported to King County Solid Waste.

**WRR 2019/20 Budget Detail**  
**\$69,336**

**2019**

Staff costs

None \$ 0.00

Admin & Supplies

Business Outreach supplies \$ 1,500

Earth Day event materials \$14,000

Consultant & contract services

Business Outreach Services \$10,000

Household battery collection recycling services \$7,000

Printing & distribution costs

Business Outreach (1) printing/mailing \$ 1,336

**Total 2019: \$34,836**

**2020**

Staff costs

None \$ 0.00

Admin & Supplies

Business Outreach supplies \$ 1,500

Earth Day event materials \$14,000

Consultant & contract services

Business Outreach Services \$10,000

Household battery collection recycling services \$7,000

Printing & distribution costs

Business Outreach (1) printing/mailing \$ 1,000

**Total 2020: \$34,500**



**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute the 2019-2020 Seattle-King County Public Health Local Hazardous Waste Management Program Grant Contract in the Amount of \$41,441.63
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Uki Dele, Surface Water & Environmental Services Manager
<b>ACTION:</b>	<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 has been awarded \$41,441.63 from the Seattle-King County Public Health's Local Hazardous Waste Management Program (LHWMP) to support Shoreline's environmental and public health through hazardous waste education for residents and businesses. The grant also provides for the development of community stewardship opportunities.

In 2019-2020 biennium, these funds will be used for the City's "Earth Day Everyday Event", natural yard care workshops for residents, and outreach to businesses about the EnviroStars™ program.

**RESOURCE/FINANCIAL IMPACT:**

These funds will be added as revenue to the 2019 Environmental Services Budget as a budget amendment.


**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute the 2019-2020 Seattle-King County Public Health's Local Hazardous Waste Management Program Grant Contract for \$41,441.63.

**ATTACHMENT:**

Attachment A: 2019-20 LHWMP Grant Contract

Approved By:            City Manager **DT**    City Attorney **JA-T**

<b>Public Health</b> Seattle & King County 		<b>COMMUNITY SERVICES AGREEMENT – OTHER GOVERNMENT</b>		<b>PHSKC Agreement #</b>  3935 EHS							
This Agreement is between King County and the Recipient identified below. The County department overseeing the work to be performed in this Agreement is the Department of Public Health (PHSKC).											
<b>RECIPIENT NAME</b>  City of Shoreline			<b>RECIPIENT FEDERAL TAX ID #</b>  91-1683888								
<b>RECIPIENT ADDRESS</b>  17500 Midvale Ave. N, Shoreline, WA 98133-4905			<b>RECIPIENT CONTACT &amp; EMAIL ADDRESS</b>  Cameron Reed; creed@shorelinewa.gov								
<b>PHSKC DIVISION</b> EHS			<b>PROJECT TITLE</b> Local Hazardous Waste Management Program								
<b>AGREEMENT START DATE</b> Jan 01 2019		<b>AGREEMENT END DATE</b> Dec 31 2020		<b>AGREEMENT MAXIMUM AMOUNT</b> \$41,441.63							
<b>FUNDING DETAILS</b>  <table> <tr> <td><u>Funding Source</u> King County Local Hazardous Waste Management Fund</td> <td><u>PHSKC Contract #</u> NA</td> <td><u>Amount</u> \$41,441.63</td> <td colspan="3"><u>Effective Dates</u> Jan 01 2019 TO Dec 31 2020</td> </tr> </table>						<u>Funding Source</u> King County Local Hazardous Waste Management Fund	<u>PHSKC Contract #</u> NA	<u>Amount</u> \$41,441.63	<u>Effective Dates</u> Jan 01 2019 TO Dec 31 2020		
<u>Funding Source</u> King County Local Hazardous Waste Management Fund	<u>PHSKC Contract #</u> NA	<u>Amount</u> \$41,441.63	<u>Effective Dates</u> Jan 01 2019 TO Dec 31 2020								
<b>FUNDING SUMMARY</b> FEDERAL: \$0.00		COUNTY: \$41,441.63		STATE: \$0.00 OTHER: \$0.00							
<b>IS THE RECIPIENT A SUBRECIPIENT FOR PURPOSES OF THIS AGREEMENT? No</b>											
<b>EXHIBITS.</b> The following Exhibits are attached and are incorporated into this Agreement by reference: Exhibit A-Scope of Work; Exhibit B-Budget; Exhibit C-Invoice template.											
In consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually agree that the Recipient shall provide services and comply with the requirements set forth in this Agreement. The parties signing below represent that they have read and understand this Agreement, and have the authority to execute this Agreement. Furthermore, in addition to agreeing to the terms and conditions provided herein, by signing this Agreement, the Recipient certifies that it has read and understands the Agreement requirements on the PHSKC website ( <a href="http://www.kingcounty.gov/health/contracts">http://www.kingcounty.gov/health/contracts</a> ), and agrees to comply with all of the Agreement terms and conditions detailed on that site, including EEO/Nondiscrimination, HIPAA, Insurance, and Credentialing, as applicable.											
<b>RECIPIENT SIGNATURE</b>		<b>PRINTED NAME AND TITLE</b>		<b>DATE SIGNED</b>							
<b>PHSKC SIGNATURE</b>		<b>PRINTED NAME AND TITLE</b>		<b>DATE SIGNED</b>							

Approved as to Form: OFFICE OF THE KING COUNTY PROSECUTING ATTORNEY  
 (This form is available in alternate formats for people with disabilities upon request.)

## KING COUNTY TERMS AND CONDITIONS

### 1. Agreement Term and Termination

- A. This Agreement shall commence on the Agreement Start Date and shall terminate on the Agreement End Date as specified on page 1 of this Agreement, unless extended or terminated earlier, pursuant to the terms and conditions of the Agreement.
- B. This Agreement may be terminated by the County or the Recipient without cause, in whole or in part, prior to the Agreement End Date, by providing the other party thirty (30) days advance written notice of the termination. The Agreement may be suspended by the County without cause, in whole or in part, prior to the date specified in Subsection 1.A. above, by providing the Recipient thirty (30) days advance written notice of the suspension.
- C. The County may terminate or suspend this Agreement, in whole or in part, upon seven (7) days advance written notice in the event: (1) the Recipient materially breaches any duty, obligation, or service required pursuant to this Agreement, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Agreement is terminated by the County pursuant to this Subsection 1.C. (1), the Recipient shall be liable for damages, including any additional costs of procurement of similar services from another source.

If the termination results from acts or omissions of the Recipient, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Recipient shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Recipient by the County.

- D. If County or other expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection 1.A., the County may, upon written notification to the Recipient, terminate or suspend this Agreement in whole or in part.

If the Agreement is terminated or suspended as provided in this Section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination or suspension; and (2) in the case of termination the Recipient shall be released from any obligation to provide such further services pursuant to the Agreement ; and (3) in the case of suspension the Recipient shall be released from any obligation to provide services during the period of suspension and until such time as the County provides written authorization to resume services..

Funding or obligation under this Agreement beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Agreement. Should such appropriation not be approved, this Agreement will terminate at the close of the current appropriation year.

- E. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

### 2. Compensation and Method of Payment

- A. The County shall reimburse the Recipient for satisfactory completion of the services and requirements specified in this Agreement, payable upon receipt and approval by the County of a signed invoice in substantially the form of the attached Invoice Exhibit, which complies with the attached Budget Exhibit.
- B. The Recipient shall submit an invoice and all accompanying reports as specified in the attached exhibits not more than 60 working days after the close of each indicated reporting period. The County shall make payment to the Recipient not more than 30 days after a complete and accurate invoice is received.

- C. The Recipient shall submit its final invoice and all outstanding reports within 90 days of the date this Agreement terminates. If the Recipient's final invoice and reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to the Recipient of the amounts set forth in said invoice or any subsequent invoice.
- D. When a budget is attached hereto as an exhibit, the Recipient shall apply the funds received from the County under this Agreement in accordance with said budget. The Agreement may contain separate budgets for separate program components. The Recipient shall request prior approval from the County for an amendment to this Agreement when the cumulative amount of transfers among the budget categories is expected to exceed 10% of the Agreement amount in any Agreement budget. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment. Cumulative transfers between budget categories of 10% or less need not be incorporated by written amendment; however, the County must be informed immediately in writing of each such change.
- E. Should, in the sole discretion of the County, the Recipient not timely expend funds allocated under this Agreement, the County may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement. The County may unilaterally make changes to the funding source without the need for an amendment. The Recipient shall be notified in writing of any changes in the fund source or the recapturing or reprogramming of under expenditures.
- F. If travel costs are contained in the attached budget, reimbursement of Recipient travel, lodging, and meal expenses are limited to the eligible costs based on the following rates and criteria.
  - 1. The mileage rate allowed by King County shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. The IRS mileage rate shall be paid for the operation, maintenance and depreciation of individually owned vehicles for that time which the vehicle is used during work hours. Parking shall be the actual cost. When rental vehicles are authorized, government rates shall be requested. If the Recipient does not request government rates, the Recipient shall be personally responsible for the difference. Please reference the federal web site for current rates: <http://www.gsa.gov>.
  - 2. Reimbursement for meals shall be limited to the per diem rates established by federal travel requisitions for the host city in the Code of Federal Regulations, 41 CFR § 301, App.A. Please reference <http://www.gsa.gov> for the current host city per diem rates.
  - 3. Accommodation rates shall not exceed the federal lodging limit plus host city taxes. The Recipient shall always request government rates.
  - 4. Air travel shall be by coach class at the lowest possible price available at the time the County requests a particular trip. In general, a trip is associated with a particular work activity of limited duration and only one round-trip ticket, per person, shall be billed per trip. Any air travel occurring as part of a federal grant must be in accordance with the Fly America Act.

### **3. Internal Control and Accounting System**

The Recipient shall establish and maintain a system of accounting and internal controls which complies with applicable generally accepted government accounting standards (GAGAS).

### **4. Debarment and Suspension Certification**

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Recipient, by signature to this Agreement, certifies that the Recipient is not presently debarred, suspended, or proposed for debarment by any Federal department or agency. The Recipient also agrees that it will not enter

into a sub-agreement with a Recipient that is debarred, suspended, or proposed for debarment. The Recipient agrees to notify King County in the event it, or a sub-awardee, is debarred, suspended, or proposed for debarment by any Federal department or agency.

## **5. Maintenance of Records/Evaluations and Inspections**

- A. The Recipient shall maintain accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Agreement funds and compliance with this Agreement.
- B. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 13. below, the Recipient shall maintain the following:
  - 1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Agreement; and
  - 2. Records, including written quotes, bids, estimates or proposals submitted to the Recipient by all businesses seeking to participate on this Agreement, and any other information necessary to document the actual use of and payments to sub-awardees and suppliers in this Agreement, including employment records.

The County may visit the site of the work and the Recipient's office to review the foregoing records. The Recipient shall provide every assistance requested by the County during such visits. In all other respects, the Recipient shall make the foregoing records available to the County for inspection and copying upon request. If this Agreement involves federal funds, the Recipient shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the Agreement documents.

- C. Except as provided in Section 6 of this Agreement, the records listed in A and B above shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with Revised Code of Washington (RCW) Chapter 40.14.
- D. Medical records shall be maintained and preserved by the Recipient in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Recipient ceases operations under this Agreement, the Recipient shall be responsible for the disposition and maintenance of such medical records.
- E. The Recipient agrees to cooperate with the County or its agent in the evaluation of the Recipient's performance under this Agreement and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.
- F. The Recipient agrees that all information, records, and data collected in connection with this Agreement shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

## **6. Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

The Recipient shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Recipient shall read and certify compliance with all HIPAA requirements at <http://www.kingcounty.gov/healthservices/health/partnerships/contracts>

## **7. Audits**

- A. If the Recipient is a municipal entity or other government institution or jurisdiction, it shall notify the County in writing within 30 days of when its annual report of examination/audit, conducted by the Washington State Auditor, has been completed.
- B. Additional audit or review requirements which may be imposed on the County will be passed on to the Recipient and the Recipient will be required to comply with any such requirements.

**8. Corrective Action**

If the County determines that a breach of Agreement has occurred, that is, the Recipient has failed to comply with any terms or conditions of this Agreement or the Recipient has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:

- A. The County will notify the Recipient in writing of the nature of the breach;  
The Recipient shall respond in writing within three (3) working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the Agreement into compliance, which date shall not be more than ten (10) days from the date of the Recipient's response, unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;
- B. The County will notify the Recipient in writing of the County's determination as to the sufficiency of the Recipient's corrective action plan. The determination of sufficiency of the Recipient's corrective action plan shall be at the sole discretion of the County;
- C. In the event that the Recipient does not respond within the appropriate time with a corrective action plan, or the Recipient's corrective action plan is determined by the County to be insufficient, the County may commence termination or suspension of this Agreement in whole or in part pursuant to Section 1.C.;
- D. In addition, the County may withhold any payment owed the Recipient or prohibit the Recipient from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and
- E. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 1., Subsections B, C, D, and E.

**9. Dispute Resolution**

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve the dispute under this section.

**10. Hold Harmless and Indemnification**

- A. In providing services under this Agreement, the Recipient is an independent contractor, and neither it nor its officers, agents, employees, or subcontractors are employees of the County for any purpose. The Recipient shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.  
The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Recipient, its employees, subcontractors and/or others by reason of this Agreement. The Recipient shall protect, indemnify, and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Recipient's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Recipient of work,

services, materials, or supplies by Recipient employees or other suppliers in connection with or support of the performance of this Agreement.

- B. The Recipient further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Agreement by the Recipient, its officers, employees, agents, or subcontractors. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Agreement pursuant to the Term and Termination section.
- C. The Recipient shall defend, indemnify, and hold harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Recipient, its officers, employees, sub-awardees and/or agents in its performance or non-performance of its obligations under this Agreement. In the event the County incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Recipient.
- D. The County shall defend, indemnify, and hold harmless the Recipient, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the County, its officers, employees, or agents in its performance or non-performance of its obligations under this Agreement. In the event the Recipient incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.
- E. Claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.
- F. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Agreement.
- G. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

## **11. Insurance Requirements**

By the date of execution of this Agreement, the Recipient shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Recipient, its agents, representatives, employees, and/or sub-awardees. The costs of such insurance shall be paid by the Recipient or sub-awardee. The Recipient may furnish separate certificates of insurance and policy endorsements for each sub-awardee as evidence of compliance with the insurance requirements of this Agreement. The Recipient is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Recipient, its agents, employees, officers, sub-awardee, providers, and/or provider sub-awardees to comply with the insurance requirements stated herein shall constitute a material breach of this Agreement. Specific coverages and requirements are at <http://www.kingcounty.gov/healthservices/health/partnerships/contracts>; Recipients shall read and provide required insurance documentation prior to the signing of this Agreement.

## **12. Assignment/Sub-agreements**

- A. The Recipient shall not assign or sub-award any portion of this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County. Said consent must be sought in writing by the Recipient not less than fifteen (15) days prior to the date of any proposed assignment.

- B. "Sub-agreement" shall mean any agreement between the Recipient and a sub-awardee or between sub-awardees that is based on this Agreement, provided that the term "sub-awardee" does not include the purchase of (1) support services not related to the subject matter of this Agreement, or (2) supplies.
- C. The Recipient shall include Sections 2.D., 2.E., 3, 4, 5, 6, 10.A., 10.B., 10.G., 12, 13, 14, 15, 16, 17, 23, 24, 26, and the Funder's Special Terms and Conditions, if attached, in every sub-agreement that relates to the subject matter of this Agreement.
- D. The Recipient agrees to include the following language verbatim in every sub-agreement for services which relate to the subject matter of this Agreement:  

"Sub-awardee shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of sub-awardee, its officers, employees, and/or agents in connection with or in support of this Agreement. Sub-awardee expressly agrees and understands that King County is a third party beneficiary to this Agreement and shall have the right to bring an action against sub-awardee to enforce the provisions of this paragraph."

### **13. Nondiscrimination and Equal Employment Opportunity**

The Recipient shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.

During performance of the Agreement, the Recipient agrees that it will not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Recipient will make equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Additional requirements are at <http://www.kingcounty.gov/healthservices/health/partnerships/contracts>; Recipients shall read and certify compliance.

### **14. Conflict of Interest**

- A. The Recipient agrees to comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this Agreement, and may result in termination of this Agreement pursuant to Section II and subject the Recipient to the remedies stated therein, or otherwise available to the County at law or in equity.
- B. The Recipient agrees, pursuant to KCC 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any county official or employee. The Recipient acknowledges that if it is found to have violated the prohibition found in this paragraph, its current Agreements with the county will be cancelled and it shall not be able to bid on any county Agreement for a period of two years.
- C. The Recipient acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in an agreement or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Recipient shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Agreement. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Agreement. After Agreement award, the Recipient is responsible for notifying the County's



Project Manager of current or former County employees who may become involved in the Agreement any time during the term of the Agreement.

**15. Equipment Purchase, Maintenance, and Ownership**

- A. The Recipient agrees that any equipment purchased, in whole or in part, with Agreement funds at a cost of \$5,000 per item or more, when the purchase of such equipment is reimbursable as an Agreement budget item, is upon its purchase or receipt the property of the County and/or federal/state government. The Recipient shall be responsible for all such property, including the proper care and maintenance of the equipment.
- B. The Recipient shall ensure that all such equipment will be returned to the County or federal/state government upon termination of this Agreement unless otherwise agreed upon by the parties.

**16. Proprietary Rights**

The parties to this Agreement hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the party that produces such material or article. If any patentable or copyrightable material or article should result from the work described herein and is jointly produced by both parties, all rights accruing from such material or article shall be owned in accordance with US Patent Law. Each party agrees to and does hereby grant to the other party, irrevocable, nonexclusive, and royalty-free license to use, according to law, any material or article and use any method that may be developed as part of the work under this Agreement.

The foregoing products license shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Recipient which are modified for use in the performance of this Agreement.

The foregoing provisions of this section shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Recipient that are not modified for use in the performance of this Agreement.

**17. Political Activity Prohibited**

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

**18. King County Recycled Product Procurement Policy**

In accordance with King County Code 18.20, the Recipient shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.

**19. Future Support**

The County makes no commitment to support the services awarded for herein and assumes no obligation for future support of the activity awarded herein except as expressly set forth in this Agreement.

**20. Entire Agreement/Waiver of Default**

The parties agree that this Agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

**21. Amendments**

Either party may request changes to this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement. Changes to the County's Agreement numbering system or fund source may be made unilaterally by the County and without the need for amendment of this Agreement. The Recipient shall be notified in writing of any changes in the Agreement number or fund source assigned by the County; provided, however, that the total compensation allocated by the County through this Agreement does not change.

**22. Notices**

Whenever this Agreement provides for notice to be provided by one party to another, such notice shall be in writing and directed to the chief executive office of the Recipient and the project representative of the County department specified on page one of this Agreement. Any time within which a party must take some action shall be computed from the date that the notice is received by said party.

**23. Services Provided in Accordance with Law and Rule and Regulation**

The Recipient and any sub-awardee agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Agreement, all of which are incorporated herein by reference.

In the event that there is a conflict between any of the language contained in any exhibit or attachment to this Agreement, the language in the Agreement shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

**24. Applicable Law**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

**25. Electronic Processing and Signatures**

The parties agree that this Agreement may be processed and signed electronically, which if done so, will be subject to additional terms and conditions found at <https://www.docusign.com/company/terms-of-use>.

The parties acknowledge that they have consulted with their respective attorneys and have had the opportunity to review this Agreement. Therefore, the parties expressly agree that this Agreement shall be given full force and effect according to each and all of its express terms and provisions and the rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

The parties executing this Agreement electronically have authority to sign and bind its represented party to this Agreement.

**26. No Third Party Beneficiaries**

Except for the parties to whom this Agreement is assigned in compliance with the terms of this Agreement, there are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

**END OF COUNTY TERMS AND CONDITIONS**

**EXHIBIT A  
SCOPE OF WORK**

**CITY OF SHORELINE  
1/1/2019-12/31/2020**

**Background**

The Local Hazardous Waste Management Plan (hereafter referred to as the “Plan”) as updated in 1997 and 2010, was adopted by the partner agencies (the King County Solid Waste Division, the Seattle Public Utilities, the King County Water and Land Resources Division, and Public Health – Seattle and King County) and the cities located in King County. The Washington State Department of Ecology in accordance with RCW 70.105.220 subsequently approved the Plan. The City is an active and valued partner in the regional Local Hazardous Waste Management Program (hereafter referred to as the “Program”).

The purpose of this Exhibit is to define the relationship associated with the Program’s funding of City activities performed under the auspices of the Plan and as approved by the Program’s Management Coordination Committee (hereinafter referred to as the “MCC”). This Contract further defines the responsibilities of the City and Public Health – Seattle and King County with respect to the transfer of Program monies.

**Scope of Work**

The City of Shoreline will provide two Earth Day community educational events and a minimum of two natural yard care workshops. Program funds will be used for event promotion, supplies, venue booking and vendor costs. These events will educate attendees about reducing the use of hazardous materials and adopting safer alternatives.

The City will also produce one mailing to businesses promoting the EnviroStars green business program.

**Responsibilities of the Parties**

**The City**

1. The City shall develop and submit project proposals and budget requests to the Program’s Contract Administrator. Funds provided to the City by the Program pursuant to this Contract shall be used to implement hazardous waste programs and/or services as approved by the MCC.
2. The City shall submit timely reimbursement requests as negotiated with the Contract Administrator. For reimbursement, the City shall submit the following to the Contract Administrator:
  - a) An invoice (see Exhibit C). Invoices should be sent to the Contract Administrator for approval and payment.

- b) A brief description of activity accomplished and funds expended in accordance with the scope of work.
  - c) Copies of invoices for expenditures or a financial statement prepared by the City's finance department. The financial statement should include vendor names, a description of services provided, date paid and a check or warrant number.
3. The City shall submit to the Contract Administrator no later than December 5<sup>th</sup> a final invoice or estimate for activities completed in that calendar year.
  4. It is the responsibility of the City to comply with all applicable county, state and/or federal reporting requirements with respect to the collection and transfer of moderate risk wastes. The City shall report to the Contract Administrator the quantity, by type, of moderate risk waste collected using Program funds. The City shall also provide the Contract Administrator with copies of EPA's Non-Hazardous Waste Manifest or similar form, associated with the transport of moderate risk waste collected through Program-funded events.
  5. The City is solely responsible for any and all spills, leaks or other emergencies arising at the facilities associated with the City's events or in any other way associated with activities conducted within the scope of this Contract. In the event of a spill or other emergency, the City is responsible for complying with all applicable laws and regulations.
  6. The City agrees to appropriately acknowledge the Program in all media produced – in part or in whole – with Program funds. Where feasible, the City will use the Program's logo. The intent of this provision is to further strengthen this regional partnership in the public's mind.
  7. The City agrees to provide the Program with copies of all media material produced for local hazardous waste management events or activities that have been funded by the Program. The City also agrees to allow the Program to reproduce media materials created with Program money provided that the Program credits the City as the originator of that material.
  8. This project shall be administered by Cameron Reed at the City of Shoreline, 17500 Midvale Avenue N, Shoreline, at (206) 801-2455, (creed@shorelinewa.gov) or his designee.
  9. Questions or concerns regarding any issue associated with this Exhibit that cannot be handled by the Contract Administrator should be referred to the LHWMP Program Director for resolution.

**Seattle-King County Department of Public Health**

1. The Seattle-King County Department of Public Health shall administer, via the attached Contract, the transfer of Program funds to the City for hazardous waste management events and activities.
2. Within ten (10) working days of receiving a request for reimbursement from the City, the Contract Administrator shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The Contract Administrator will not authorize payment for activities and/or expenditures that are not included in the scope of work, unless the scope has been amended.

The Contract Administrator retains the right to withhold all or partial payment if the City's invoices are incomplete (e.g. they do not include proper documentation of expenditures for which reimbursement is being requested) or are not consistent with the submitted scope of work.

**Program Contacts**

Lynda Ransley  
LHWMP Program Director  
150 Nickerson Street, Suite 204  
Seattle, WA 98109  
206-263-8241  
[lynda.ransley@kingcounty.gov](mailto:lynda.ransley@kingcounty.gov)

Joy Carpine-Cazzanti  
LHWMP Contract Administrator  
401 Fifth Avenue, Suite 1100  
Seattle, WA 98104  
206-263-0365  
[jcarpine@kingcounty.gov](mailto:jcarpine@kingcounty.gov)

**EXHIBIT B****2019-2020 BUDGET****LOCAL HAZARDOUS WASTE MANAGEMENT PROGRAM**

City of Shoreline  
17500 Midvale Avenue N,  
Shoreline, WA 98133

<b>Component Description</b>	<b>2019-2020 Budget</b>	<b>Total</b>
Household Hazardous Waste Education	\$41,441.63	\$41,441.63
Household Hazardous Waste Collection		
<b>TOTAL</b>	<b>\$41,441.63</b>	<b>\$41,441.63</b>

**Footnote:** The 2019-2020 budget can be partly or totally spent in either 2019 and/or 2020 but cannot exceed the budget total in these two years.



# INVOICE

Contract Number: 3935 EHS  
Exhibit: C  
Contract Period of Performance: 1/1/19-12/31/20

## City of Shoreline

17500 Midvale Ave N  
Shoreline WA 98133-4905  
Invoice Processing Contact: Cameron Reed  
(206) 801-2455  
[creed@shorelinewa.gov](mailto:creed@shorelinewa.gov)

Submit signed hardcopy invoice to:  
Joy Carpine-Cazzanti  
Local Hazardous Waste Management Program  
Public Health - Seattle & King County  
401 5th Ave., Suite 1100  
Seattle, WA 98104  
[jcarpine@kingcounty.gov](mailto:jcarpine@kingcounty.gov)

Invoice for services rendered under this contract  
for the period of:

Start Date	End Date

MM/DD/YY

ALL FIELDS MUST BE COMPLETED FOR PROMPT PAYMENT PROCESSING

## King County Accounts Payable Information

Purchase Order # \_\_\_\_\_  
Supplier Name City of Shoreline  
Supplier # 2656  
Supplier Pay Site SHORELINE  
Remit to Address 17500 Midvale Ave N  
Shoreline WA 98133-4905  
\_\_\_\_\_  
Invoice Date \_\_\_\_\_  
Invoice # \_\_\_\_\_  
Amount to be Paid \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PH Program name/phone Kristin Painter (206) 477-5470

Project	Organization	Expend Acct	Task	CPA	Amount
1114016	860000	53105	001		

Attach sheet for multiple POETAs

Expenditure Item	2019-20 Budget	Previously Billed	Current	Cumulative	Balance
HHW Education	\$41,441.63				\$41,441.63
HHW Collection					
<b>Total</b>	<b>\$41,441.63</b>				<b>\$41,441.63</b>

I, the undersigned, do hereby certify under the laws of the State of Washington penalty of perjury, that this is a true and correct claim for reimbursement services rendered. I understand that any false claims, statements, documents, or concealment of material fact may be prosecuted under applicable Federal and State laws. This certification includes any attachments which serve as supporting documentation to this reimbursement request.

Subrecipient Signed \_\_\_\_\_ Date \_\_\_\_\_

PH Authorization / Approval \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

## INVOICE DETAIL

Salaries & Wages- List by Employee	Hours	Rate of Pay/ Hr	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
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Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -
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Fringe Benefits	Base	Rate	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
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Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -
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Consultant Costs- Itemize by consultant below	Unit of measure	Rate	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -

Supplies- Please detail below	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
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Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -
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Travel	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
In State Travel	Total # of Miles	Rate			
Out of State Travel	# of People	Rate			
Per Diem and Lodging	# of People	# of Units	Unit Cost		

Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -
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Other Costs- Please detail below	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -

Overhead Costs- Please detail below	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -

	Budget	Previously Billed	Current Expenditure	Cumulative (Previous + Current)	Balance (Budget less Cumulative)
Direct Costs Total	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ -	\$ -	\$ -	\$ -	\$ -

Notes regarding this Invoice



**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adopting Shoreline's Federal Legislative Priorities		
<b>DEPARTMENT:</b>	City Manager's Office		
<b>PRESENTED BY:</b>	Jim Hammond, Government Relations		
<b>ACTION:</b>	<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:**

On February 26<sup>th</sup>, the Mayor and City Manager will have several appointments with Federal Legislators to discuss issues and policies that are important to the City. In preparation for those meetings, staff presented a list of Federal Legislative Priorities for Council's consideration on February 4, 2019. The staff report for this Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport020419-9b.pdf>. These priorities will guide the February discussion with the Federal Legislators.

For 2019, staff proposes a continued focus on funding and support for investments in the NE 145<sup>th</sup> Street Corridor and the associated I-5 Interchange. The City has prioritized the success of the 145<sup>th</sup> Sound Transit station as an omnibus goal that supports our goals for the 145<sup>th</sup> Corridor, the interchange replacement, a pedestrian overpass serving the light rail station and redevelopment of the station area for housing and economic development. These identified priorities are complementary and support Shoreline's station and regional priorities to ensure that the City's key messages are clear and consistent across all audiences.

In addition, the priorities would direct staff to pursue improvements to federal policies that enhance community and economic development, as well as managing challenges posed by both culverts and stormwater management.

During the Council discussion on February 4, Council requested minor alterations to the priorities. The attached proposed 2019 Federal Legislative Priorities (Attachment A) reflect Council direction provided at the February 4<sup>th</sup> Council meeting.

**RESOURCES/FINANCIAL IMPACT:**

This item has no direct financial impact.

**RECOMMENDATION**

Staff recommends that Council adopt the proposed Federal Legislative Priorities.

**ATTACHMENTS:**

Attachment A: 2019 Federal Legislative Priorities

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



## 2019 Shoreline Federal Legislative Priorities

- **Continue to seek funding and support for implementation of NE 145<sup>th</sup> Corridor transportation projects, including:**
  - Continued pursuit of a BUILD Grant for the I-5/145<sup>th</sup> Interchange project
  - Elevating the need for 145<sup>th</sup> roadway improvements for transit and other traffic from I-5 to SR 99
  - Request funding for the NE 145<sup>th</sup> Corridor in any federal transportation bill, including preserving bicycle and pedestrian funding.
  - Prepare to submit potential funding requests, as appropriate, in support of NE 145<sup>th</sup> Corridor projects
- **Advocate for changes to federal transportation funding programs to strengthen ability of the City to pursue its transportation and infrastructure goals, including:**
  - Allocation of federal infrastructure dollars to transit and non-motorized projects
  - Addition of a medium-sized city set aside, similar to the current rural set aside, to better enable smaller communities to compete for federal dollars, both in a new Transportation bill and in the next round of BUILD grants
  - Increase in share of federal transportation funding directed to Metropolitan Planning Organizations (such as the Puget Sound Regional Council) for local distribution
- **Protect federal funding for Lynnwood Link Light Rail and other regional transit projects.**
- **Support funding for Community and Economic Development Programs, including:**
  - Increased funding for Community Development Block Grants (CDBG) and the Home Investment Partnership Program (HOME)
  - Preserving access to internet-based sales taxes and supporting other municipal tax authority
- **Strengthen federal tools for dealing with culvert and stormwater issues, including:**
  - Support the creation of a new federal program to provide federal grant funding for culvert replacement
  - Add green stormwater treatment as a scoring criterion for federal transportation awards.
  - Support a refundable tax credit for stormwater management by private property owners
  - Collaborate with federal partners, such as the Corps of Engineers, to develop partnerships to address projects in the Boeing Creek/Hidden Lake area

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

<b>AGENDA TITLE:</b>	Sound Transit State Route 522/SR523 Bus Rapid Transit Project Update		
<b>DEPARTMENT:</b>	Public Works, Transportation Division		
<b>PRESENTED BY:</b>	Nytasha Sowers, Transportation Services Manager		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

#### **PROBLEM/ISSUE STATEMENT:**

On November 27, 2017 Sound Transit (ST) staff provided an update on the Sound Transit 3 (ST3) Plan with a focus on initiating Phase 1 of the planned bus rapid transit (BRT) line operations and capital improvements on State Route 522/State Route 523 (NE 145<sup>th</sup> Street) from Shoreline to Woodinville. The ST presentation included a presentation of the SR 522/NE 145<sup>th</sup> Representative Project. The Representative Project includes a project scope, high-level project cost estimates, ridership forecasts, the number and location of BRT stations as well as roadway capital improvements to support frequent and reliable transit service. A map of the Representative Project is included as Attachment A.

In 2018, ST utilized stakeholder input and additional technical analyses to further evaluate and refine the Representative Project with the intention of incorporating the collective modifications into an updated set of project improvements to be carried into Phase 2, the Conceptual Engineering and Environmental Review phase of the project. This updated project is entitled the Refined Project. In March of 2019, ST staff will ask its Board of Directors to advance the consultant contract for the Refined Project into Phase 2. A map of the draft Refined Project is included as Attachment B.

ST's project includes a signal improvement to the 5<sup>th</sup> Avenue and 145<sup>th</sup> intersection and associated new bus and right turn only lanes. The City is also in the process of designing multi-modal access improvements for this intersection as part of its 145<sup>th</sup> and I-5 Interchange project. WSDOT has design approval for the interchange and asked the City to evaluate roundabouts as one of its improvement alternatives for this intersection. The City's traffic analysis determined that construction of a roundabout (with transit sharing general purpose lanes) resulted in delays generally less than (LOS B) or equal to the ST3 proposal with significantly less property impacts. The City is therefore requesting ST to consider a roundabout to improve transit performance at this intersection instead of the signal improvement and new bus lane it currently has identified as part of its draft Refined Project.

As Sound Transit transitions from Phase 1 to Phase 2 of the project, it is asking the City of Shoreline to enter into a Partnership Agreement that will memorialize the Refined Project and outline the City's requirements to streamline its permitting of ST's roadway improvements within the City's jurisdiction. City staff is currently in the process of reviewing ST's draft agreement and will ensure it addresses the City's interests and concerns. Given the issues under discussion, including ST's evaluation of a roundabout to provide Sound Transits' desired intersection performance improvements, it is likely that this agreement will not be executed before ST staff ask its Board of Directors to advance the consultant contract of the Refined Project into Phase 2, Conceptual Engineering and Environmental Review phase of the project. The City of Shoreline and Sound Transit have been working productively together and are expecting to develop a Refined Project that can be supported by agencies during Phase 2 of the project.

Tonight, staff from Sound Transit, will provide an update on the ST3 Plan implementation and then on the SR 522/523 BRT project's proposed Refined Project and next steps to implement the project.

**RESOURCE/FINANCIAL IMPACT:**

Staff will work with Sound Transit to further the design of the SR 522/523 BRT project along the 145<sup>th</sup> Street corridor (SR 523). The ultimate design of Sound Transit's project may not include all the elements of the City's adopted 145<sup>th</sup> Street Multi-modal Corridor Study Preferred Design Concept. If future improvements are desired, reflective of the City's Preferred Design Concept, then capital dollars would need to be sought by the City of Seattle, King County, Metro and/or the City of Shoreline.

**RECOMMENDATION**

There is no action required with this agenda item as this report is for discussion purposes only. Council should provide feedback on the Refined Project and any modifications that Council would like considered as the project moves to Phase 2. Council is encouraged to ask questions of Sound Transit staff regarding the ST3 Plan and SR 522/523 BRT project.

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

## **BACKGROUND**

On November 27, 2017 Sound Transit (ST) staff provided an update on the Sound Transit 3 (ST3) Plan with a focus on initiating Phase 1 of the planned bus rapid transit (BRT) line operations and capital improvements on State Route 522/State Route 523 (NE 145<sup>th</sup> Street) from Shoreline to Woodinville. The staff report for this discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport112717-8a.pdf>.

In 2018 the City Council also met with the cities of Lake Forest Park and Kenmore and sent a five-city joint letter to the ST Board regarding the ST alternatives being considered. This letter is included with this staff report as Attachment C.

The Representative Project, as approved by the voters as part of ST3, included new left turn lanes, bus queue jumps, and new bus only or right turn lanes (BAT lane). The Representative Project has a western terminus at the future Shoreline South/145<sup>th</sup> Link Light Rail station (serving the SR 523/I-5 interchange). The Project continues along SR 523 to the intersection with SR 522 (Bothell Way NE) and continues along SR 522, 98<sup>th</sup> Avenue NE, NE 185<sup>th</sup> Street and Beardslee Blvd to the University of Washington (UW) Bothell campus and then to NE 195<sup>th</sup> Street and the Woodinville Park and Ride. The Project includes nine bus station pairs, three 300-stall parking garages, and a transit center planned at UW Bothell/Cascadia College as part of the project. A description of the Representative Project is included in Attachment A.

## **DISCUSSION**

### **Comparison of Sound Transit's Representative and Refined Projects in Shoreline**

In 2018, ST utilized stakeholder input and additional technical analyses to further evaluate and refine the Representative Project with the intention of incorporating the collective modifications into an updated set of project improvements entitled the draft Refined Project. A comparison of ST's Representative Project and ST's Refined Project on 145<sup>th</sup> are summarized below.

- **The 145<sup>th</sup> and 5<sup>th</sup> Avenue NE Intersection.** There is no change in proposed improvements from the Representative Project to the draft Refined Project for the segment of 145<sup>th</sup> between 5<sup>th</sup> Avenue NE and approximately 17<sup>th</sup> Avenue NE. Like the Representative Project, the draft Refined Project proposes signal improvements at the 145<sup>th</sup> and 5<sup>th</sup> Avenue NE intersection and the extension of a westbound bus and right only turn lane from the between 5<sup>th</sup> Avenue NE and 8<sup>th</sup> Avenue NE all the way back to approximately 17<sup>th</sup> Avenue NE and eastbound from the Jackson Park golf course to 17<sup>th</sup> Avenue NE. Please note that Sound Transit is reviewing an alternative Improvement concept proposed by the City of Shoreline for this intersection (a roundabout) as described below.
- **145<sup>th</sup> and 25<sup>th</sup> Avenue NE.** The Representative Project identified new bus queue jumps for several blocks east and west of the planned 25<sup>th</sup> Avenue BRT stations on the north and south side of NE 145<sup>th</sup> Street. The Refined Project proposes a new left turn pocket at 25<sup>th</sup> Avenue NE instead of new bus lane improvements

and identifies these stations as “subject to further evaluation in Phase 2” before they are selected to be part of the final project to be constructed.

**145<sup>th</sup> and Bothell Way.** The Representative Project identified a pair of BRT stations on the north and south side of 145<sup>th</sup> to the east of Bothell Way. The Refined Project states that the location of the BRT stations will be determined in future phases of the project and only shows a new bus lane eastbound between 30<sup>th</sup> Avenue NE and Bothell Way/SR 522. Currently the proposed station locations for the eastbound direction is on Bothell Way/SR522 just north of the 145<sup>th</sup>/SR522 intersection and for the westbound direction on 145<sup>th</sup> – just west of the 145<sup>th</sup>/SR522 intersection.

ST has stated that sidewalk improvements will only be made where ST is rebuilding the roadway and does not plan to include an off-corridor bike network as was defined as a key component of the City of Shoreline’s Preferred Design Concept. A map of ST’s Refined Project is included as Attachment B.

### **Roundabouts at the 145<sup>th</sup> and I-5 Interchange**

As Sound Transit is developing their Refined Project, the City of Shoreline has also continued design of the 145<sup>th</sup> and I-5 Interchange Project. The City received \$ 3.89 million dollars in federal funding to complete the design and environmental phase of the 145<sup>th</sup> and I-5 interchange project (<http://www.shorelinewa.gov/our-city/145th-street-corridor/sr-523-n-ne-145th-street-i-5-interchange-project>).

The preferred multi-modal improvements for the interchange have progressed since Council’s adoption of the 145<sup>th</sup> Preferred Design Concept in April 2016 (<http://www.shorelinewa.gov/home/showdocument?id=29399>). The initial proposed improvements included a new northbound on ramp from eastbound 145<sup>th</sup> that looped south under the existing 145<sup>th</sup> bridge deck and then merged into I-5 northbound. As part of WSDOT’s design review process for proposed interchange improvements the state required the City to evaluate roundabouts. Through this evaluation the City determined that three roundabouts could be constructed instead of the interchange improvements proposed as part of Shoreline’s Preferred Design Concept at a lower cost and with as good if not better access and performance for buses, other vehicles, bikes and pedestrians.

An overview of the initially proposed 145<sup>th</sup> and I-5 interchange improvements and the new proposed roundabouts to replace the initial design concept is presented as Attachment D. As noted earlier, both the City’s *initial* Preferred Design Concept and Sound Transit’s draft Project identify bus and right turn only lanes from the 5<sup>th</sup> Avenue and 145<sup>th</sup> intersection back to approximately 17<sup>th</sup> Avenue NE. The proposed roundabouts provide a significant improvement in traffic performance (most operating at LOS B) and are expected to eliminate the need for a new dedicated bus and right turn only lane in addition to the existing general-purpose lanes.

Although there is a perceived safety risk to pedestrians and cyclists with roundabouts this perception is not substantiated by accident data from roundabouts across the state and country – and that the level of pedestrian service at roundabouts is significantly better than a signalized counterpart, even if some added walking distance is required

(see Attachment E for a staff white paper addressing safety and access concerns regarding roundabouts).

In addition to access and performance benefits the roundabouts could substantially reduce significant property impacts on the north side of 145<sup>th</sup> between 5<sup>th</sup> Avenue NE and 17<sup>th</sup> Avenue NE (see description above) than would be required under ST's Refined Project improvements. Given the performance benefits, reduction in property impacts and cost savings the City of Shoreline is requesting ST to evaluate a roundabout at 145<sup>th</sup> and 5<sup>th</sup> Avenue as part of their design and environmental review phase of the project. As the intersection is part of a state route, the Washington State Department of Transportation (WSDOT) will have final design approval for the proposed round about. WSDOT has had a favorable reaction to the concept to date and is anticipated to approve this design as the project progresses.

### **Next Steps**

In March of 2019 Sound Transit staff will ask its Board of Directors to advance the consultant contract of the Refined Project into Phase 2, Conceptual Engineering and Environmental Review phase of the project.

Prior to completion the first phase of this project (Phase 1) Sound Transit would like to enter into an agreement with the City to both memorialize its Board adopted Refined Project and establish a commitment to streamline the permitting process. This agreement is anticipated to build on the Partners' Concurrence Document signed by Sound Transit and the City of Shoreline in October of 2017 that broadly outlined the approach that ST will take to work collaboratively with the City of Shoreline to deliver the Project on time. A copy of the Partner's Concurrence Document is included as Attachment F.

City staff is currently in the process of reviewing ST's draft agreement and will ensure it addresses the City's interests and concerns. Given the issues under discussion, including ST's evaluation of a roundabout to provide Sound Transits' desired intersection performance improvements, it is likely that this agreement will not be executed before the ST Board action in March to move into Phase 2 of the project. However, the City of Shoreline and Sound Transit have been working productively together and are expecting to develop a Refined Project that can be supported by agencies soon after the March ST Board action.

During Phase 2, Sound Transit will complete environmental review of the Project, review City's development regulations and identify and document any actions necessary. After the Sound Transit Board identifies the Project to be built, Sound Transit will begin the Implementation Phase. If appropriate, the Parties may negotiate and execute agreements necessary to complete right-of-way acquisition, permitting, construction, and/or ownership and maintenance of infrastructure constructed with the Project. A current schedule for the Project is included as Attachment G. As project development proceeds, updated schedules will be developed by Sound Transit and shared with project partners for review and input.



### **Tonight's Council Meeting**

Tonight, staff from Sound Transit, will provide an update on the ST3 Plan implementation and then on the SR 522/523 BRT project's proposed Refined Project and next steps to implement the project.

### **COMMUNITY ENGAGEMENT**

Sound Transit hosted ten community workshops from May 2018 through January 2019 including community workshops in Shoreline in May 2018, October 2018 and January 2019. At these workshops Sound Transit shared information on project refinement options that were developed based on technical analysis and community feedback during its Phase 1 outreach from May 2018 to January 2019. The workshops provided opportunities for specific, localized feedback to further inform the recommended project refinement options. Sound Transit identified the following overall key themes from these community engagement activities:

- Support for BRT service, BAT lanes and transit service integration,
- Support for bike racks and bike storage facilities at and near BRT stations,
- Support for keeping existing direct transit connections to downtown Seattle, and
- Concerns about traffic congestion and impacts.

In addition to the themes identified above, Sound Transit also identified business access, property impacts and pedestrian safety as concerns for the north Seattle and Shoreline communities.

In addition to holding multiple community workshops, ST has also engaged a staff level Interagency Work Group, a City Managers group and an Elected Leadership Group to review and discuss potential project refinements. These groups met multiple times in 2018 through the end of February 2019 to inform Sound Transit's development of their Refined Project. The last Sound Transit presentation to the Interagency Work Group, which includes an overview of community engagement activities over the last year, key elements of the Refined Project, and Next Steps, is included as Attachment H.

### **RESOURCE/FINANCIAL IMPACT**

Staff will work with Sound Transit to further the design of the SR 522/523 BRT project along the 145<sup>th</sup> Street corridor (SR 523). The ultimate design of Sound Transit's project may not include all the elements of the City's adopted 145<sup>th</sup> Street Multi-modal Corridor Study Preferred Design Concept. If future improvements are desired, reflective of the City's Preferred Design Concept, then capital dollars would need to be sought by the City of Seattle, King County, Metro and/or the City of Shoreline.

### **COUNCIL GOALS ADDRESSED**

This project is addressing the following City Council Goals:

- Council Goal 2: Improve Shoreline's infrastructure to continue the delivery of highly-valued public service.
- Council Goal 3: Continue preparation for regional mass transit in Shoreline.

## **RECOMMENDATION**

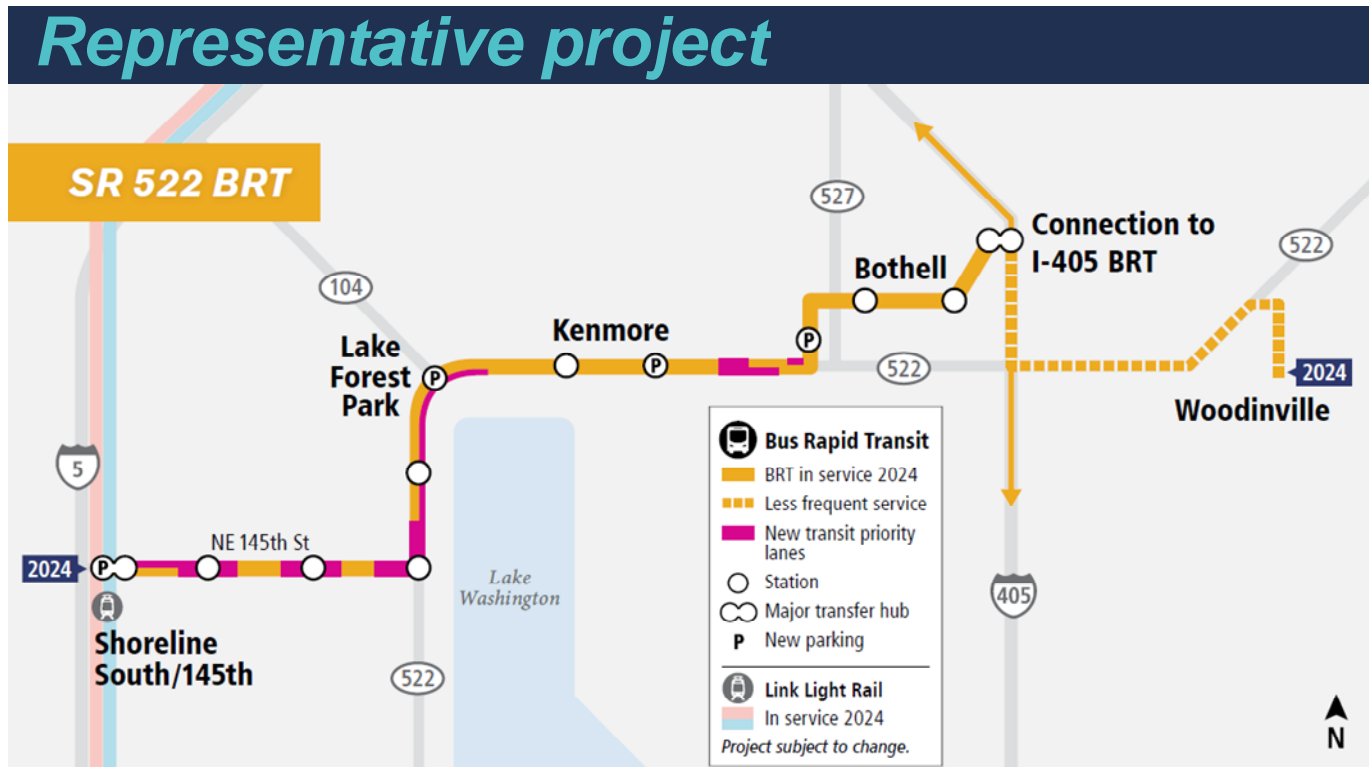
There is no action required with this agenda item as this report is for discussion purposes only. Council should provide feedback on the Refined Project and any modifications that Council would like considered as the project moves to Phase 2. Council is encouraged to ask questions of Sound Transit staff regarding the ST3 Plan and SR 522/523 BRT project.

## **ATTACHMENTS**

- Attachment A – SR 522/SR 523 BRT Representative Project
- Attachment B – SR 522/SR 523 BRT Refined Project
- Attachment C – City of Shoreline Letter to ST Board
- Attachment D – 145<sup>th</sup> and I-5 Interchange Improvement Options
- Attachment E – Multilane Roundabouts: Pedestrian Safety, Accessibility and Level of Service
- Attachment F – SR 522/SR 523 BRT Partners Concurrence Document
- Attachment G – SR 522/SR 523 BRT Project Schedule
- Attachment H – SR 522/NE 145<sup>th</sup> BRT Project Update for the Interagency Group

Attachment A

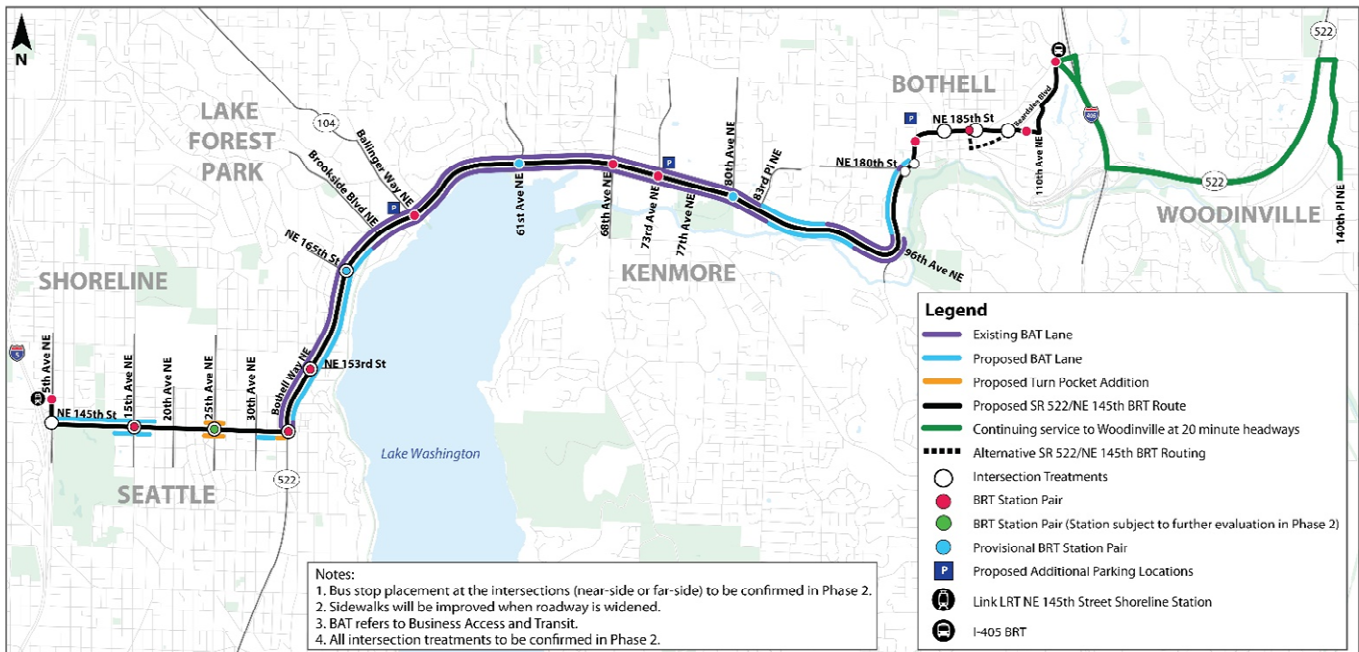
Sound Transit SR %22/NE 145<sup>th</sup> BRT Representative Project



## Attachment B

### Sound Transit SR %22/NE 145<sup>th</sup> BRT Refined Project

#### SR 522/NE 145th BRT - Refined Project



Date: 2/13/2019



#### Key features of SR 522/NE 145th BRT

- Service every 10 minutes to Bothell; every 20 minutes to Woodinville.
- Up to 19 hours of service Monday – Saturday; up to 17 hours of service on Sunday.
- 30-minute travel time from UW Bothell/Cascadia Community College to South Shoreline.
- Connections to Link light rail in Shoreline and I-405 BRT in Bothell.
- Shared stations with King County Metro where feasible.
- Short dwell time features at stations including: dual-bus platform length, level boarding, and off-board fare payment.
- Approximately 900 new parking stalls in the corridor.
- Increased transit ridership.
- Consistent [BRT](#) station branding.

## Key project refinements

- Four BRT station pairs (including one subject to further evaluation in Phase 2) at:
  - Shoreline South/145th LRT Station.
  - NE 145th Street and 15th Avenue NE.
  - NE 145th Street and 25th Avenue NE (subject to further evaluation).
  - SR 522 and NE 145th Street.
- Westbound business access and transit (BAT) lane on NE 145th Street from 17th Avenue NE to 5th Avenue NE.
- Sidewalk along the north side of NE 145th Street between 17th Avenue NE and 5th Avenue NE.
- Left turn pockets at 25th Avenue NE.
- Transit priority lanes at SR 522/NE 145th Street intersection; sidewalk improvements where lanes added.
- General purpose lanes utilization from approximately 17th Avenue NE to 32nd Avenue NE.
- Transit signal priority at signalized intersections.

## Shoreline & Seattle refinements



## ATTACHMENT C



November 13, 2018

Chairman Dave Somers and Sound Transit Board  
Sound Transit  
401 South Jackson Street  
Seattle, WA 98104

Dear Chairman Somers and Members of the Board:

The cities of Bothell, Kenmore, Lake Forest Park, Shoreline, and Woodinville look forward to 2024 when the SR522/523 Bus Rapid Transit (BRT) project will start service. Our cities came together to advocate for this project as part of the Sound Transit 3 (ST3) ballot measure. The representative project included in the ballot measure reflected our collective vision of bus rapid transit connecting our cities to the Shoreline South Light Rail Station and to the I-405 BRT services in Bothell. In essence, it gives our 150,000 residents integrated transit service linked to the regional light rail system.

In order to meet this vision our cities understood that it would require our political support to implement improvements in a timely manner, including those with impacts to private property owners, in order to ensure that this “early win” project would be in place by the opening of the Lynnwood Link Extension in 2024. We are still committed to providing this support to Sound Transit so that a successful project can be delivered to our communities and the region.

In light of this we are writing to express our concerns regarding some proposed “refinements” being considered by Sound Transit for the SR 522/523 Bus Rapid Transit (BRT) project. We feel strongly that these refinements will compromise key elements of the project as was set out in the Sound Transit 3 plan including 10-minute headways between the Shoreline South/NE 145<sup>th</sup> Street Light Rail Station and UW Bothell, 20-minute headways between UW Bothell and Woodinville, and coordinated connections to the I-405 BRT service. Ultimately travel times along the project are to be 28 minutes to/from Bothell to the Shoreline South Light Rail Station and 45 minutes to/from Woodinville. Maintaining these key elements are an important part of



the package supported by the voters and 150,000 residents of our five cities and attracting the projected 10,000 ridership.

Specifically, the representative project stated that the project would build Business Access and Transit (BAT) lanes that “fill in existing ‘gaps’ along SR 522 between NE 145<sup>th</sup> Street and 96<sup>th</sup> Avenue NE in Bothell...” Proposed refinements to the representative project move away from this objective, specifically with consideration of not fully implementing BAT lanes on SR522 through Lake Forest Park. Project staff have also shared that a refinement under consideration is the repurposing of two existing general purpose lanes on SR523/NE 145<sup>th</sup> Street to BAT lanes. The significant modification to the operation of a major east/west corridor would need to be borne out by a thorough technical analysis and accompanied by meaningful improvements that ensure the corridor works well for all modes of transportation. Bottom line: we must arrive at a project that meets the intent of the representative project approved by the voters for ballot measure so that we work together to achieve success of this BRT corridor.

A BRT project along SR522 and SR523 will be neither workable nor acceptable if it fails to honor the vision first articulated by our cities and captured in the Sound Transit 3 Plan. Time is of the essence, as the Sound Transit Board is scheduled to approve a preferred design concept in the first quarter of 2019, and we cannot afford to sacrifice project elements that are needed to make this project a success. Continuous BAT lanes on SR 522 are essential to the ability of the system to operate with reliable travel times and predictable headways. We must also be certain that the project will successfully address the most significant single constraint in the system—the intersection of 145<sup>th</sup> and Bothell Way. Resolving traffic issues in this intersection along with addressing NE 145<sup>th</sup> will be critical to the long-term success of this project.

The SR522/523 BRT project represents a visible and valuable early win for our latest round of regional transit investments. In addition, transit-oriented development (TOD) is a high priority for Sound Transit, as it is for our north-end cities, and a high-performing BRT system is essential to the long-term viability of both existing and planned TOD along the entire corridor. Bothell, for instance, is designated as a regional growth center that needs strong transit to ensure its long-term sustainability. The hundreds of millions of dollars being spent on light rail extensions and other BRT services (such as I-405) won’t be most effectively used if the SR522/523 BRT system, which will feed these other parts of the network, does not perform well.

In closing we want to reiterate that we share Sound Transit’s strong commitment to creating a lasting and high-performing regional transit system. As Sound Transit’s first-ever BRT system and one of its first ST3 deliverables, we want this project to be seen as a major success, and we want to stand by you as your most enthusiastic supporters. This BRT project is a key part of the network and a prime connection for our five cities to the rest of the system. We cannot afford to be penny wise and pound foolish when making this crucial investment in our future.

We are committed to continuing the robust partnership that began well before the creation and passage of the ST3 package that brought this project to life. So that we may continue to grow our spirit of collaboration, we request that the Sound Transit Board and staff make every effort to

ensure that the SR522/523 BRT project is planned, funded and delivered in alignment with the Sound Transit 3 plan and in a manner that ensures the long-term success of this key piece of the regional transit system.

Sincerely,

A handwritten signature in black ink that reads "Will Hall". The signature is fluid and cursive.

Will Hall, Mayor  
City of Shoreline

A handwritten signature in blue ink that reads "Jeff Johnson". The signature is stylized and cursive.

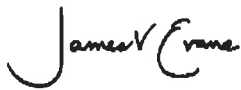
Jeff Johnson, Mayor  
City of Lake Forest Park

A handwritten signature in black ink that reads "Nigel Herbig". The signature is cursive and somewhat stylized.

Nigel Herbig, Deputy Mayor  
City of Kenmore

A handwritten signature in black ink that reads "Andrew J. Rheaume". The signature is cursive and somewhat stylized.

Andrew J. Rheaume, Mayor  
City of Bothell

A handwritten signature in black ink that reads "James Evans". The signature is cursive and somewhat stylized.

James Evans, Mayor  
City of Woodinville



## Attachment D

### Sound Transit SR 522/NE 145<sup>th</sup> BRT

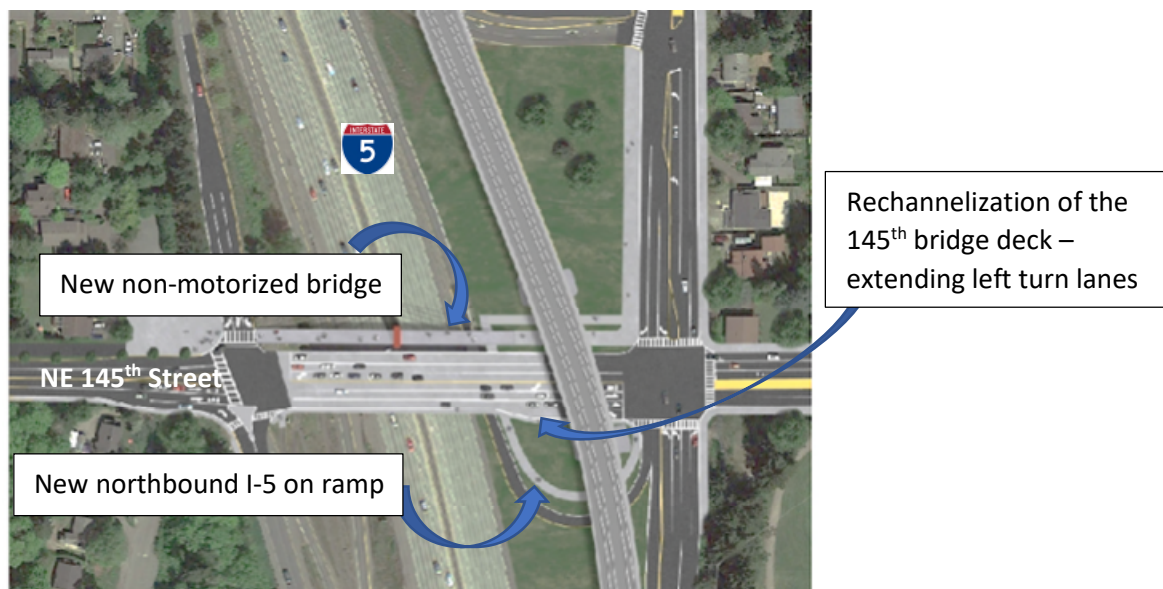
#### 145<sup>th</sup> and I-5 Improvement Options

The following is in overview of the initial and revised concept the City of Shoreline is considering for the 145<sup>th</sup> and I-5 interchange. Recognizing that 145<sup>th</sup> and I-5 interchange is severely congested with limited access for pedestrian and bicycles, the City of Shoreline developed a set of mobility and multi-modal access improvements for the interchange as part of the 145<sup>th</sup> Street Multi-modal Corridor Study Preferred Design Concept (<http://www.shorelinewa.gov/home/showdocument?id=29399>).

#### 145<sup>th</sup> and I-5 Interchange Improvements from the Preferred Design Concept

Figure 1 below depicts the initial concept for the 145<sup>th</sup> and I-5 interchange improvements, as outlined in the 145<sup>th</sup> Street Multi-modal Corridor Study (the Study). This concept consisted of the addition of a non-motorized bridge spanning I-5 to the north of the existing bridge, providing for an additional lane of traffic on the existing bridge, adding a new northbound loop on-ramp to I-5, modifications to adjacent intersections at 4th Avenue and 5th Avenue, and making non-motorized connections between the interchange area and Sound Transit's proposed light rail station north of NE 145<sup>th</sup>.

Figure 1. Initial 145<sup>th</sup> and I-5 interchange improvements



The City of Shoreline was awarded federal funds to design the 145<sup>th</sup> interchange in 2017 and began design in 2018. As 145<sup>th</sup> is also a state route the Washington State Department of Transportation is required to review and approve any changes to the interchange. As part of this agency's design review process, WSDOT required the City of Shoreline to evaluate roundabouts.

A WSDOT design review was not required for the City to develop its initial Preferred Design Concept. The City's traffic modeling of its initial design concept and the WSDOT required roundabout design

concept led to the determination that roundabouts could be constructed at lower cost and results in a higher level of both transit and general purpose traffic performance along the 145<sup>th</sup> corridor with improved access for pedestrian and bicycle access over existing conditions.

An overview of the proposed roundabout design and its performance in comparison to the City's initial improvements from the Preferred Design Concept is presented below.

#### 145<sup>th</sup> and I-5 Interchange Roundabouts

As shown in Figure 2 below, under the roundabout improvement concept, the intersections east and west of I-5 will be converted to roundabouts as well as the intersection of 5th Avenue NE at the northbound I-5 on-ramp. The existing bridge configuration will be revised by eliminating the left turn lanes and repurposing the excess roadway width by constructing a non-motorized pathway along the north side of the structure and a standard sidewalk along the south.

Figure 2. 145<sup>th</sup> and I-5 Interchange Roundabouts



#### Performance and Cost Comparison

As noted previously, a performance analyses of both options demonstrated the three roundabouts operating at LOS D or better while the City's initial concept operated at LOS E or better. This alternative can handle greater traffic volumes than the traffic signal option, reduces traffic queues, improves safety, does not require widening of the NE 145<sup>th</sup> Street bridge over I-5, has a lower capital cost and only requiring slightly more right of way.

The roundabouts also have lowest estimated construction cost with slightly higher (0.25 acres vs 0.34 acres) right of way impacts compared to the initial design with a minor impact to the west border of the Jackson Golf Course. The total cost for the initial 145<sup>th</sup> Interchange concept is \$27 M while the cost of the roundabouts concepts is estimated at approximately \$23M.

## Multilane Roundabouts: Pedestrian Safety, Accessibility and Level of Service Performance Review

### Safety

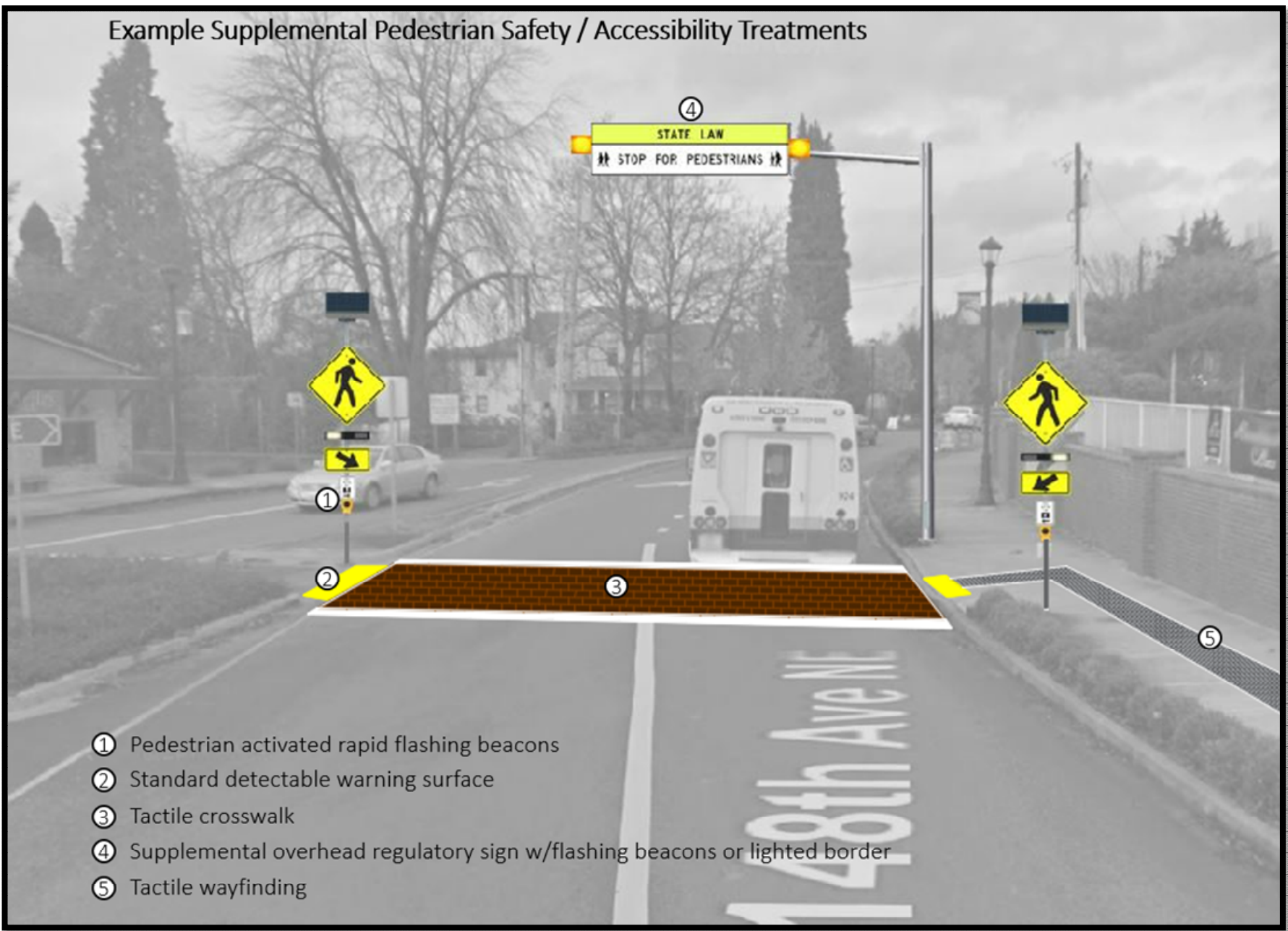
In response to concerns raised regarding pedestrian safety and accessibility crossing multi-lane roundabouts, the City of Shoreline has conducted a review of multi-lane roundabouts in various cities throughout Washington. The City used WSDOT's State Crash Data Portal to review collision history from 2013 through 2017, which maps pedestrian collision data. (<https://remoteapps.wsdot.wa.gov/highwaysafety/collision/data/portal/public/>)

In reviewing five years of collision data for each of these 11 locations, only 2 pedestrian collisions were found. In one of these instances, the pedestrian crossing lacked any signs or supplemental treatments. See Appendix A for information about review locations, context, pedestrian treatments, and collision history.

### Accessibility

The US Access Board has raised concerns about accessibility of roundabouts (<https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/guidance-and-research/pedestrian-access-to-modern-roundabouts/crossing-at-roundabouts>). One of the primary challenges to impaired pedestrians navigating roundabouts is gauging and selecting an appropriate time to cross. Visually impaired pedestrians often rely on sound cues (stopping and starting) to supplement their decision on when to cross which is a challenge at roundabouts. The Access Board indicated that yielding behavior was poor at 3 reviewed crosswalks, however it is not clear what supplemental pedestrian features were in place (i.e. pedestrian activated rectangular rapid flashing beacons), if any.

There are many supplemental accessibility features that can be used to enhance safety and accessibility for pedestrians at roundabouts. Some examples are shown in the diagram below. FHWA has indicated that Rectangular Rapid Flashing Beacons (RRFBs) result in yield rates of 88% if median RRFB displays are used ([https://safety.fhwa.dot.gov/intersection/conventional/unsignalized/tech\\_sum/fhwasa09009/](https://safety.fhwa.dot.gov/intersection/conventional/unsignalized/tech_sum/fhwasa09009/)). RRFBs are generally equipped with vibrotactile feedback and can further be modified for audible messages similar to signalized locations.



Signalized crossing locations face similar driver yield behavior, and therefore accessibility, challenges. At most signalized intersections, the pedestrian phase is concurrent with the corresponding through vehicle phase which means the pedestrian is reliant on the driver yield compliance to safely cross. For example, the northbound movement at 5<sup>th</sup> Ave NE and NE 145<sup>th</sup> Street would be given a green indication at the same time the northbound/southbound east leg pedestrian crossing has the walk indication. In this scenario the pedestrian is reliant on the northbound right turning driver to yield the right of way (and at some intersections the opposing left turning driver as well). The turning driver's only indications of conflicting pedestrian movement are the small pedestrian signal head (which is not always clearly visible for the driver) and the pedestrian in the crosswalk. In consideration of this, the ability to supplement roundabouts with RRFB's may provide greater pedestrian safety and accessibility in comparison to standard signalized intersection treatments which permit right turns across the concurrent pedestrian movement.

### Level of Service

All traffic simulation models will be updated to account for significant increase in future pedestrian volumes. There are no (between interchanges), or insignificant (SE side of interchange) pedestrian generators on the south side of the corridor currently and into the future. Even under the assumption of a trail along 5<sup>th</sup> Ave NE, pedestrian and bike arrival rates are likely to be somewhat low.

Quantitatively, pedestrian level of service has not been analyzed and is not required to be. That said, it is worth noting that the level of pedestrian service at roundabouts is significantly better than a signalized counterpart, even if some added walking distance is required. Based on relatively high signal cycle lengths that would be required at the interchange to manage traffic volumes, average pedestrian delay would generally be greater than 30 seconds, and would range



from about 30-50 seconds on average. The 2010 Highway Capacity Manual states, “*In general, pedestrians become impatient when they experience delays in excess of 30 seconds/pedestrian and there is a high likelihood of their not complying with the signal indication.*” This is a risk we see taken by pedestrians quite frequently on larger corridors in the City of Shoreline, such as Aurora Avenue. With respect to pedestrian delay, the on-demand pedestrian service nature of roundabout crossings outperform signalized crossings

**Appendix A: Multilane Roundabout Review Locations (Washington State)**

1. Woodinville - SR 202 / NE 145<sup>th</sup> Street

Context: high retail area / approximately 20 wine tasting rooms and a few restaurants directly adjacent to this roundabout. Multi-lane pedestrian crossings on all legs but one.

Pedestrian Crossing Treatments: No supplemental pedestrian safety features.

Pedestrian / Bike Collision History: 5-year history, zero pedestrian collisions

Map: <https://goo.gl/maps/byrgMgCHCvn>



2. Olympia – Jefferson St SE & 14<sup>th</sup> Ave NW

Context: In the heart of State Department buildings. NW Quadrant: WA State DSHS, Attorney General, Fish & Wildlife. NE Quadrant: Association of WA business. SE Quadrant: WA State Dept of Enterprise Services. SW Quadrant: WA State Dept of Transportation.

Pedestrian Crossing Treatments: Rectangular Rapid Flashing Beacons.

Pedestrian / Bike Collision History: 5-year history, zero pedestrian collisions

Map: <https://goo.gl/maps/P7AC6XAZpiF2>



3. Olympia – Harrison Ave NW & Olympic Way

Context: Near the Capitol Lake/Puget Sound slough/bridge, link between downtown Olympia and west Olympia (retail, residential, etc). Works in tandem with roundabout to the south.

Pedestrian Crossing Treatments: One multi-lane approach/departure crossing with Rectangular Rapid Flashing Beacons.

Pedestrian / Bike Collision History: 5-year history, zero pedestrian collisions

Map: <https://goo.gl/maps/z6sdbqFAtHM2>







#### 4. Olympia – 4<sup>th</sup> Ave W & Olympic Way

Context: Highly traveled pedestrian connection; connects west Olympia to Downtown. Retail and residential on both sides. Scenic walk – bridge over Capitol Lake slough/Puget Sound.

Pedestrian Crossing Treatments: Supplemented by Rectangular Rapid Flashing Beacons.

Pedestrian / Bike Collision History: 5-year history, zero pedestrian collisions

Map: <https://goo.gl/maps/GtM6Ed5Ug2M2>



#### 5. Hunts Point – 84<sup>th</sup> Ave NE & Hunts Point Road (SR 520 Interchange)

Context: Functions as SR-520 interchange. Connects residents on south to SR 520 Trail.

Pedestrian Crossing Treatments: Supplemented with Rectangular Rapid Flashing Beacons.

Pedestrian / Bike Collision History: 5-year history, zero pedestrian collisions

Map: <https://goo.gl/maps/bk9BcpMqyNo>



#### 6. Lacey – Pacific Ave SE & Homann Dr SE

Context: In the middle of retail area including restaurant, coffee, general retail. Roundabout also intersects the Woodland Trail.

Pedestrian Crossing Treatments: Supplemented with Rectangular Rapid Flashing Beacons.

Pedestrian / Bike Collision History: 5-year history, zero pedestrian collisions

Map: <https://goo.gl/maps/vK5bEChcizK2>





### 7. Lacey – Pacific Ave SE & Golf Club Rd SE

Context: Residential and some minor retail. This roundabout also intersects Lacey’s Woodland Trail.

Pedestrian Crossing Treatments: Supplemented with Rectangular Rapid Flashing Beacons.

Pedestrian / Bike Collision History: 5-year history, 1 pedestrian collision.

Map: <https://goo.gl/maps/uLJBXBJQpsm>



### 8. Bellingham – Kellogg Rd & Cordata Pkwy

Context: Serves as entrance to Whatcom College. Links campus to food/retail on east side.

Pedestrian Crossing Treatments: None – crossings lack even basic warning signs.

Pedestrian / Bike Collision History: 5-year history, 1 pedestrian collision.

Map: <https://goo.gl/maps/7wc76aX7hBx>



### 9. Issaquah – E Lake Sammamish Pkwy & SE 43<sup>rd</sup>

Context: Dense residential adjacent to the roundabout. Scenic East Lake Sammamish Trail along SW side.

Pedestrian Crossing Treatments: Minimum warning signs (none in medians).

Pedestrian / Bike Collision History: 5-year history, 0 pedestrian collisions.

Map: <https://goo.gl/maps/JPGhpajduK2>





10. Ocean Shores – E Chance A La Mer & Pt Brown Ave NE

Context: A mostly rural environment, with some retail in the four quadrants of the roundabout. One block from the beach which likely generates pedestrian trips in the summer season.

Pedestrian Crossing Treatments: None, standard warning signs.

Pedestrian / Bike Collision History: 5-year history, 0 pedestrian collisions.

Map: <https://goo.gl/maps/DCGtoNm16ps>



11. Covington – 168<sup>th</sup> PI SE

Context: Retail in all quadrants, mostly car-oriented. Some residential and large employers nearby which likely access businesses on foot.

Pedestrian Crossing Treatments: None – crossings lack even basic warning signs.

Pedestrian / Bike Collision History: 5-year history, 0 pedestrian collisions.

Map: <https://goo.gl/maps/DNfLhqm83iy>

## Attachment F

### Sound Transit SR 522/523 Bus Rapid Transit (BRT) Project Partners' Concurrence Document GA 0176-17

#### I. INTRODUCTION

- A. The Sound Transit 3 (ST3) high capacity transit system expansion approved by the voters in November 2016 includes a wide variety of projects to be implemented over the next 25 years. Implementing ST3 consistent with the scope, budget, and schedule approved by the voters will require coordination and collaboration by Sound Transit and by its federal, state, and local partners.
- B. To meet the challenges of delivering the ST3 projects, Sound Transit developed a System Expansion Implementation Plan (SEIP) that embraces new alternative methods of working. Sound Transit has refined processes, policies, and organizational structures to support this streamlined project delivery model, and developed new approaches for working with project partners, stakeholders, and local jurisdictions. Additionally, Sound Transit will conduct a robust city and public outreach and stakeholder engagement effort to reach early and durable agreement on project definition, including station locations, access, branding, transit integration, and other project components. The public partner and stakeholder involvement process will be designed to reach key milestones earlier in the project development process, including early identification of the preferred alternative, to achieve the accelerated project delivery schedule.
- C. While the ST3 Plan adds Bus Rapid Transit (BRT) service in two corridors, Interstate 405 (1-405) and SR 522/SR 523, this Partners' Concurrence Document is applicable to the SR522/523 BRT Project only. BRT benefits to Sound Transit riders include:
- Reliable and frequent: Service every 10 minutes in the peak and off-peak periods from NE 145th Street to UW Bothell and every 20 minutes in the peak and off-peak between UW Bothell and Woodinville.
  - Dependable: Reliable headways with bidirectional service with up to 19 hours of service Monday through Saturday, and up to 17 hours on Sunday.
  - Accessible: Stations accessible for all persons including those with disabilities, providing shelter and information on schedules and routes with direct connections to local and regional destinations.
  - Easily identifiable: Distinct and consistent branding for stations and vehicles.
- D. This Concurrence Document has been developed to help facilitate the delivery of SR 522/523 BRT. It is intended to broadly describe roles, responsibilities, goals, and expectations for the public agencies participating in the Project. This document and subsequent agreements will help the Parties cooperate effectively, so that revenue service begins on schedule by the end of 2024. Specific roles and responsibilities will be defined in partnership agreements with individual agencies (see section VIII.B.).



## II. PARTIES

The Parties are Sound Transit, the Washington State Department of Transportation (WSDOT), King County, and the cities of Bothell, Kenmore, Lake Forest Park, Seattle, Shoreline, and Woodinville.

## III. PROJECT INFORMATION

- A. Sound Transit's BRT program development for the I-40S and SR522/523 BRT Projects will involve coordinated planning, design, and implementation of BRT elements, including routes, stations, a bus operations and maintenance facility, vehicle fleet, rider information/technology integration, and branding. The two Projects share several common elements including a bus operation and maintenance facility, BRT station design and functional elements, vehicles purchases, and branding. Other documents and agreements may be developed to separately address the 1-405 BRT Project and common elements shared between the two Projects.
- B. The SR 522/523 BRT Project will be developed along the SR 522 and SR 523 corridors, with a western terminus at the future Shoreline South/145th Link station (serving the SR 523/1-5 interchange), then east along SR 523 to the intersection with SR 522 (Bothell Way NE) and continuing along SR 522, 99th Ave. NE, NE 185th St, and Beardslee Blvd to the University of Washington (UW) Bothell campus. BRT service, with limited capital improvements, will be provided from UW Bothell to Woodinville. The cities along this corridor, WSDOT, and Sound Transit have each undertaken previous efforts to develop transit and BRT infrastructure such as Business Access and Transit (BAT) lanes in Kenmore and Bothell and the 145th Multi-modal Corridor Study led by the City of Shoreline in partnership with the parties to this document. Also, in 2016 the cities formed a coalition to promote adding the 522 BRT Project to the ST3 project list.
- C. The ST3 Plan included a "representative alignment" for SR 522/523 BRT, which is a conceptual scope of work and estimated costs for the Project for the purpose of generating preliminary cost and planning data. The representative alignment is attached as **Exhibit A**. The Project will use general purpose lanes, queue jumps, and existing and new BAT lanes and bus only lanes as well as operational improvements. There are nine station pairs, three 300-stall parking garages, and a transit center planned at UW Bothell/Cascadia College. Depending on location, improvements to rights-of-way will be owned and maintained by WSDOT or the applicable city. Sound Transit will be responsible for ownership and maintenance of transit facility elements (shelters, benches, garages, etc.).

## IV. KEY ROLES AND RESPONSIBILITIES

- A. Sound Transit: Serves as the Project lead and is the lead agency for compliance with the State Environmental Policy Act . Sound Transit and its partners will collaborate to identify a preferred alternative prior to initiation of the environmental review process, and to refine it throughout the project development process. The Sound Transit Board of Directors makes final decisions regarding the Project based on environmental review and input from project partners, stakeholders, local jurisdictions, and other public comment. Sound Transit is responsible to fund the design and construction of the SR 522/523 BRT Project and ensure operation and maintenance of SR 522/523 BRT service.

- B. WSDOT: Will have design approval as appropriate for State Routes and may serve as potential construction agent<sup>1</sup>.
- C. Cities: Local agencies have in some cases already made significant capital improvements to this corridor to accommodate BRT service. They also have regulatory authority for permitting decisions and design authority for city streets, will collaborate with Sound Transit on design, or may have design approval under agreement with Sound Transit, and may serve as potential design and construction agents. Specific roles and responsibilities will be described in subsequent partnership agreements.
- D. King County: A portion of SR 523 (NE 145th St.) is in unincorporated King County. As a state highway, WSDOT has regulatory authority and maintenance responsibility over King County's portion of the roadway. King County will provide input to design. King County Metro provides transit service along the corridor and will work with Sound Transit to integrate capital and service needs and improvements with the SR 522/523 BRT Project along the corridor.

## **V. GENERAL GOALS AND EXPECTATIONS**

- A. Sound Transit plans to develop, build, and operate BRT in the SR 522/523 corridor.
- B. Sound Transit recognizes that transit facilities and services play an important role in helping communities achieve long-term land use and transportation goals including place-making and downtown planning.
  - 1. For example, Sound Transit recognizes that cities have an interest in the function and design of parking facilities to be developed in this Project in Lake Forest Park, Kenmore, and Bothell. All members of the Project team should collaborate and seek to achieve the best possible architectural and operational solutions.
- C. Sound Transit's services implemented for this Project will be of high quality, consistent with Sound Transit financial plans, and open for service on schedule.
- D. The SEIP establishes timelines for project delivery consistent with the ST3 Plan. To deliver projects within the established timelines, Sound Transit is embracing new ways of organizing internally, as well as new approaches for working with stakeholders, partners, jurisdictions, and the planning, design, and construction contracting communities. It is in the mutual interests of the Parties to meet timelines and deliver quality transit expansion projects on schedule and within budget.
- E. Transparent processes with clear goals, objectives, and decision-making milestones will help ensure success. The Parties will develop a schedule outlining key decision-making milestones, working collaboratively to develop the Project within scope, schedule, and budget.

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<sup>1</sup> Guidelines Reached by the Washington State Department of Transportation and the Association of Washington Cities on the Interpretation of Selected Topics of RCW 47.24 and Figures of WAC 468-18-050 for the Construction, Operations and Maintenance Responsibilities of WSDOT and Cities for Such Streets is available at: <http://www.wsdot.wa.gov/NR/rdonlyres/56224677-BSBE-41F4-96CI-01BC888052CB/0/CityStreets.pdf>

- F. The Parties agree to work cooperatively and in good faith toward resolution of issues in a timely manner.
- G. The Sound Transit financial plan includes funding for the Project representative alignments, including identified costs for preliminary engineering and environmental review, staffing, final design and specifications, planning for transit-oriented development, transit integration, sustainability, station access, property acquisition and relocation, permits, construction, mitigation, and contingencies. Future federal or other grant funding may also be secured.
- H. To ensure effective intergovernmental cooperation and efficient Project review, Sound Transit and the Parties shall each designate staff representative(s) responsible for communication and coordination regarding the Project and to review the work of assigned staff within their organization.
- I. The Parties will strive to ensure that all applicable local, state, and federal requirements are met. The Parties will review development regulations and permit review processes to identify potential code and process changes necessary to streamline the permit review process or resolve code conflicts as mutually agreed. The Parties will strive to identify the changes and actions requiring Executive or Council actions with sufficient lead time to implement the changes or actions before permitting begins.
- J. Recognizing the above principles and the complexities of the tasks involved, the Parties will take steps to provide efficient processes, including but not necessarily limited to:
  - 1. Organize functions to ensure effective communication between team representatives and between teams and the respective organizations.
  - 2. Provide executive oversight and direction to the assigned teams to ensure the performance of assigned elements.
  - 3. Give priority to the reviews and approvals related to the Project, as appropriate and mutually agreed by respective agencies.
  - 4. Evaluate task completion on an ongoing basis to minimize time required to design and construct Project elements.
  - 5. Monitor Project status and tasks on an ongoing basis to keep Project on-track.
  - 6. Identify and implement opportunities for conducting concurrent and streamlined activities to support efficient design and construction phases.
  - 7. Conduct meetings to follow timeline and encourage meaningful input by the Parties.
- K. Specific commitments by each Party may be identified in future agreements and plans (see section VIII.B.).
- L. The performance of the system as a whole depends on the performance of individual components such as travel lanes, stations, intersections, etc. Each jurisdiction has an interest in helping to individually and collectively ensure the system can meet performance goals.

## VI. PROJECT SCHEDULE AND DELIVERY DATE

- A. The Project is scheduled to begin revenue service along the corridor before the end of 2024. An 18-month look ahead is attached to this document as **Exhibit B**. As project development proceeds, updated schedules will be developed by Sound Transit and shared among the parties for review and input.
- B. The Parties acknowledge the importance of meeting Project schedule milestones and objectives in order to begin BRT revenue service on time. Accordingly, the parties will work in good faith toward the target dates identified in the schedule by raising any concerns, potential conflicts, or other issues as early as possible, and by working collaboratively to solve problems.
- C. The Parties will coordinate their respective planning, capital development, and service programs to take advantage of opportunities to reduce costs and increase benefit for all partners.
- D. The Parties will coordinate to manage construction schedules in such a way to minimize public disruption whenever possible.

## VII. COMMUNITY ENGAGEMENT AND COMMUNICATIONS

- A. Sound Transit will consult with the partners to develop a Community Engagement and Communications Plan that describes the process for convening and managing three community engagement groups as envisioned in the SEIP - an Elected Leadership Group, a Stakeholder Group, and an Interagency Group – as well as engaging with the public and the media. The Parties agree that the purpose of engaging with these groups is to offer opportunities for greater and sustained collaboration early in Project development. The Community Engagement and Communications Plan will further describe the roles and responsibilities of the groups generally comprised as follows:
  - 1. The Elected Leadership Group will be comprised of Sound Transit Board members and other local elected officials in the corridor.
  - 2. The Stakeholder Group will be comprised of transit riders, residents, business owners, major institutional representatives, community organizations and other members of the public.
  - 3. The Interagency Group will be comprised of senior staff from Sound Transit and the city, county, state, and federal permitting agencies empowered with technical decision-making authority.
    - i. As of the date of this writing, Sound Transit, City Managers, and senior agency staff along this corridor have already started meeting regularly. This group has helped to serve the collaboration goal of the SEIP and there is support for it to continue these regular meetings. Such a 'city managers' group could serve as the inter-agency group.
  - 4. These groups will be tailored to the needs of the Project, and will help advise and guide the Project as alternatives are analyzed, a preferred alternative is identified, and final decisions are made by the ST Board.

5. Sound Transit recognizes that:

- i. The groups described in this section will help to ensure the SR 522/523 BRT Project is designed and built to operate as a well-integrated system along the corridor. Such multi-jurisdictional groups are not a substitute for community-specific decision-making.
- ii. There will be issues and opportunities that are specific to individual cities or locations and that the relevant partner agencies should collaborate to address those issues.

- B. Each partner is encouraged to use their own communication and outreach infrastructure in support of the Project. For example, a city could use a planned event or its website to help notify and engage community members.

VIII. **ADDITIONAL AGREEMENTS**

- A. This Concurrence Document is the first of multiple agreements and concurrence actions that may be necessary to document shared understanding and commitments between Sound Transit and the other Parties over the life of the Project. This document may be signed in counterparts, and it is effective between Sound Transit and each of the signing Parties once signed. The Parties anticipate entering into future agreements as the Project advances through subsequent design and delivery phases. Future agreements may include a partnering agreement, preferred alternative concurrence document, permitting plan, permitting and development agreements, or other agreements as mutually determined by the Parties.
- B. Sound Transit will collaborate with its partners to propose to develop, negotiate, and execute future agreements on a case-by-case basis, consistent with the SEIP and this Concurrence Document. The parties acknowledge that timely consideration of those agreements will help facilitate the Project. The Partnering Matrix, included as an appendix in the SEIP (see **Exhibit C**), lists and describes the types of agreements that may be required to deliver the Project.

IX. **SIGNATURE PAGE**

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Jennifer Phillips, City Manager  
City of Bothell

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Rob Karlinsey, City Manager  
City of Kenmore

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Pete Rose, City Manager  
City of Lake Forest Park

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Scott Kubly, SOOT Director  
City of Seattle

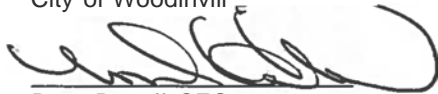


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Debbie Tarry, City Manager  
City of Shoreline

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Brandon Buchanan, City Manager  
City of Woodinville



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Peter Rogoff, CEO  
Sound Transit

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Harold Taniguchi, Director, King County DOT  
King County

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Patty Rubstello, Assistant Secretary, Urban Mobility and Access  
WSDOT

EXHIBITS:

Exhibit A: SR 522 BRT Project Template

Exhibit B: 18-month Project look-ahead

Exhibit C: System Expansion Implementation Plan including Partnering Matrix

## Attachment G

### Sound Transit SR 522/NE 145<sup>th</sup> BRT Project Delivery Schedule





# SR 522/NE 145th BRT Project Interagency Group Update

February 14, 2019

SR 522/NE 145th BRT Interagency Group  
WebEx/Phone



## Meeting Agenda

<b>Meeting title:</b>	SR 522/NE 145th Bus Rapid Transit: <b>Interagency Group Meeting</b>	
<b>Date:</b>	February 14, 2019	<b>Time:</b> 9:30 AM – 10:30 AM
<b>Location:</b>	WebEx (see link in invite) and phone 1-415-655-0002; access code: 285 344 348	
<b>Members:</b>	Alex Herzog, City of Woodinville Steven Morikawa, City of Bothell Nancy Ousley, City of Kenmore Neil Jensen, City of Lake Forest Park Nytasha Walters, City of Shoreline Ayelet Ezran, City of Seattle	Lisa Ballard, WSDOT Brian Macik, King County Metro June DeVoll, Community Transit Kelly Snyder, UW Bothell Meagan Walker, Cascadia College

Time	Agenda item	Lead
9:30	Welcome	Kathy
9:35	Update on Activities Since January 17 IAG Meeting	Kathy
9:40	Discussion Topics	Blake Jones, Karen Mesko, Kathy Leotta
	<ul style="list-style-type: none"> <li>Input Received at Public Workshops January 30 and 31</li> <li>Transit Integration Overview</li> <li>Preliminary Refined Project Update</li> </ul>	
	Upcoming Activities	Kathy
	<ul style="list-style-type: none"> <li>I-405 BRT and SR 522/NE 145<sup>th</sup> BRT Workshops on the Bothell Connection, being rescheduled</li> <li>Continued coordination with WSDOT/Shoreline on 145<sup>th</sup> Interchange</li> <li>Elected Leadership Group Meeting Friday February 22<sup>nd</sup>, 2:00 to 3:30, location tbd</li> <li>Projected Board Action on Consultant Contract to Advance Into Phase 2 – March 14, 2019</li> </ul>	
10:30	Adjourn	8a-30



# *Outreach Update*

8a-31

# Outreach update

- Drop-In Sessions: Jan. 30 & 31,  
1 – 8 p.m.
  - 165 attendees
  - 137 comments received
- Online open house: Jan. 28 – Feb. 11
  - 807 unique visitors
  - 84 comments received



# Outreach update

- Key themes of what we heard:
  - Full corridor: Support for BRT service, BAT lanes, and transit integration
  - Full corridor: Support for bike racks and bike storage facilities at and near BRT stations
  - Full corridor: Support for keeping the existing direct transit connections to downtown Seattle
  - Full corridor: Concerns about traffic congestion and impacts



# Outreach update

- Key themes of what we heard in specific areas:
  - *Woodinville*: Support for more frequent BRT service and local transit service in Woodinville
  - *Bothell*: Support for a bus-only lane on NE 185th St near 110th Ave NE
  - *Kenmore*: Support for additional parking and for provisional station at 61st; concerns about impacts to the heron nesting spots north of the Kenmore Park-and-Ride
  - *Lake Forest Park*: Support for a provisional station at 165<sup>th</sup>; support for BAT lanes along SR 522; interest in a pedestrian bridge to connect the parking garage with the Town Center
  - *North Seattle/Shoreline*: Support for BAT lanes and transit integration; concerns about business access, traffic, property impacts, and pedestrian safety





# *Transit Integration Update*

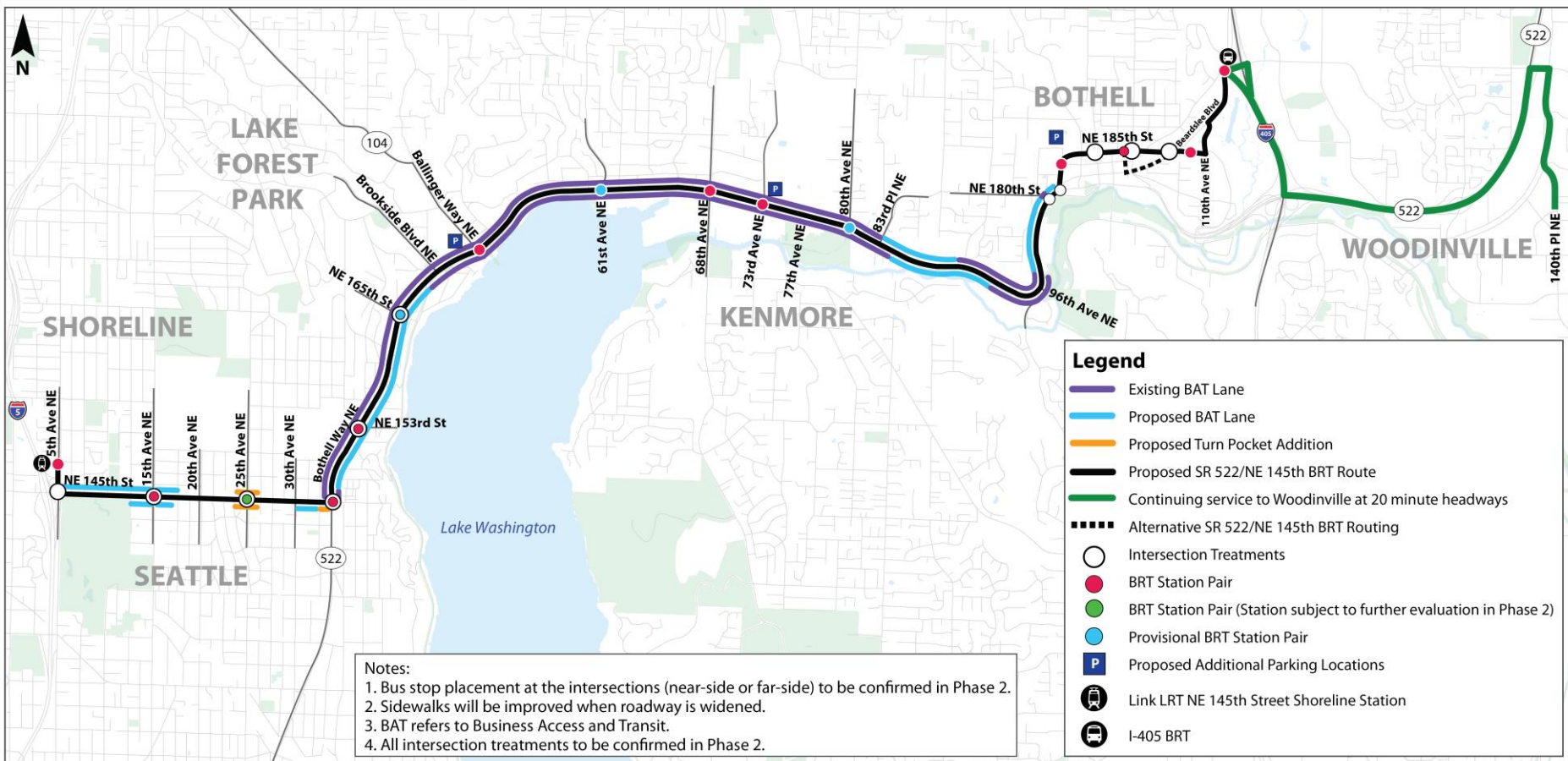
8a-35



# ***Preliminary Refined Project Update***



# SR 522/NE 145th BRT - Refined Project



Date: 2/13/2019

8a-37



# NE 145<sup>th</sup> (Shoreline/Seattle)

## Refined Project Elements



### ✓ BRT stations:

- At Shoreline South/NE 145<sup>th</sup> LRT station
- On NE 145<sup>th</sup> at 15<sup>th</sup> Ave NE
- On NE 145<sup>th</sup> at 25<sup>th</sup> Ave NE  
(further study in Phase 2)
- At SR 522/NE 145<sup>th</sup> intersection

### ✓ Roadway Improvements

- Westbound BAT lanes ~17<sup>th</sup> to 5<sup>th</sup> Ave NE and
- Eastbound ~12<sup>th</sup> Ave NE to 17<sup>th</sup> Ave NE
- Eastbound ~ 30<sup>th</sup> to SR 522
- Intersection at 25<sup>th</sup>

### ✓ Access Improvements

- New sidewalks where roadway is widened

8a-38

# SR 522 (Lake Forest Park)

## Refined Project Elements

### ✓ BRT stations

- On SR 522 at NE 153<sup>rd</sup>
- On SR 522 at NE 165<sup>th</sup> (provisional)
- On SR 522 at Lake Forest Park Town Center

### ✓ Roadway Improvements

- Continuous BAT Lanes through LFP
- Utilizes the existing two way left turn lane

### ✓ Access Improvements

- Sidewalk with new lake-side BAT Lane



# SR 522 (Kenmore)

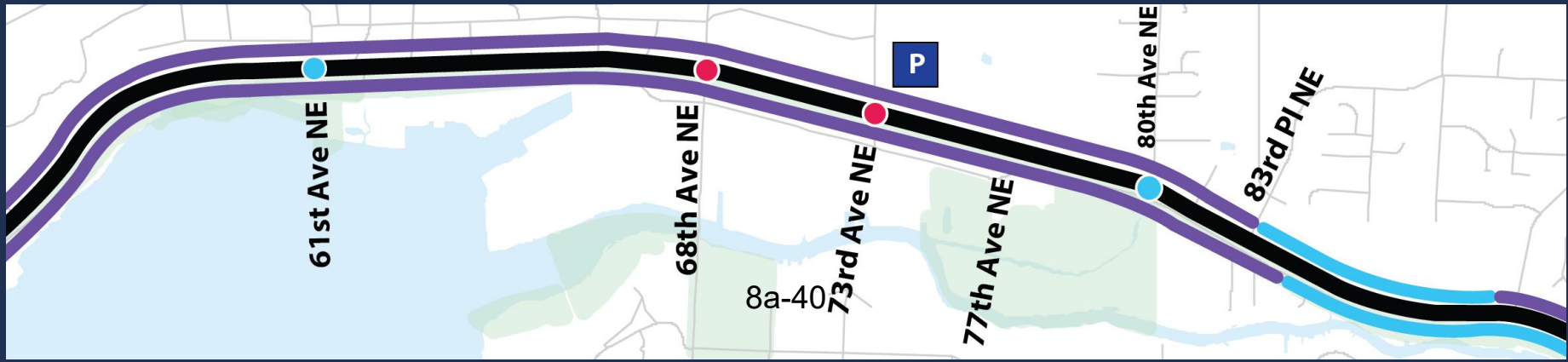
## Refined Project Elements

### ✓ BRT stations:

- On SR 522 at 68<sup>th</sup>
- On SR 522 at 73<sup>rd</sup>/Kenmore Park & Ride
- On SR 522 at 61<sup>st</sup> (*provisional*)
- On SR 522 at 80<sup>th</sup> (*provisional*)

### ✓ Access Improvements

- 300-space parking garage at the Kenmore Park & Ride
- Contribution toward a pedestrian bridge near Park & Ride



# SR 522 & City Streets (Bothell & Woodinville)

## Refined Project Elements

### ✓ BRT stations:

- On 98<sup>th</sup> at 183rd
- On 185<sup>th</sup> at 103rd
- On 185<sup>th</sup> at UWB/CC
- On Beardslee Blvd. at I-405/195<sup>th</sup>

### ✓ Roadway Improvements

- BAT lanes on SR 522 and intersection treatments

### ✓ Access Improvements

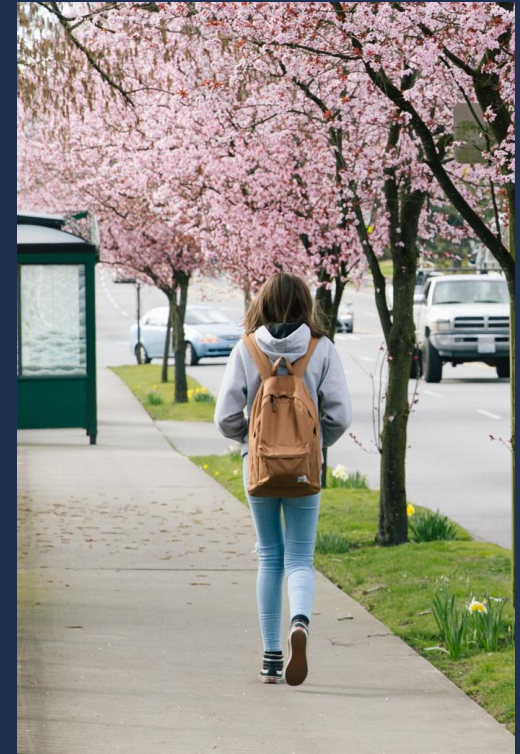
- 300-space parking garage at Pop Keeney
- New sidewalks with new BAT lanes
- Every SR 522 BRT bus connects to I-405 BRT (for further study in Phase 2)

### ✓ Woodinville Service (every other bus; further study with KCM in Phase 2)



# Next steps

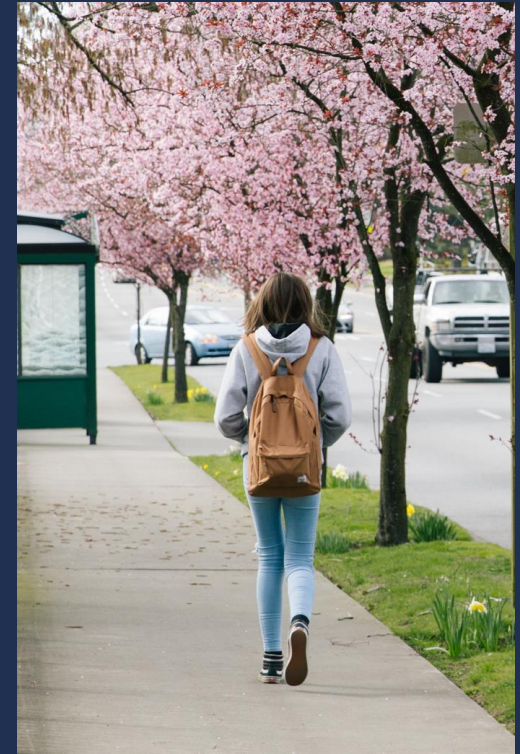
- I-405 BRT and SR 522/NE 145th BRT Workshops on the Bothell Connection, being rescheduled
- Continued coordination with WSDOT/Shoreline on 145th Interchange
- Elected Leadership Group Meeting Friday February 22nd, 2:00 to 3:30, Kenmore
- Projected Board Action on Consultant Contract to Advance Into Phase 2 – March 14, 2019





# *Next steps, Continued*

- Phase 2: Conceptual engineering and environmental review
  - Conceptual engineering feeds into environmental documentation
  - Continued coordination with the IAG, CMG, and ELG around key milestones
  - Outreach to property owners
  - Community and stakeholder briefings
  - Public events and other outreach opportunities



# *Phase 1 IAG Meetings Recap*

- ✓ April 3, 2018: Introduction, Background, Goals, Challenges and Opportunities
- ✓ April 26, 2018: Evaluation Methodology, Parking and Station Locations
- ✓ May 24, 2018: Introduction to the Range of Concepts to be Evaluated
- ✓ June 28, 2018: Progress Update on Concept Evaluation
- ✓ July 26: How Access and Transit Oriented Development will be Considered during Project Development
- ✓ August 30, 2018: Transit Oriented Development 101
- ✓ September 27, 2018: Project Options Analysis: First Look
- ✓ December 6, 2018: Preliminary Refined Project
- ✓ January 17, 2019: Updated Preliminary Refined Project
- ✓ February 14, 2019: Public Outreach Overview; Phase 2 Look-Ahead



[soundtransit.org/sr522brt](https://soundtransit.org/sr522brt) 





**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Discussion of Council Goal 5, Action Step 9 – Engage in an Analysis with Service Providers to Identify What Services and Processes Exist to Connect those Experiencing Homelessness and/or Opioid Addiction with Supportive Services and Identify Gaps That May Exist

**DEPARTMENT:** City Manager’s Office

**PRESENTED BY:** Jim Hammond, Intergovernmental Program Manager  
Rob Beem, Community Services Manager

**ACTION:**        ☐ Ordinance        ☐ Resolution        ☐ Motion  
                 ☒ Discussion        ☐ Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City Council is committed to ensuring that Shoreline is “a safe place to live, work, and play” for every Shoreline resident, including those experiencing homelessness and/or opioid addiction. To this end, the City Council has expressed a commitment to explore ways to lend its own energy and resources to addressing the challenges created by homelessness and opioid addiction. In 2018, the Council adopted Goal 5, Action Step 9 in their 2018-2020 City Council Goals and Work Plan. This Action Step directed staff to: *Engage in an analysis with service providers to identify what services and processes exist to connect those experiencing homelessness and/or opioid addiction with supportive services and identify gaps that may exist.*

Pursuant to this Council direction, staff surveyed a range of providers who deal with homelessness and/or opioid addiction, seeking on-the-ground assessments of the challenges facing individuals and families dealing with these issues, as well as gaps that make it more difficult to address these challenges. Staff have also undertaken to broadly characterize the homelessness response system and the current challenges it faces, set out the investments already being made by the City of Shoreline, and create a preliminary array of options for the Council to consider as additional steps to take, should it determine a need to do so. The purpose of tonight’s discussion is to provide the Council with an update on staff’s progress on this Action Step and to seek additional guidance in advance of the Council’s 2019 Strategic Planning Workshop, where future Council Goals and Action Steps will be discussed.

**RESOURCES/FINANCIAL IMPACT:**

This item has no direct financial impact.

## **RECOMMENDATION**

Based on a review of this report and the identified gaps, staff recommends that Council discuss the services and processes connecting those experiencing homelessness and/or opioid addiction to supportive services and identify potential next steps for City staff to explore and/or evaluate.

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

## **BACKGROUND**

The City Council is committed to ensuring that Shoreline is “a safe place to live, work, and play” for every Shoreline resident, including those experiencing homelessness and/or opioid addiction. To this end, the City Council has expressed a commitment to explore ways to lend its own energy and resources to addressing the challenges created by homelessness and opioid addiction. In 2018, the Council adopted Goal 5, Action Step 9 in their 2018-2020 City Council Goals and Work Plan. This Action Step directed staff to: *Engage in an analysis with service providers to identify what services and processes exist to connect those experiencing homelessness and/or opioid addiction with supportive services and identify gaps that may exist.*

The challenges of homelessness and opioid addiction are regional and even national in nature, and Shoreline’s experience reflects a larger trend that is driven by forces that lie well beyond the boundaries of the City. In the big picture, experts say that homelessness response needs to be part of a larger system of efforts that run in parallel. This was summarized effectively by David Wertheimer, Deputy Director of the Pacific Northwest Initiative at the Bill & Melinda Gates Foundation:

*Treating the symptom of homelessness through increasing the effectiveness of the crisis response system is, in and of itself, an essential task. Alleviating the symptoms of a serious illness is a critical part of treatment. But we cannot stop there if we want to get to the point at which homelessness is truly rare. That will require that we move upstream from the crisis response system and get to the root issues:*

- *The lack of an adequate supply of affordable housing.*
- *The absence of a sufficient number of jobs that pay a living wage.*
- *The inequitable access to educational opportunities and post-secondary degrees and the economic security they can provide.*
- *The failures of our child welfare system, our behavioral health system, and numerous other key components of our core social infrastructure that are unable to meet the full set of needs of our nation’s people.*
- *The ongoing challenges of structural racism and multi-generational trauma, experienced both by recent refugee populations as well as communities that have already spent centuries as Americans.*<sup>1</sup>

This report provides a high-level overview of available regional data relating to this subject, a brief description of Shoreline’s current and planned resource commitments, and an attempt to capture, in part, what other agencies and organizations, unaffiliated with the City, are doing to tackle homelessness in Shoreline, with an eye to identifying new opportunities for further action that either exist now are ripe for development.

This report will also summarize discussions with a range of service providers, who provided staff with on-the-ground assessments of the challenges facing individuals and families dealing with homelessness and opioid addiction, as well as ideas for additional

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<sup>1</sup> Source: David Wertheimer, *Homelessness: The Symptom of a Much Larger Challenge*, Funders to End Homelessness, Funders Together to End Homelessness, June 28, 2016

investments to help address those challenges. Lastly, this report will outline a range of potential pathways that could be evaluated for additional action or investment by the City of Shoreline. These options are conceptual; any one of them would require significant additional work to understand, among other things, benefits and costs, design parameters and implementation timelines.

## **DISCUSSION**

### **Homelessness and Opioid Addiction in Shoreline and the Region**

Shoreline's challenges with homelessness and opioid addiction mirror those of the central Puget Sound region. A report by McKinsey & Company, commissioned by the Seattle Chamber of Commerce, stated that rent increases in Seattle/King County show a "strong correlation" with homelessness. As summarized by the Seattle Times:

*Seattle and King County could make the homelessness services system run like a finely-tuned machine, but without dramatically increasing the region's supply of affordable housing options, solving the region's homelessness crisis is all but impossible.<sup>2</sup>*

In 2017, across King County, 21,700 homeless households (a term which can include single individuals) needed stable housing. Of those, an estimated 8,100, or 36.3%, exited to permanent housing, with the remainder still in need of stable housing. While many of the latter (an estimated 3,800 households) would require supportive on-site services in order to successfully remain in housing, most simply need affordable housing that is getting harder and harder to find.

In the realm of opioid addiction, Public Health - Seattle & King County reports that the number and rate of deaths caused by drug and alcohol overdose has increased over the past decade. Heroin and/or prescription opioids are involved in most overdose deaths, most of which involve multiple drugs. This trend disproportionately impacts those experiencing homelessness:

*Despite constituting less than 1% of the King County population, 14% of all drug and alcohol-caused deaths occurred among people presumed homeless - that is, they were living on the streets or in a shelter, vehicle, or abandoned building at the time immediately preceding their death.<sup>3</sup>*

In Shoreline, available data reflects the larger regional trend. During the period from May 1, 2017 through September 1, 2018, 656 "Shoreline households"<sup>4</sup> were accessed through the regional homelessness response system. Of those 656 households:

- 52% (338) were single adults,
- 36% (233) were families with children, and

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<sup>2</sup> Source: McKinsey & Company

<sup>3</sup> Source: Public Health – Seattle & King County, Overdose Death Report

<sup>4</sup> "Shoreline" means that the household provided one of the Shoreline-area zip codes as part of their last known address; even those that overlap with Seattle or Lake Forest Park; "Household" can refer either to individuals or families with children.

- 13% (85) were youth and young adults.

Additionally, the Shoreline School District enrolled 382 students in formal McKinney-Vento homeless services in the 2017-18 school year. The summary of Shoreline data is attached to this staff report as Attachment A<sup>5</sup>.

### **Shoreline's Funding Level for Human Services**

Like most cities, the City of Shoreline has historically operated as a funding partner of programs operated by both governmental and nonprofit entities. There is very little that most cities do in terms of direct provision of service for these issues, and Shoreline is no exception to this. Each year the City budgets local and federal funds to support services to persons living homeless or at risk of becoming homeless. This is part of the City's ongoing effort to support services that address the twin issues of living homeless and living with a substance use disorder. In 2016 the City Council set a goal to fund human services at 1% of net General Fund revenues. The staff report for this Council policy direction can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport031416-9a.pdf>.

This policy both increased funding and focused these increases on addressing, homelessness, mental health and basic needs. As a result, Shoreline's funding in these areas rose from \$352,000 in the 2015-16 biennium to \$626,000 in the 2019-20 biennium. In 2018, agencies reported that they served 8,200 Shoreline residents overall. City funds covered the cost for 1,900 of these people served. Attachment B to this staff report provides the listing of the human service agencies and programs funded by the City of Shoreline from 2015-2020.

### **Overview of the Current Regional System for Responding to Homelessness**

The current regional approach for responding to homelessness is centered on the Coordinated Entry for All (CEA) system, which was established and overseen by All Home. Coordinated entry systems are intended to organize a community's homeless assistance resources to create a person-centered response which "right sizes" the intervention to the individual/family needs (i.e., intensive services and housing are reserved for those with the greatest barriers to housing stability) and provide a rapid return to stable housing. The goal is to make homelessness "rare, brief and one-time."<sup>6</sup>

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<sup>5</sup> Source: King County Department of Community and Human Services

<sup>6</sup> Source: Barbara Poppe 2016 report to City of Seattle on Homeless Investments

For individuals or families facing homelessness, the first step in finding housing, services or other support is engagement with the CEA system. This system can be accessed through a number of ways, including dialing 2-1-1, going to a designated “regional access point”, or finding a case manager or similar service provider familiar with the CEA system. The first step, upon entry into the CEA system is a comprehensive assessment of needs, issues and resources. CEA staff will then work with the individual/family to find a match with available and appropriate resources. Due to the number of individuals and families in need relative to the available resources, there is a prioritization process (i.e., families with children are given high priority) and, for some populations, the certainty of a wait. However, engagement in CEA gets all individuals or families in need of services into the queue for those services if not directly served. Attachment C to this staff report provides a Homelessness Response Flow Chart that depicts how this response system functions.

In 2017, the King County homelessness system received requests for homelessness services from more 22,126 households, including 17,895 which were identified as newly homeless. In that same year, 6,284 households exited to permanent housing, 2,303 exited to temporary housing, and 583 exited CEA while remaining unsheltered. More than 10,000 households in 2017 exited the system without a known destination. For comparison, in 2012, 11,448 requested services with 10,689 being newly homeless and 4,054 were housed. So, while more people are being housed in recent years, it hasn’t happened fast enough to meet this increased demand on the system.

The CEA system is funded primarily by King County, the City of Seattle and the United Way of King County, which in turn receives funding from state, federal and local sources. Individual nonprofits that operate within the CEA system are funded through a multitude of funding sources, including state, federal, regional and local sources, as well as private fundraising. Shoreline, for its part, provides funding for a part of the CEA system by contracting with nonprofit providers of emergency shelter and transitional housing. These providers include 211-Crisis Solutions (formerly the Crisis Clinic), Hopelink’s Housing and Financial Assistance programs, Solid Ground and Lake City Partners. In the 2019-20 biennium this funding will total \$260,000. These agencies project serving 3,500 individuals in this time frame, most through the 2-1-1 line which does intake for CEA.

### **Looking Ahead: An Overwhelmed System in Transformation**

Historically, services to assist people experiencing homelessness or drug addiction have been carried out by an array of nonprofit entities, local governments, churches and other groups of caring individuals. For decades, such work was coordinated at the level necessary to access local, state or federal funding. However, with the tremendous growth in homelessness, whether fueled by economic dislocation, opioid addiction, or other causes, the past decade has seen multiple regional initiatives take root in an effort to better understand the magnitude and nature of both the problem of homelessness and opioid addiction and to coordinate efforts and efficiently and fairly use available resources. In the housing and homelessness arena, these include [One Table](#), [the Regional Affordable Housing Task Force](#), and [Continuum of Care/All Home](#), among others.

In May of 2018, the King County Executive and the Mayor of Seattle announced their agreement to move ahead with an effort to “unify the region’s approach to homelessness, including their commitment to create a new independent entity with accountability and authority to strengthen coordination and improve outcomes for people experiencing homelessness”. For the balance of 2018 Seattle, King County and a broad range of stakeholders, including the Sound Cities Association, engaged in a review of current efforts to address homelessness. In December 2018, the Executive and the Seattle Mayor released the results of this work. They will be moving forward with a series of actions including:

- Consolidating the City of Seattle and King County homelessness funding and policy-making under a new joint authority;
- Engaging in a comprehensive digital transformation to create better customer experiences and more usable data infrastructure;
- Redesigning intake processes to be connected, customer-centric, and accessible to and from all available services and supports in the community;
- Creating system-wide customer accountability; and
- Creating a defined public/private partnership utilizing a funder’s collaborative model in which partners come together to fund a specific project and track results.

This will mean a transition from the current governance structure of All Home and will be a significant piece of the work in 2019. However, this transition will not immediately impact the “on the ground activities” of those working to respond to the needs of people living homeless.

### **Regional Strategy to Address Opioid Addiction**

While the epidemic of opioid addiction continues to grow, and efforts to combat addiction face challenges, there is a strong regional consensus about how to tackle the problem. In 2016, the [Heroin and Prescription Opiate Addiction Task Force](#) developed a comprehensive strategy focusing on prevention, expanded availability of timely treatment, and overdose prevention. This strategy still guides the actions of King County agencies, Public Health, and local governments.

Key recommendations from the task force include<sup>7</sup>:

- **Primary Prevention**
  - Raise awareness of the possible side effects of opioid use, including overdose and opioid disorder.
  - Promote safe storage and disposal of medications.
  - Improve screening practices in schools and health care settings to prevent and identify opioid use.
- **Treatment Expansion and Enhancement**
  - Make buprenorphine (a methadone alternative) more accessible and available in communities with the greatest need.
  - Develop treatment on demand for all types of substance use disorders.

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<sup>7</sup> Source: Heroin and Prescription Opiate Addiction Task Force

- Alleviate barriers placed upon opioid treatment programs, including the number of clients served and the siting of clinics.
- **User Health Services and Overdose Prevention**
  - Expand distribution of naloxone to reverse the effects of heroin overdose.
  - Establish, on a pilot program basis, at least two Community Health Engagement Locations where adults with substance user disorders will have access to on-site services while safely consuming opioids or other substance under the supervision of trained health care providers.

### **Shoreline's Current Commitment of Resources and Other Investments**

Each year the City budgets local and federal funds to support services to persons living homeless or at risk of becoming homeless. This is part of the City's ongoing effort to support services that address the twin issues of living homeless and living with a substance use disorder. As noted earlier, these contracts are listed in detail in Attachment B.

Other nonprofit organizations that do not receive City funding are actively engaged in philanthropic work in Shoreline. These include established programs like United We Stand's homeless encampments ("tent cities"), Vision House, Food4Kids (weekend backpacks of food), evening meals at local congregations, and the Aurora Avenue family shelter established by Mary's Place.

For a summary of homelessness-related services provided in Shoreline organized by how they fit into the homelessness response system, see Attachment D. For a summary of opioid addiction-related services and how they fit into the opioid response system, see Attachment E. A map of homelessness and opioid-related services in Shoreline and north King County can be found in Attachment F.

### **A Major Shoreline Contribution to the Regional Solution: Emergency Shelter and Affordable Housing**

For over a decade the City has been actively supporting the development of emergency shelter and affordable housing overall through a wide range of actions. These include:

- Administration and amendment of the City's Development Code to support tent cities, allow emergency shelter as an interim use in vacant properties, and authorize the development of accessory dwelling units;
- Reductions in the costs of affordable housing development, such as property tax exemptions or exemptions from certain impact fees; and
- Upzoning in the light rail station areas and mandating the construction of affordably priced housing through inclusionary zoning.

In addition, Shoreline is making a major contribution to the pool of affordable housing in the region. The City Council has partnered with King County to develop affordable housing with supportive services on land being provided by the City. Funding and project management will be provided by the County. This partnership will contribute approximately 100 new units of deeply affordable housing to the region.



### **Discussions with Shoreline Service Providers and Key Stakeholders**

City staff met with Shoreline-area service providers and stakeholders as part of compiling this report. The discussions were informal and off-the-record, and the insights shared were candid and constructive. Collectively, the stories and insights shared by Shoreline-area providers were consistent with the local and regional data that has been reviewed. They reveal a picture of energy and commitment to serving those in need within the City of Shoreline.

The major challenges posed by homelessness and opioid addiction appear to make it difficult for comprehensive, regional, and sufficiently resourced solutions to be developed and agreed upon. Still, providers are working within their operations to find ways to adapt and do things better. For instance:

- Hopelink has shifted its Financial Assistance model from only providing energy and rent assistance (e.g., providing first and last month rent assistance to help a household lease an apartment) to a more flexible approach to homelessness prevention that addresses the range of circumstances that cause a financial burden which might lead to homelessness or be a barrier to stability, such as car repairs, child care, or storage locker rental,
- The Center for Human Services is making no-appointment-needed assessments available on demand for individuals seeking Substance Use Disorder and/or mental health treatment, and
- Mental Health and Substance Use Disorder treatment programs have naloxone available for all staff to administer.

These small things can make a big difference in outcomes for the individuals affected by them. Additional thoughts from the interviews included:

- There is not enough housing for those who need it.
- There are not enough affordable mental health or addiction resources for those who need or want it, particularly for those un- or under-insured.
- While addiction treatment continues to be emphasized, prevention and education efforts have not kept pace.
- Overdose treatment (naloxone) is easy to administer and should be more widely available.
- There are not enough resources available to help those who are currently housed to remain in housing (food and energy assistance, specifically).
- People who are homeless tend not to travel very far; transportation options are limited, and bus passes are scarce.
- It can be hard to consistently find the same individual, making it difficult to provide consistent engagement. Services and help finding Housing first is the preferred strategy. In describing the successful efforts to make this work, providers' experiences showed that it is critical to have services and supports for most of those who make the transition to living housed.
- There is no City or north King County communities' consensus on how to respond to these twin crises.

From a law enforcement perspective, there was a sense that Shoreline is currently well served by the balanced approach the City is taking to be both sensitive and aware of the conditions faced by people living homeless and to be responsive to other public safety concerns. There is a strong expression of appreciation for the value of working with individuals who are unsheltered and/or dealing with addiction or other behavioral health issues. However, because those issues can also impact public safety, including additional 9-1-1 calls, property crimes, trespass, and the like, it is important to evaluate public safety and demands on law enforcement resource when undertaking study of any new initiatives related to these issue areas.

### **Gaps in Shoreline Services Related to Homelessness and/or Opioid Addiction**

Overall, the needs within Shoreline mirror the needs within the larger region. However, several gaps applicable (but not unique) to Shoreline were readily identified through the discussions with providers:

1. ***Permanent Housing.*** As both the local and regional information shows, the greatest gap is the availability of housing. A solution to that problem is, at a minimum, regional in nature and far beyond the City of Shoreline's own available resources. Still, that has not stopped the City from taking steps in this direction, particularly with its decision to add density around Shoreline's two future light rail stations and contribution of property for the development of affordable housing at 198<sup>th</sup> and Aurora.
2. ***Homelessness Prevention Funds.*** Hopelink reports that the funding for homeless prevention is fully allocated by the end of first week of any given month. They estimate that they have a minimum of 10 and as many as 50 clients per month they cannot serve. These clients are put on a wait list for the month and are queued up for assistance in the future. They are also referred to St. Vincent, Shoreline Community Care, the Salvation Army, or the North Helpline. Increasingly, Hopelink is seeing people who are on fixed incomes, like Social Security, who are stuck in a situation and always running short of funds.
3. ***Emergency Shelter Beds.*** This remains an ongoing need as well. Some providers have advocated for increased use of vacant properties, particularly those awaiting development, as temporary shelter sites.
4. ***A Daytime Gathering Place for Homeless Individuals.*** With no place to go or to be during the days, persons living homeless are mobile, within a limited range. While these individuals tend not to go very far afield, they are also difficult to find on a consistent basis, making it harder to provide assistance. Additionally, these individuals often need basic hygiene services, and in the absence of alternatives, public spaces are one of the few safe places for homeless individuals to go. A day services facility in Shoreline could provide a safe environment and basic services and also increase the chances for successful engagement and connection to the larger system of services.

5. **Transportation.** For homeless individuals in particular, many of the needed services are beyond walking distance, and Metro bus passes are a limited resource. In addition, available nighttime shelter, available through the Operation Nightwatch system, is located far and wide around King County, and is difficult for a homeless individual in Shoreline to get to.
6. **Opioid Treatment Services.** There is a gap that relates to the availability of affordable drug treatment services for those who might be considered the “working poor”, with too much income to qualify for Medicaid/Apple Care. In a related vein, access to Narcan (Naloxone), an anti-overdose medicine, along with training to use it, needs to be broadened.
7. **Opioid Use Prevention and Education:** There is a lack of information and education about ways to avoid and/or reduce substance use to replace efforts in the 1980's through the early 2000's that focused on substance use abstinence, which were found to have minimal impact.
8. **Partnership Building Through Community Engagement.** There is a belief that the more that the larger community understands the dynamics of homelessness (and can dispel misconceptions), the more able they are to come together to share information and generate new partners and resources. Agencies' shared positive experiences can bring together business, philanthropy, government, non-profit providers and the community to foster these discussions and to generate commitment to address these issues.
9. **Youth Shelter and Services In or Close to Shoreline.** Youth under 18 do have housing resources available to them, though they are not in Shoreline. Programs such as Safe Place, operated by Friends of Youth and Youth Care, will meet a youth who is facing homelessness in the community and provide transportation to housing located on the Eastside, north in Snohomish County, Seattle, and South King County. There are no resources in Shoreline that address the specific needs of youth. Additionally, individuals between 18 and 24 are dubbed Youth/Young Adults. While these individuals are adults in a legal sense of the word, their housing needs are not well met by the same system that provides overnight and temporary shelter for adults. Through All Home and a new effort dubbed “A Way Home Washington”, regional resources are being aligned to make a push to address youth/young adults' specific needs. This work is just now getting off the ground and specific action steps are still in development.

#### **Next Steps: Identification and Assessment of Options for Additional City Action**

As noted earlier, the challenges faced by Shoreline mirror those faced by the larger region and, in fact, by communities across the United States. Everywhere, cities are grappling with these issues. No definitive courses of action have been identified. However, the gaps identified through the interview and research process provide a place to start. Potential City actions to take on any particular task fall into four general categories:

- Contributions to existing regional efforts; likely a small contribution to a large pool.
- Contributions to existing Shoreline-area efforts; specific investments to current activities within the City.
- Creation of a new local initiative.
- Activities oriented toward education or advocacy, either local or regional.

The purpose of this report was to provide information and context within which to contemplate actions. Attachment G to this staff report represents a gap analysis tool that attempts to evaluate what it would take to tackle solutions in each identified gap area. Using the gap categories identified through research and the stakeholder outreach process, staff undertook a preliminary, high-level assessment of some of the key factors that would be looked at in greater depth in any formal benefit/cost analysis of a given course of action. The goal of this preliminary assessment was to provide a very approximate guide to Council of what to expect if choosing to undertake a project that addressed any of the given gaps. In this way, it is intended to inform Council discussion.

### **STAKEHOLDER OUTREACH**

City staff met with Shoreline-area service providers as part of compiling this report. These individuals included:

- Tamarah Lee, Hopelink (homelessness prevention and financial support)
- Johanna Ebanks, Hopelink (homeless prevention and financial support)
- Corinne McKisson, Compass Housing (Ronald Commons manager)
- Stanley Machokoto, Lake City Partners (street outreach)
- Ben Ross, Therapeutic Health Services (opioid treatment)
- Beratta Gomillion, Center for Human Services (behavioral health)
- Marty Hartman, Executive Director, and Dan McGrady, Board member, Mary's Place
- Kelly Dahlman-Oeth, Ronald United Methodist Church (services to persons living homeless)
- Terry Pottmeyer, President, Friends of Youth
- Mark Putnam, Director of YMCA Accelerator (social services) and former Director of All Home
- Chief Shawn Ledford and his Command Staff, Shoreline Police

### **RESOURCES/FINANCIAL IMPACT**

This item has no direct financial impact.

## **RECOMMENDATION**

Based on a review of this report and the identified gaps, staff recommends that Council discuss the services and processes connecting those experiencing homelessness and/or opioid addiction to supportive services and identify potential next steps for the City to explore and/or evaluate.

## **ATTACHMENTS**

- Attachment A: Summary of Shoreline Area Data on Homelessness
- Attachment B: Listing of Human Service Agencies Funded by the City of Shoreline
- Attachment C: Flow Chart of Homelessness Response
- Attachment D: Shoreline Homelessness Services Chart
- Attachment E: Shoreline Opioid Services Chart
- Attachment F: Map of Housing and Opioid Services in Shoreline/North King County
- Attachment G: Gap Analysis Tool for Brainstorming/Evaluating Potential City Actions

## Data Request Summary and Results: Shoreline Area

### DATA ANALYSIS AND LIMITATIONS:

**Data Sources:** Homeless Management Information System (HMIS) program enrollments; Coordinated Entry for All (CEA) housing triage data.

#### Limitations and Data Quality Notes:

- o To determine if a household is from the Shoreline area, we used the Last Permanent Location (ZIP Code) field from HMIS and the Last Known ZIP Code field from CEA. Households were included if they reported that their ZIP Code was from the Shoreline area at the time they enrolled in any program or completed a Coordinated Entry Housing Triage Tool. We do not know if a household's current location is still in the Shoreline area or if they received services there.
- o The 98133, 98155, 98160, and 98177 ZIP Codes were used in this analysis. Note that 98177 and 98133 overlap with Seattle, and 98155 overlaps with Lake Forest Park.
- o Last Permanent Location is no longer a required HMIS data element and may be missing for some households; all data are self-reported.

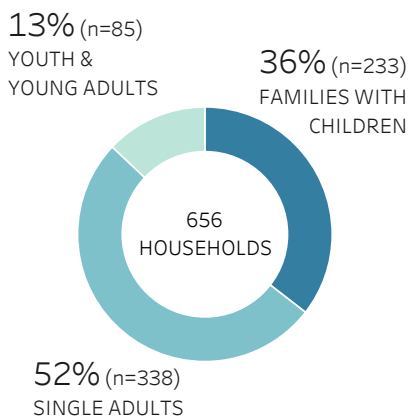
An event is defined as any program enrollment or Coordinated Entry housing triage activity.

**Primary Reporting Period:** 5/1/2017 - 9/1/2018

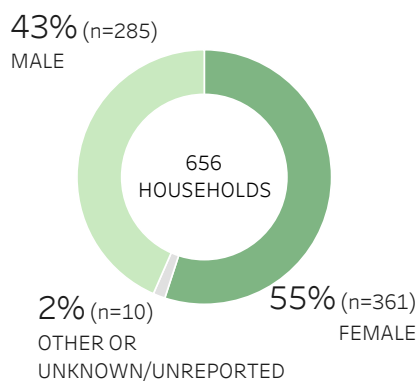
### RESULTS:

**656** total households with an event during the reporting period

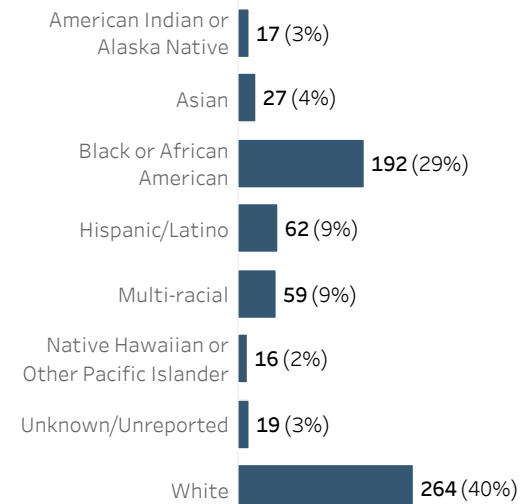
Household Category  
(at most recent event)



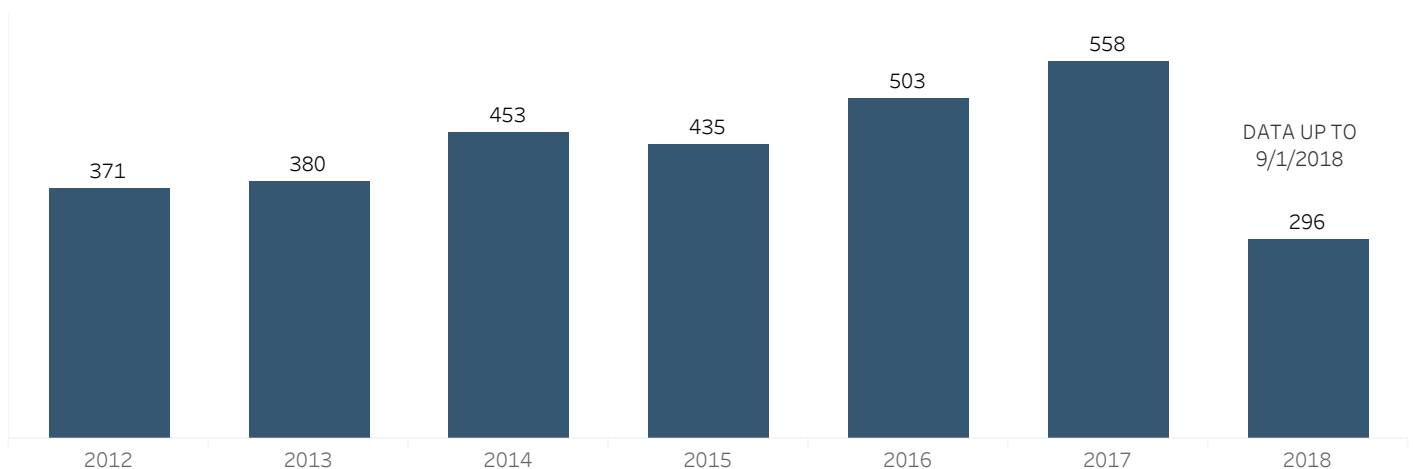
Head of Household Gender



Head of Household Race/Ethnicity



Number of households with an enrollment or assessment/triage activity by year

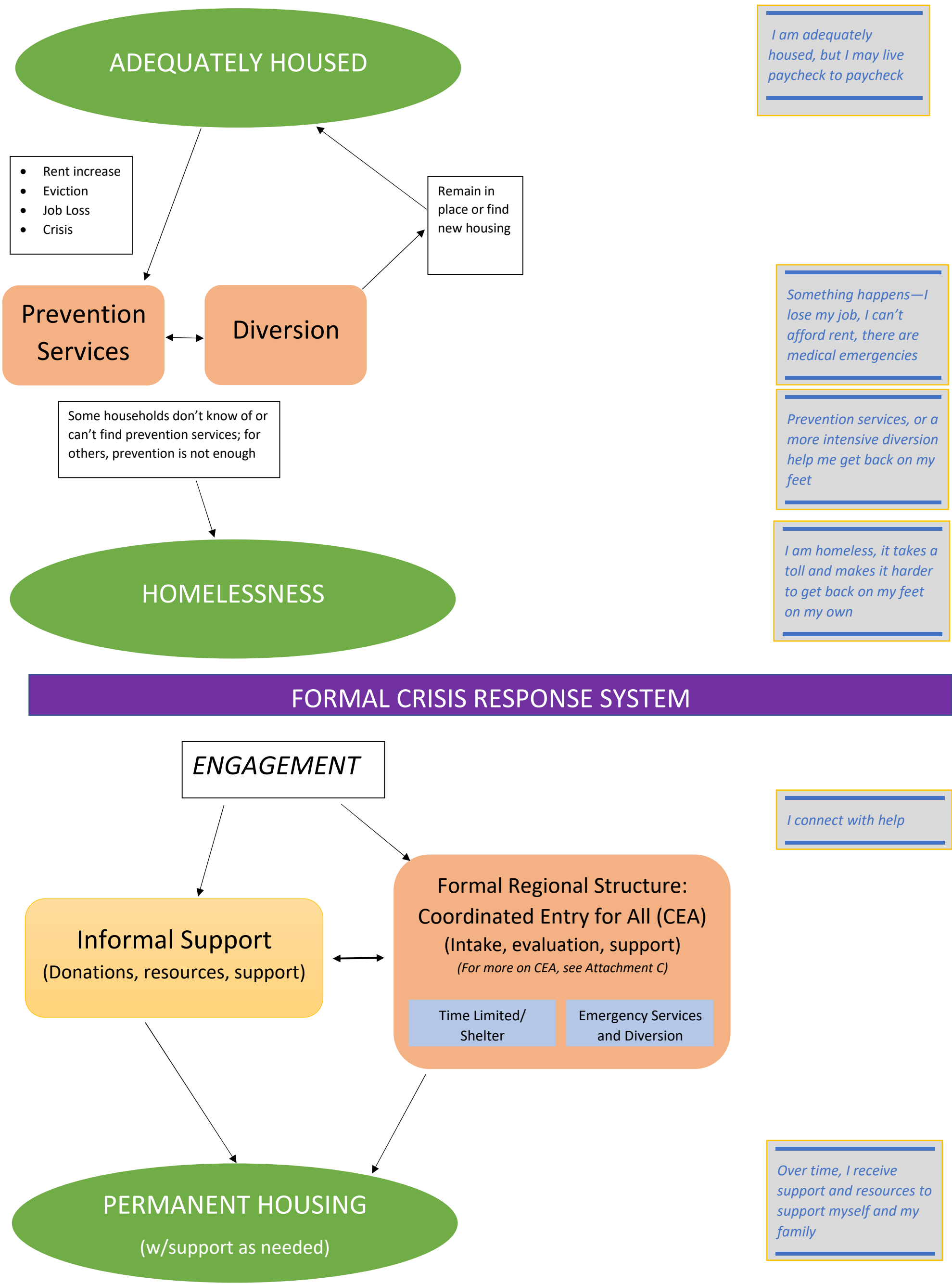


## ATTACHMENT B

### City of Shoreline's Current Commitment of Resources to Homelessness and Opioid Addiction

Agency Name	Program Name	2015-2016	2017-2018	2019-2020	City Funded	Total Served
Crisis Clinic	Crisis Line; 24/7 access to services for people facing acute and immediate mental health conditions	\$ 7,660	\$ 14,500	\$ 15,000	722	3,700
Crisis Clinic	King County 2-1-1: The single point of entry for accessing emergency housing; On Line and phone resource and referral information about support services and how to obtain them.	\$ 6,940	\$ 19,500	\$ 24,000	385	1,527
Hopelink	Employment: tools and individual coaching during the job search process	\$ 18,500	\$ 20,000	\$ 20,000	11	15
Hopelink	Family Development: homelessness prevention by helping families build strength, stability and resources.	\$ 15,000	\$ 21,000	\$ 22,000	14	62
Hopelink	Family Housing: Shelter & Case Management: short-term home for families in crisis.	\$ 14,000	\$ 40,000	\$ 50,000		6
Hopelink	Adult Education: prepare immigrants and refugees for the U.S. workplace and prepare people who did not graduate from high school to earn a GED or high school diploma	\$ 6,000	\$ 8,000	\$ 12,000	3	16
Hopelink	Financial Assistance Resiliency Program	\$ 74,000	\$ 96,000	\$ 102,000	142	411
Hopelink	Emergency Food: Weekly food bank and emergency bags.	\$ 34,000	\$ 51,000	\$ 92,000	305	2,225
Lake City Partners Ending Homelessness	Winter Shelter and Street Outreach: Overnight shelter November – March; staff on the street engaging with individuals living homeless to connect them with housing and support services	\$ -	\$ 23,000	\$ 52,000	N/A	N/A
Center for Human Services	Behavioral Health: Mental Health and Substance Used Disorder treatment	\$ 144,000	\$ 191,000	\$ 205,500	311	311
King County/CDBG	Homeless Prevention – County Wide	\$ 32,000	\$ 31,000	\$ 32,000	NA	NA
<b>Total</b>		<b>\$352,100</b>	<b>\$515,000</b>	<b>\$626,500</b>	<b>1,893</b>	<b>8,273</b>





FLOW CHART/MAP OF HOMELESSNESS RESPONSE





## Attachment D

### Shoreline Homelessness Services

	Prevention 	Emergency and Transitional 	Emergency Services 	Permanent Housing 
<b>Who is served</b>	People at eminent risk of becoming homeless	Households with specific financial and service needs to be addressed so that they can attain permanent housing ( e.g. Domestic violence survivor, unaccompanied or parenting pregnant youth, early stages of recovery)  Length of Stay Goal: 90- 150 days	People experiencing homelessness - sleeping in places not meant for human habitation (e.g. vehicles, outdoors, tents)	People able to maintain themselves with and without supports
<b>Goal</b>	Keep people in housing.	Find Housing, Connect to formal systems of services	Provide immediate shelter, safety and hygiene. Connect to formal systems of services	Stable, affordable housing
<b>Org's Providing Services in Shoreline</b>	Hopelink Mary's Place Compass Faith Community	Vision House Hopelink Mary's Place	United We Stand - -Tents Hopelink - Food Faith Community City – Showers (Spartan, Pool) Dale Turner – Showers Lake City Partners	KCHA Compass Housing Provail Private Landlords willing to accept subsidy payments Pvt landlords with tax incentives
<b>Services Provided</b>	One time/Short Term Financial Assistance: Rental assistance, Utility Assistance, Emergency Repairs, Legal Aid	Housing, Case management aimed to prepare households to move into permanent housing, working with households to increase income. Formal System Access Point	Day services: Hygiene, laundry, food, engagement. Overnight Shelter Encampments Safe Parking Food/Meals Access to CEA	Roof over head For some, wrap around supports as needed

## Attachment D

	<b>Prevention</b>	<b>Emergency and Transitional</b>	<b>Emergency Services</b>	<b>Permanent Housing</b>
<b>Where they live</b>	Shoreline residents	Throughout the region	People on the street in our community	In Shoreline
<b>Challenges Issues Gaps</b>	Housing cost increase Limited funding for assistance	Lack of supply of housing Limited Trans Shelter Capacity Disfavored service Transportation	Transportation Availability of services Lack of accessible shelter	Cost of new construction Availability of funding for development
<b>Extent of Gaps</b>	Eviction prevention – regulatory Hopelink turns away min of 15 people/mo, Runs through \$ in first days of month.	Wait for referral to housing program 186-228 Days-	Shelter only Oct – March Nearest Day Center 125 <sup>th</sup> /Lake City Way Wait for referral to housing program 186-228 Days average length of stay 57 days	
<b>Shoreline's Contribution</b>	Hopelink 2015-16 \$114,000 2017-18 \$145,000 2019-20 \$156,000	Hopelink – Housing-Shelter 2015-16 \$ 14,416 2017-18 \$ 40,000 2019-20 \$ 50,000	Lake City Partners; Winter Shelter- Outreach 2015-26 -- \$0 2017-18 – 23,000 2019-20 -\$52,000	
<b>Community Support</b>	Individual acts of philanthropy, e.g., donations, individual advocacy, support solving problems, getting resources	Finding landlords who could make units available to formerly homeless;	Church parking lots for tent cities, vehicles;	

## Attachment E

### Opioid Services, Source: Heroin and Prescription Opiate Addiction Task Force, King County 2016

	Prevention	Treatment	Health Services /OD Prevention
<b>Who is served</b>	Overall Population with a particular focus on youth	People seeking treatment for Substance Use Disorder (SUD) and addictions	People with an active substance use disorder and addictions
<b>Goal</b>	Prevention and appropriate use	Sobriety and addiction recovery	Harm reduction and saving lives
<b>Orgs Serving Shoreline</b>	<ul style="list-style-type: none"> <li>• Therapeutic Health Services</li> <li>• Center for Human Services</li> <li>• Community Psychiatric Clinic</li> <li>• Valley Cities Mental Health</li> <li>• Private Physicians</li> <li>• King County Public Health</li> <li>• Shoreline Police</li> <li>• Shoreline Fire</li> <li>• Schools: Public and Private</li> </ul>	<ul style="list-style-type: none"> <li>• Therapeutic Health Services</li> <li>• Center for Human Services</li> <li>• Community Psychiatric Clinic</li> <li>• Valley Cities Mental Health</li> <li>• Private Physicians</li> <li>• King County Public Health</li> </ul>	<ul style="list-style-type: none"> <li>• Therapeutic Health Services</li> <li>• Center for Human Services</li> <li>• Community Psychiatric Clinic</li> <li>• Valley Cities Mental Health</li> <li>• Private Physicians</li> <li>• King County Public Health</li> <li>• Shoreline Police</li> <li>• Shoreline Fire</li> </ul>
<b>Services Provided</b>	<ul style="list-style-type: none"> <li>• Public Awareness</li> <li>• Safe Storage and Disposal</li> <li>• Screening and early Identification</li> </ul>	<ul style="list-style-type: none"> <li>• Screening for SUD</li> <li>• In-patient and out-patient SUD treatment</li> <li>• Mental and physical health services</li> <li>• Medically Assisted Treatment- MAT (buprenorphine/methadone)</li> </ul>	<ul style="list-style-type: none"> <li>• Naloxone kits to reverse OD</li> <li>• Emergency medical response</li> <li>• Engagement and referral to treatment</li> </ul>
<b>Where people live</b>	Shoreline	Across the Region	Shoreline
<b>Challenges/Issues/Gaps</b>	<ul style="list-style-type: none"> <li>• Little funding for general community education</li> <li>• Little emphasis on funding prevention</li> </ul>	<ul style="list-style-type: none"> <li>• Delays as people wait for assessments and treatment</li> <li>• Lack of residential treatment slots</li> <li>• Limited access to MAT</li> <li>• Limited number of SUD treatment professionals</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Ready access to Naloxone, e.g. available at community centers, libraries, schools. Requires placement and training of facility staff.</li> <li>• IV drug use and resultant waste in public spaces – sharps</li> </ul>

## Attachment E

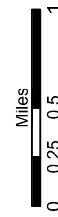
	Prevention	Treatment	Health Services /OD Prevention
<b>Extent of Gaps</b>	Only two schools engaged in pilot screening training (Kellogg-Shorecrest)		Naloxone Kits to Police, Fire and treatment agencies only. Not yet in other public spaces and with families
<b>What Shoreline Does</b>	<ul style="list-style-type: none"> <li>• Safe Disposal sites – Police</li> <li>• Promote Safe Storage and Return in Currents 1x/yr</li> <li>• County Funding through regional levies</li> <li>• MIDD</li> <li>• Best Starts</li> <li>• Vets/Seniors HS Levy</li> </ul>	Funds SUD treatment and MH services @ CHS 2015-16 \$ 144,000 2017-18 \$185,000 2019-20 \$234,000 County Funding through regional levies MIDD Best Starts Vets/Seniors HS Levy	<ul style="list-style-type: none"> <li>• County Funding through regional levies</li> <li>• MIDD</li> <li>• Best Starts</li> <li>• Vets/Seniors HS Levy</li> <li>• MIDD</li> </ul>

# Housing & Opioid Services

## Legend

- Prevention
- Emergency and Transitional
- ▲ Emergency Services
- ★ Permanent Housing
- ✚ Opioid Services

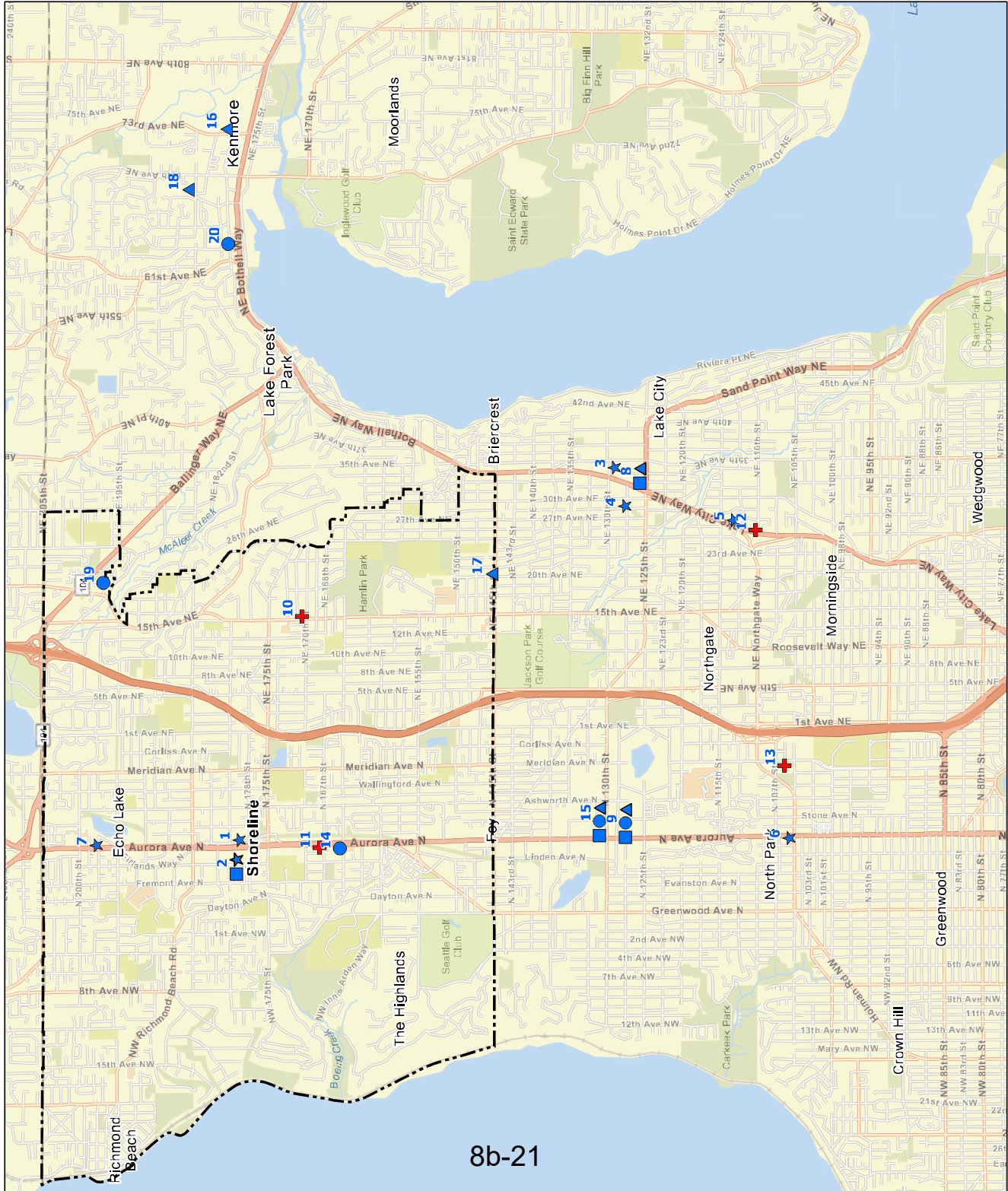
Identifier	Location
1	Compass Housing Vets Center
2	Ronald Commons
3	McDermott Place
4	Tony Lee Apartments
5	Meadowbrook View
6	Aurora House
7	198th & Aurora
8	God's Little Acre/Lake City Partners
9	Mary's Place - NSeattle
10	Center for Human Services
11	Therapeutic Health Services
12	Community Psychiatric
13	Valley Cities
14	Mary's Place - Shoreline
15	Mary's Place - NSeattle
16	Mary's Place - Kenmore
17	Prince of Peace
18	Northlake Lutheran
19	Vision House
20	Hopelink Housing



Geographic Information System

This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

Date Printed: 1/10/2019 | Request: 19174



## Gap Analysis/Evaluation Tool for Potential City Actions Regarding Homelessness and Opioid Addiction

Gap	Cost	Overall Level of Effort	Staff Resource	Current Partner in Shoreline?	Time Frame to Implement	Impact: Long/Short Term	City Commitment: Long/Short Term	Notes
1. Permanent Housing	\$\$\$\$	High	Low	Yes	Long	Long	Short	Projects come along infrequently
2. Homelessness Prevention Funds	\$ - \$\$\$	Low	Low	Yes	Short	Long	Short – Long	Scalable to resources
3. Emergency Shelter Beds	\$\$	Low	Low – High	Yes	Short	Short	Long	Scalable to resources
4. Daytime Gathering Place	\$ - \$\$\$\$	High	High	No	Long	Short	Long	Scalable to resources
5. Transportation	\$ - \$\$	Medium	Low	No	Medium	Short	Long	Scalable to resources
6. Opioid Treatment Services	\$ - \$\$	Low	Low	Yes	Short	Short	Short – Long	Scalable to resources
7. Opioid Use Prevention and Education	\$ - \$\$	High	Low	Yes	Long	Long	Short – Long	Scalable to resources
8. Partnership Building Through Community Engagement	\$	High	High	Yes	Short	Long	Medium	
9. Youth Shelter and Services	\$\$\$	Medium	Low - High	No	Long	Long	Medium	New service; focus of regional work

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of the Aging Adult Services Strategy		
<b>DEPARTMENT:</b>	Parks Recreation and Cultural Services Community Services Division		
<b>PRESENTED BY:</b>	Mary Reidy, Recreation Superintendent Rob Beem, Community Services Manger		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

**PROBLEM/ISSUE STATEMENT:**

In 2017, the City Council adopted the Parks, Recreation and Open Space (PROS) Plan 2017-2023. Adult programming emerged as one of the highest demand programs from community meetings and public surveys in the development process of the PROS Plan. A key implementation strategy adopted with the PROS Plan was Strategic Action Initiative 4: *Serve the Full Spectrum of Aging Adult Recreation Needs*. The objective for that Initiative was to “Develop a strategic plan by 2019 for meeting the aging adult recreation needs of Shoreline.”

Aware that the recreational needs of aging adults are interdependent to an array of services connected to health and wellness, the City retained the firm of BERK Consulting to assist staff in developing an Aging Adult Services Strategy in 2018. The Aging Adult Services Strategy provides guidance to the City, the Shoreline-Lake Forest Park Senior Center/Sound Generations and other community partners on how best to serve the changing needs of the growing population of aging adults in Shoreline.

Tonight, staff is presenting the findings of the Aging Adult Services Strategy to the City Council. The Parks Recreation Cultural Services (PRCS)/Tree Board reviewed the Strategy on December 6, 2018 and formally voted to forward it to the City Council.

**RESOURCE/FINANCIAL IMPACT:**

The City provides funding to the Shoreline-Lake Forest Park Senior Center from both the PRCS and Human Services budgets. For the 2019-20 Biennium, this funding is \$191,460 from PRCS and \$31,000 from Human Services. However, this item is for discussion purposes only and has no financial impact.

**RECOMMENDATION**

No action is required. Staff recommends that Aging Adult Services Strategy be used to establish work priorities for the City and its partners serving older adults in Shoreline.

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



## **BACKGROUND**

Shoreline's population is among the oldest in King County, with 9,388, or 17%, of the City's residents over the age of 65 (American Community survey, 2015). By 2025, this figure is projected to be around 12,500 residents or 18.3% of the City's population. The City and the Shoreline-Lake Forest Park Senior Center are the leading providers of recreation and human services for this population.

As Baby Boomers age and retire, they are less inclined to identify as "seniors" and more likely to refer to themselves as "Active Adults." This population of Baby Boomer are putting increased demand on community adult programs in new ways, both in capacity as well as diversity of needs. Some seniors rely heavily on social and health services that require an established physical location, while others are looking for opportunities to explore and create new friendships.

Currently, the Shoreline-Lake Forest Park Senior Center and the City of Shoreline Parks, Recreation and Cultural Services (PRCS) Department offer services and programs which strive to meet these diverse needs. The Senior Center has an emphasis on supporting social service needs, and the City hosts a growing Active Adults recreation program. Sustainability and expansion of these offerings to meet growing demand will be the challenge in the future.

### **Aging Adult Services Strategy Development**

In 2017, the City Council adopted the [Parks, Recreation and Open Space \(PROS\) Plan 2017-2023](#). A key implementation strategy adopted with the PROS Plan was Strategic Action Initiative 4: *Serve the Full Spectrum of Aging Adult Recreation Needs*. The objective for that Initiative was to "Develop a strategic plan by 2019 for meeting the aging adult recreation needs of Shoreline." Staff from the PRCS Department and Community Services Division undertook the development of the Aging Adult Services Strategy in 2018. Staff also worked with the Shoreline-Lake Forest Park Senior Center staff to understand their plans and then develop a strategic plan in 2018 for implementation in 2019 and beyond.

The City retained the firm of BERK Consulting to assist staff in the development of the Aging Adult Services Strategy (Attachment A). The Strategy provides guidance to the City, the Shoreline-Lake Forest Park Senior Center/Sound Generations and other community partners on how best to serve the changing needs of the growing population of aging adults in Shoreline. Tonight, staff is presenting the findings of the Aging Adult Services Strategy to the City Council. The PRCS/Tree Board reviewed the Strategy on December 6, 2018 and formally voted to forward it to the City Council.

## **DISCUSSION**

### **Strategy Focus Areas**

The Aging Adults Strategy identifies six focus areas as shown on page 6 of the Strategy and detailed below. There is also more information about the six areas on pages 7-17 of the Strategy. By pursuing work in each of these focus areas, the community will be engaged in high-leverage activities that will support the work to sustain key programs



that exist today, reach new underserved populations, and provide for coordination of services as programming expands and evolves. The focus areas are as follows:

- **Community Connections.** The ability to connect to places and other people is an important element of wellbeing for older adults. Access to amenities and social networks can reduce social isolation and improve their ability to remain independent and age in place. The City of Shoreline recognizes this need and will explore ways to connect our older residents to the community amenities and to activities that promote social interaction.
- **Lifelong Learning.** Lifelong learning is key to a healthy community. The City of Shoreline knows that learning is not limited to one stage of life and designs and delivers services and programs that enable residents to engage in educational experiences and sharpen their skills at all stages of life. These skills include both life skills and job skills to help older adults navigate today's world and workplace.
- **Wellness.** Maintaining good health and wellness is important to all people but is especially important to helping older adults preserve their independence. The City of Shoreline understands that older adults living on fixed incomes or with income insecurity rely on free or low-cost community programs to maintain their physical and mental health. Additionally, community meal programs and fitness classes are another avenue for creating and sustaining social connections that help alleviate issues such as isolation and loneliness.
- **Nutrition.** A variety of factors such as poor diet, lack of appetite, problems with eating or swallowing, isolation, and chronic illnesses affect nutrition. Limited or fixed incomes may also force many older adults to restrict the quality and quantity of their meals. As noted above, The City understands that older adults living on fixed incomes or with income insecurity rely on free or low-cost community meal programs to maintain their health. Additionally, community meal programs are another avenue for creating and sustaining social connections.
- **Coordination and Service Alignment.** A variety of agencies are involved in providing and funding services for older adults in Shoreline. These include the City, the Senior Center, the King County Area Agency on Aging, the King County Library System, community and non-profit providers, neighborhood associations, faith-based organizations, hospitals and primary care clinics, and educational institutions. Increased collaboration across agencies and organizations to create a comprehensive and coordinated set of services and supports can help increase the reach and impact of existing resources.
- **Equity.** The City of Shoreline envisions a community in which people from all backgrounds have equitable access to opportunities to live, work, and play. Shoreline is home to an increasingly ethnically diverse community: 30% of Shoreline residents are people of color, one in five Shoreline residents is foreign born, and one in four speaks a language other than English at home. The City of Shoreline designs programs and services to ensure they are inviting, equitable, and safe for all residents, including older residents with limited incomes,

residents of color, residents who don't speak English very well, residents who are new to the country, are immigrants, or are refugees, and residents who are lesbian, gay, bisexual, and transgender (LGBT).

### **Strategy Situation Assessment**

The Aging Adult Services Strategy also provides a "situation assessment" as well as recommended strategies for the City and community to use to address the needs of our seniors. The Situation Assessment, which begins on page 18 of the Strategy report, addresses the following:

- ***The Needs of Aging Adults.*** What are the needs of older adults in Shoreline? What are some models for how services for aging adults can be delivered? This section identifies and compiles the range of needs of older adults in the community. To gain insight, BERK conducted a literature review, and incorporated relevant information gathered for the PROS Plan 2017-2023. This section finds older adults vary widely in the types of activities and settings they need and use. It looks at how the senior serving industry is responding with different service delivery models and ranges of programming.
- ***Services Provided.*** What is the range of current services available in the community for aging adults? Who are the key providers in the system of supports? Who is being served? This section identifies the range of services available locally and any barriers to accessing services.
- ***Community Profile.*** What is the profile of older adults in Shoreline? This section analyzes the socioeconomic and demographic data for the city to better understand the number and profile of older adults in the community.
- ***Shoreline-Lake Forest Park Senior Center Profile.*** What needs are served by the Shoreline-Lake Forest Park Senior Center? This section identifies who is being served or underserved by the Senior Center and provides insight as to the barriers community members may face in accessing services.

A key finding of the Situation Assessment is that with the current facilities and current programming capabilities of the Senior Center and the PRCS Department, there are no significant gaps in services today. As the population grows and ages and as the organizations and resources to serve seniors change, gaps may emerge. The Situation Assessment also finds that while the Senior Center and the City provide the bulk of the services to seniors, others, such as health care, private recreation, faith communities and social groups, all contribute to providing the activities and support that seniors need.

### **Near Term Priorities**

The Strategy further assesses the current need and importance of work to pursue each focus area. The result is six near term priorities that can guide action by the City, the Senior Center and community partners. Pursuing work to advance these priorities will engage the senior-serving community in efforts that will both meet current needs and

further develop the community capacity to respond to future growing needs and to adapt to emerging service delivery modalities. These priorities are:

- Long-term facilities for the Shoreline-Lake Forest Park Senior Center. While the time-frame is uncertain, the Senior Center and Sound Generations believe that they will need to look for a new location in the coming years. Many of the services and programs provided at the Senior Center are essential to aging adults. A transition plan is needed to ensure continuity of programming and a seamless transition to new facilities. It should also be noted that since the development of this Strategy, Sound Generations and the Shoreline-Lake Forest Park Senior Center have formally approached the City with an interest in being a part of the City's proposed Community and Aquatic Center.
- Services that provide accessible, affordable, comfortable, and culturally appropriate care to ethnic communities and cultural groups, including services in multiple languages. Shoreline is a diversifying community, and the need for such services will continue to grow.
- Services for aging men. Aging men are less likely to use the existing community facilities and services.
- Services that provide respite care for caregivers. Older adults that provide care for spouses or other loved ones' lack resources in the community.
- Maintaining programs that provide nutritious, low or no cost meals to aging adults.
- Enhancement of public spaces, facilities, and parks so they can be enjoyed by people of all ages and abilities.

### **Overall Strategy Findings**

Overall the Strategy report paints a picture of Shoreline as a community with expanding needs and the fundamental organizational and physical capacity to address these needs. The Strategy highlights the importance of sustaining current service levels in the future. It also notes that while Shoreline has this necessary baseline capacity, the next wave of seniors, Baby Boomers, have widely varying interests and abilities. New models of service are emerging and will be tested in this community. The City and its partners will have opportunities in the immediate future to see how these approaches work with our existing programming and facilities. The Strategy further suggests that a key to doing this successfully is establishing a more formal agreement with the Senior Center and a more active effort to engage with the variety of partners serving Shoreline's seniors.

Since this Strategy was developed and reviewed by the PRCS Board, Sound Generations has communicated to the City its commitment to continuing its mission serving seniors in Shoreline as an independent entity. This public recommitment demonstrates the need for the City to both stay engaged with the Senior Center and its more human services-oriented programming around meals and transportation. In

addition to the more formal agreement with the Senior Center, the Strategy calls for more frequent and structured coordination among the range of partners serving aging adults.

Staff will use this Strategy to guide its work in the areas of recreation, human services as well as park and facility design. In the recreation area, City supervisory staff are meeting regularly with peers from the Senior Center to offer and to develop programming that is both coordinated and complimentary. This spring will see an increased emphasis on competitive activities that will appeal to men. Human services have secured funding for continuing the meal and transportation programs offered through the Senior Center for both 2019 and 2020. And the principles of Universal Design, which are beneficial to seniors, are being applied as the City plans and develops its parks and facilities.

### **STAKEHOLDER OUTREACH**

A working team was established to guide the development of this Strategy. Staff from the City included the PRCS Director, Recreation Superintendent, and Community Services Manager. Other members of the working team included a member of the PRCS Board, a representative of the Area Agency on Aging, and staff of the Senior Center. The working team met four times throughout the development process of the Strategy.

Interviews were conducted by BERK with local experts on adult aging strategies, including representatives of the Area Agency on Aging, Dale Turner Family YMCA, International Community Health Services, Hopelink, King County Older Adults Services, Iora Primary Health, Sound Generations, and the Shoreline-Lake Forest Park Senior Center. The Senior Center provided BERK with detailed data on their services, participants and an overview of their finances.

### **RESOURCE/FINANCIAL IMPACT**

The City provides funding to the Shoreline-Lake Forest Park Senior Center from both the PRCS and Human Services budgets. For the 2019-20 Biennium, this funding is \$191,460 from PRCS and \$31,000 from Human Services. However, this item is for discussion purposes only and has no financial impact.

### **RECOMMENDATION**

No action is required. Staff recommends that Aging and Older Adult Strategy be used to establish work priorities for the City and its partners serving older adults in Shoreline.

### **ATTACHMENTS**

Attachment A: Aging Adult Services Strategy

# Shoreline Aging Adult Services Strategy

December 2018



*Prepared for the*



*In Consultation with the*

*Shoreline Lake Forest Park*

*Senior Center*

Finale: December 17, 2018

Last Review Date: December 17, 2018

Next Review: December 17, 2023



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# Table of Contents

<b>Introduction .....</b>	<b>4</b>
<b>Process .....</b>	<b>4</b>
<b>Overview .....</b>	<b>4</b>
Guiding Statements .....	4
Vision .....	4
Values .....	4
Strategy Focus Areas .....	5
Near Term Priorities.....	5
Strategy overview .....	6
Focus Areas and Supporting Goal.....	6
<b>Strategies.....</b>	<b>7</b>
Community Connections.....	8
Lifelong Learning .....	11
Wellness .....	12
Nutrition .....	14
Coordination and Continuous improvement .....	15
Equity.....	16
<b>Situation Assessment .....</b>	<b>18</b>
Introduction.....	18
Data Sources .....	19
Summary of Results .....	19
Needs of Older Adults.....	21
Needs of Aging Adults .....	21
Service Delivery Models .....	22
Strategy Implications .....	25
Services Provided .....	26
Community Profile.....	28
Current and Future Senior Population .....	28
Diversity and Demographics .....	29

Public Transportation .....	30
Shoreline Lake Forest Park Senior Center Profile.....	31
Programs Offered .....	31
Population Served.....	32
Senior Center Funding and Operations .....	39
Situation Assessment Resources.....	41
Bibliography.....	41
Interviews .....	41



## Table of Exhibits

Exhibit 1	Shoreline Population 2010–2035 .....	28
Exhibit 2	Current and Projected Population 65+ .....	28
Exhibit 3	Demographics and Median Age of Shoreline Population by Race.....	29
Exhibit 4	Racial Composition of Shoreline Population vs Population Aged 60+.....	30
Exhibit 5	Shoreline Population by Age Range .....	32
Exhibit 6	Reported Age of Shoreline Lake Forest Park Senior Center Users.....	33
Exhibit 7	Racial Composition of Population Age 60+ vs Senior Center Users.....	35
Exhibit 8	Gender of Population Age 60+ vs Senior Center Users.....	36
Exhibit 9	Poverty Status of Population Age 60+ vs Senior Center Users.....	38
Exhibit 10	Foreign-born Population Aged 60+ vs Foreign-born Senior Center Users.....	38
Exhibit 11	Limited English Proficiency in Population Aged 60+ vs Senior Center Users.....	39
Exhibit 12	Shoreline Lake Forest Park Senior Center Funding Sources .....	40
Exhibit 13	Senior Center Cost and Expense per Senior User Served.....	40

# Introduction

Aging adults are offered a spectrum of services by public and private providers in Shoreline. The City of Shoreline currently provides some funding for operation of the Shoreline Lake Forest Park Senior Center as well as running its own parks and recreation programming that is open to the whole community, including older adults. As the number of older adults grows in Shoreline, it's important to better understand their needs, to inventory the services provided in the community, and to identify a strategy for ensuring those needs are met as efficiently as possible. This is a primary purpose of the Shoreline Aging Adults Strategy, which is written for implementation by the City of Shoreline.

## Process

The City of Shoreline's Aging Adult Services Strategy builds on the City's efforts to address community needs through the Parks, Recreation, and Open Space Plan. The strategy was produced by the Senior Services Workgroup, which includes representatives of the King County Area Agency on Aging, Shoreline Lake Forest Park Senior Center, and key City staff. The City contracted with BERK Consulting to assist and advise with the planning process and development of the strategy.

To develop the strategy, the Senior Service Workgroup reviewed the Situation Assessment included in this report. The Situation Assessment includes data assessment, discussion, and on-the-ground expertise to better understand the needs of aging adults in Shoreline. It identifies the needs of older adults, looks at a demographic profile of the community, and examines the services currently provided by the Shoreline Lake Forest Senior Center and others in the community. This provides a base understanding of the essential services provided in the community and gaps that may need to be filled, as well as suggests implications for the development of the strategy.

## Overview

### GUIDING STATEMENTS

#### Vision

Ensure Shoreline is a friendly, welcoming, and supportive community for older adults across all ages, backgrounds, abilities, and incomes.

#### Values

- Deliver high-quality services and programs that improve the quality of life of all older residents.
- Support intergenerational services and programs for older adults.
- Deliver services and programs for older adults that reflect the cultural diversity of Shoreline.
- Partner with local and regional stakeholders for collective impact and a seamless experience.
- Be flexible to respond to trends, opportunities, and innovations in aging services and programs.



- Ensure free and convenient access to information about available services and programs for older adults.
- Measure and quantify the impact and reach of services and programs for older adults.

## STRATEGY FOCUS AREAS

The table on the following page summarizes the six focus areas for the Shoreline Aging Adults Services Strategy. The six areas address a comprehensive range of needs of aging adults, including needs for: community connections, lifelong learning, wellness, nutrition, coordination and alignment of services, and equity. The supporting goal(s) in each focus area address a community gap that was identified during the Situation Assessment, which is included as a section of this strategy. The strategy assumes that the existing programs and services in the community will be maintained. In the case where there is a future loss of a program or service, the strategy should be reevaluated to ensure that the need served by the program or service can be met.

### Near Term Priorities

The Strategies section breaks down each of the focus areas. In addition to the identified goals, there are associated objectives and implementation strategies. These implementation ideas are assessed for priority as well as how well it addresses the unmet needs of the community. During the review process, the Situation Assessment identified a variety of potential needs and current services for aging adults. In reviewing this information, six distinct gaps emerged from the assessment as high priorities:

- Long-term facilities for the Shoreline Lake Forest Park Senior Center. While the time-frame is uncertain, it is expected that the Senior Center will need to look for a new location in the coming years. Many of the services and programs provided at the Senior Center are essential to aging adults. A transition plan is needed to ensure continuity of programming and a seamless transition to new facilities.
- Services that provide accessible, affordable, comfortable, and culturally appropriate care to ethnic communities and cultural groups, including services in multiple languages. Shoreline is a diversifying community, and the need for such services will continue to grow.
- Services for aging men. Aging men are less likely to use the existing community facilities and services.
- Services that provide respite care for caregivers. Older adults that provide care for spouses or other loved ones lack resources in the community.
- Maintaining programs that provide nutritious, low or no cost meals to aging adults.
- Enhancement of public spaces, facilities, and parks so they can be enjoyed by people of all ages and abilities.

These gaps are the focus of strategy implementation over the next two to five years. Developing partnerships is important to this strategy. In particular, there is a key opportunity to develop a closer working relationship between the Parks, Recreation, and Cultural Services Department (PRCS) at the City of Shoreline and the Shoreline Lake Forest Park Senior Center. Addressing these gaps and pursuing this opportunity should provide enhanced and more efficient service to aging adults in the near future.

## STRATEGY OVERVIEW

### Focus Areas and Supporting Goals

Community Connections	Lifelong Learning	Wellness	Nutrition	Coordination and Service Alignment	Equity
<ol style="list-style-type: none"> <li>1. Provide services and supports to help older adults remain in the community and age in place.</li> <li>2. Improve and enhance transportation options.</li> <li>3. Improve public spaces with an eye toward creating hospitable, engaging areas for older adults that allow for social interaction.</li> </ol>	<ol style="list-style-type: none"> <li>4. Offer high-quality, educational programs that reflect community needs and interests.</li> </ol>	<ol style="list-style-type: none"> <li>5. Expand and enhance opportunities for physical activity for older adults across ages and abilities.</li> <li>6. Support and enhance volunteerism so seniors have opportunities to stay engaged in the community.</li> <li>7. Sustain and expand opportunities for social, cultural, and entertainment activities that are accessible, affordable, safe, inviting, and inclusive for older adults.</li> </ol>	<ol style="list-style-type: none"> <li>8. Ensure food security and access to healthy food for older adults.</li> </ol>	<ol style="list-style-type: none"> <li>9. Develop a strategy to build closer connections between the Shoreline Parks Recreation and Cultural Services (PRCS) and Senior Center.</li> <li>10. Advance partnerships that address the needs of older adults in the community.</li> <li>11. Gather evidence to improve services and programs.</li> </ol>	<ol style="list-style-type: none"> <li>12. Ensure programs and services are equitable and culturally competent.</li> </ol>

## Strategies

This section includes specific objectives for each of the focus area goals along with performance measures and potential partners. Objectives are assessed for community importance and the level of need. Importance is an indication of community demand, and the level of need is based on the supply of the resource in the community. Scoring was identified by members of the Senior Working group based on information in the Situation Assessment and their working knowledge of senior services and programs and community needs. The scoring rubrics for the two categories appear as shown below.

Community Importance is evaluated on the following scale:

- High – objectives that represent the essentials or requirements needed to support aging adults in the community.
- Medium – objectives needed to significantly enhance existing programs and services.
- Low – objectives needed to improve efficiency or understanding of community resources.

Community Level of Need is evaluated on the following scale:

- High – objectives that identify a resource not currently provided in the community.
- Medium – objectives that represent resources provided to some but may need to be scaled or extended to others to meet a wider community need.
- Low – objectives identify resources that are already provided in the community or will be in place soon.

Example projects are listed to provide a starting point for thinking about how the City could act on the focus area goals and objectives.





## COMMUNITY CONNECTIONS

The ability to connect to places and other people is an important element of wellbeing for older adults. Access to amenities and social networks can reduce social isolation and improve their ability to remain independent and age in place. The City of Shoreline recognizes this need and will explore ways to connect our older residents to the community amenities and to activities that promote social interaction.

## POTENTIAL PARTNERS

- Shoreline Lake Forest Park Senior Center
- Sound Generations
- City of Lake Forest Park
- King County
- Area Agency on Aging
- For-profit and non-profit service providers
- Adult Family Homes

## HOUSING POLICY

Land use planning policies, especially those related to housing, influence community connections for older adults. Some examples of actions that local governments can take include:

- Increase supply of a diverse range of housing options across the income spectrum. Multifamily complexes, backyard cottages, or similar housing formats allow older adults and their caregivers (often family or close friends) to live close to each other.
- Create flexible zoning to support shared living arrangements.
- Continue to provide/advocate for Property Tax Exemptions so seniors will be able to remain in their homes
- Increase the supply of accessible housing by requiring or incentivizing universal design features such as no-step entry, a main-floor accessible bathroom, and wide interior doors.
- Continue to provide services and programs that allow older residents to make modifications to existing housing to make it more suitable to their evolving needs.



## Goals and Objectives

	Importance	Level of Need
<b>Goal 1: Provide services and supports to help older adults remain in the community and age in place.</b>		
Support community organizations that provide older residents with a network of services.	Medium	Medium
Provide programs and services for family and other informal caregivers who care for older adults.	Medium	High
Sustain operation of the Shoreline/Lake Forest Park Senior Center's programming focused on healthy aging.	High	Low
<b>Goal 2: Improve and enhance transportation options.</b>		
Increase access to safe, reliable, affordable and easy-to-use travel options that make it easy for older adults to get around.	Medium	Low
Integrate innovative transportation and mobility management tools and services that coordinate multiple modes of transportation across public and private providers.	Low	High
<b>Goal 3: Improve public spaces with an eye toward creating hospitable, engaging areas for older adults that allow for social interaction.</b>		
Ensure indoor public spaces (in recreation and community centers, and other such public buildings) are of an adequate number and size so that people of all ages and abilities can access and enjoy them.	High	Low
Ensure outdoor public spaces (such as parks and other green spaces, streets, sidewalks, and outdoor plazas) are designed such that people of all ages and abilities can access and enjoy them. Features like wheelchair accessibility, lighting, umbrellas, frequent rest stops, and shaded areas are examples of elements that promote universal access to public outdoor spaces.	High	Medium
Implement universal design principles in public and private buildings and development. <sup>1</sup>	Medium	Low

<sup>1</sup> Universal design measures are different than ADA accessible design. ADA accessibility is a federal requirement for public spaces to accommodate the needs of people with disabilities specifically. Universal design goes beyond ADA accessibility to consider and integrate the potential needs of all users without the need for adaptation. This includes people with disabilities, but can include other such as children.



## Project Examples

- City reaches out to the local Virtual Village organization.
- New programs targeted at respite care for caregivers.
- City explores options such as Lyft Concierge, GoGoGrandparent, and UberCENTRAL that partner with on demand transportation companies to deliver transportation to older adults.
- Design of new Community and Aquatics Center allows for future expansion to include 10,000 square feet prioritized (not exclusive) for senior programs.
- Planning for new or rehabilitated City facilities explicitly addresses the needs of older adults.
- Ensure that community trails are ADA accessible.

## Performance Measures

- New public facilities and spaces include features and amenities for older adults.
- Participation in City or City sponsored recreational and community program increases amongst older adults.



## LIFELONG LEARNING

Lifelong learning is key to a healthy community. The City of Shoreline knows that learning is not limited to one stage of life and designs and delivers services and programs that enable residents to engage in educational experiences and sharpen their skills at all stages of life. These skills include both life skills and job skills to help older adults navigate today's world and workplace.

### Goals and Objectives

	Importance	Level of Need
<b>Goal 4: Offer high-quality, educational programs that reflect community needs and interests.</b>		
Leverage partnerships with libraries, community colleges, universities, and others to expand the community's ability to help older residents develop skills for today's world and workplace.	Low	Medium
Provide technology training for a spectrum of user levels.	Medium	Medium

#### INTERGENERATIONAL PROGRAMS AND SERVICES

Social interaction is a key need for older adults. Research has linked social interaction with slower mental decline, lower blood pressure, and reduced risk of disease and death in older adults. Increased socialization opportunities, especially across generations, benefit older residents in significant ways.

Research also suggests intergenerational interaction has benefits for children as well. Children who have early contact with older adults are less likely to view them as incompetent and less likely to exhibit ageism. These intergenerational interactions also enhance children's social and personal development and increase their comfort with people with disabilities and impairments of all kinds.

One local example of intergenerational services is The Providence St. Mount Vincent in Seattle. This care community for older adults includes on its premises the Intergenerational Learning Center (ILC), a licensed child care center for infants and young children.

Source: <https://www.theatlantic.com/education/archive/2016/01/the-preschool-inside-a-nursing-home/424827/>



#### POTENTIAL PARTNERS

Potential partners to meet the lifelong learning and enrichment needs of older residents include:

- Shoreline Lake Forest Park Senior Center
- Shoreline Community College
- King County Library System Shoreline Branch
- Workforce Development Council of Seattle King County
- Shoreline Lake Forest Park Arts Council
- Shoreline Public Schools
- Dale Turner YMCA
- Power of One Senior Volunteer Program
- Area Agency On Aging

#### Project Examples

- City explores partnerships with the Seattle Theatre Group and the Frye Art Museum on programs for older adults with memory loss and their care partners.

#### Performance Measures

- The number of lifelong learning opportunities offered to older adults increases through City sponsored programs or programs or partnerships.

## WELLNESS

Maintaining good health and wellness is important to all people but is especially important to helping older adults preserve their independence. The City of Shoreline understands that older adults living on fixed incomes or with income insecurity rely on free or low-cost community programs to maintain their physical and mental health. Additionally, community meal programs and fitness classes are another avenue for creating and sustaining social connections that help alleviate issues such as isolation and loneliness.

### POTENTIAL PARTNERS

- Shoreline Lake Forest Park Senior Center
- Area Agency on Aging
- Senior housing providers
- Health clinics

## Goals and Objectives

	Importance	Level of Need
<b>Goal 5: Expand and enhance opportunities for physical activity for older adults across ages and abilities.</b>		
Provide group as well as individual activities that appeal to all older adults.	Medium	Medium
Provide opportunities for competitive activities that appeal to aging men.	High	Medium
Expand existing efforts around a Community Falls Prevention program that provides in-home assessments and education to prevent falls inside and outside of the home.	Medium	Medium
<b>Goal 6: Support and enhance volunteerism so seniors have opportunities to stay engaged in the community.</b>		
Coordinate with the Shoreline Lake Forest Park Senior Center, KCLS, Hopelink, and other community organizations to promote and scale up volunteer opportunities for older adults.	Medium	Low
<b>Goal 7: Sustain and expand opportunities for social, cultural, and entertainment activities that are accessible, affordable, safe, inviting, and inclusive.</b>		
Support and promote intergenerational programs.	Medium	Medium
Support development of innovative programs that go beyond traditional ideas of older adult programming.	Medium	Medium
Support existing and enhanced programs and services tailored for frail older residents including people with dementia, memory loss, or disabilities.	Medium	Medium
Expand opportunities for activities and programs that are culturally and ethnically specific.	High	High

## Project Examples

- Continue to provide fitness classes at the Spartan Recreation Center for residents across all ages and abilities.
- Expand evening fitness classes at the Spartan Recreation Center to increase exercise opportunities for older adults who work.
- Continue to provide opportunities for physical activity that allow for social interaction, such as the 'Shoreline Walks' program.



## Performance Measures

- At least one new City or City-sponsored program is added or expanded per year to enhance older adult wellness.
- Increased participation in the Community Falls Prevention Program.
- At least two new programs for aging males by 2020.

## NUTRITION

A variety of factors such as poor diet, lack of appetite, problems with eating or swallowing, isolation, and chronic illnesses affect nutrition. Limited or fixed incomes may also force many older adults to restrict the quality and quantity of their meals. The City of Shoreline understands that older adults living on fixed incomes or with income insecurity rely on free or low-cost community meal programs to maintain their health. Additionally, community meal programs are another avenue for creating and sustaining social connections.

### FOOD SYSTEMS

Older adults who are food insecure need policies that recognize their unique contexts: reduced mobility, fixed incomes, and limited social networks for assistance. The Supplemental Nutrition Assistance Program (SNAP) could be a source of support, but many eligible older adults do not participate in the program due to limited mobility, stigma, and general lack of understanding of the program. Increased outreach and community partnerships can increase SNAP participation and reduce senior food insecurity.

In addition to raising awareness, assistance with enrollment paperwork can also increase SNAP participation among older adults.

## Goals and Objectives

	Importance	Level of Need
<b>Goal 8: Ensure food security and access to healthy food for older adults.</b>		
Support meal programs that increase diet quality, provide relief from food insecurity, and create access to social engagement.	High	Low
Increase awareness of the congregate and home delivered meal programs at the Shoreline Lake Forest Park Senior Center and the meal programs offered by local churches for eligible participants.	Low	High

## Project Examples

- Increase awareness and access to Hopelink's foodbank in Shoreline.
- Support access to commercial kitchen and meal preparation space for non-profit meal programs.
- Provide meal programs integrated with other programs that offer opportunity to social engagement and support.

## Performance Measures

- Connect all older adults in need with food programs that can provide healthy sources of nutrition.

### POTENTIAL PARTNERS

- Hopelink
- Local retailers, grocery stores, and pharmacies
- Shoreline Farmer's market
- Shoreline Lake Forest Park Senior Center
- Senior housing providers
- Health clinics
- Shoreline churches

## COORDINATION AND CONTINUOUS IMPROVEMENT

A variety of agencies are involved in providing and funding services for older adults in Shoreline. These include the City, the Senior Center, the King County Area Agency on Aging, KCLS library, community and non-profit providers, neighborhood associations, faith-based organizations, hospitals and primary care clinics, and educational institutions. Increased collaboration across agencies and organizations to create a comprehensive and coordinated set of services and supports can help increase the reach and impact of existing resources.

### Goals and Objectives

#### POTENTIAL PARTNERS

- International Community Health Services (ICHS)
- Sound Transit
- Sound Generations
- KCLS
- King County
- Area Agency on Aging
- City of Lake Forest Park

	Importance	Level of Need
<b>Goal 9: Develop a strategy to build closer connections between the PRCS and Senior Center.</b>		
Develop a closer programmatic relationship between PRCS and the Senior Center.	Medium	Medium
<b>Goal 10: Advance partnerships that help address the needs of older residents in the community.</b>		
Establish an outreach effort to develop and maintain community partnerships that expand the City's reach and impact.	Medium	Medium
<b>Goal 11: Gather evidence to improve services and programs.</b>		
Anticipate community interests by gathering and analyzing usage data and use the results to develop and improve programs and services.	Medium	Medium

### Project Examples

- Develop a proposed Affiliation Agreement by 2020.
- Provide resources that coordinate and connect services with those who need them.
- Develop a joint marketing program and shared distribution list for PRCS and the Senior Center.
- Utilize the performance metrics system developed jointly by PRCS and the Senior Center to inform programs and services.
- Pursue a closer working relationship with the YMCA.
- Ensure the needs of the frail, homebound, and disabled older residents are addressed in the City's disaster preparedness programs.

### Performance Measures

- Regular meetings of the key agencies and service providers occur at least annually.

## EQUITY

The City of Shoreline envisions a community in which people from all backgrounds have equitable access to opportunities to live, work, and play. Shoreline is home to an increasingly ethnically diverse community: 30% of Shoreline residents are people of color, one in five Shoreline residents is foreign born, and one in four speaks a language other than English at home. The City of Shoreline designs programs and services to ensure they are inviting, equitable, and safe for all residents, including older residents with limited incomes, residents of color, who don't speak English very well, who are new to the country, immigrants, refugees, or lesbian, gay, bisexual, and transgender (LGBT)

### POTENTIAL PARTNERS

- Chinese Information and Services Center (CISC)  
International Community Health Services
- El Centro de la Raza
- Asian Counseling and Referral Services
- Aging and Adult Services

## Goals and Objectives

	Importance	Level of Need
<b>Goal 12: Ensure programs and services are equitable and culturally competent.</b>		
Identify and reach out to build relationships with community groups and organizations that serve and represent diverse, marginalized, and minority populations to ensure the needs and interests of all older adults in the community are served.	High	High
Meet the needs of older adults who are frail, homebound, new to the country, have limited incomes, have low literacy skills, or who do not speak English proficiently.	High	High
Support diversity, equity, and inclusion in the provision of services to aging adults.	High	High

## Project Examples

- Develop programs to increase awareness of available programs and services for older adults who speak limited or no English, have low literacy skills, or are new to the country.
- Reach out to trusted community leaders, organizers, and advocates to develop relationships with diverse community groups.
- Identify language needs and specific resources to help overcome social and cultural barriers to service such as translation, interpretation, cultural navigators, etc.
- Encourage and support providers to recruit and hire staff and board members from diverse cultural backgrounds.
- Provide training to City staff to increase their capacity to promote service equity and inclusion.



## Performance Measures

- The City maintains connections with a list of trusted advisors and community liaisons that help coordinate with marginalized or minority populations.
- City staff complete one cultural competency training, particularly those staff that plan programs or facilities, or those that engage with older adults in their work.



### CULTURAL COMPETENCE AND EQUITY

Cultural competence refers to a set of policies, practices, and dedicated resources that enable organizations to work effectively across diverse cultural contexts.

Linguistic competence is a part of cultural competence and refers to the capacity of an organization to communicate effectively, in a manner that is easily understood by diverse audiences including persons with limited English proficiency, those who have low literacy skills, and individuals with disabilities.

Cultural competence can affect access to services and programs, especially when organizations operate in areas where there is growing population diversity.

With diverse groups, outreach may be more effective when agencies and institutions work with established community organizations who are trusted leaders, organizers, and advocates in their own communities. Trusted messengers such as these are more likely to engage with the intended community in a meaningful way.



# Situation Assessment

## INTRODUCTION

The City of Shoreline is interested in approaches to make Shoreline a friendly and welcoming place for aging adults. Over the next few years, the City's Parks, Recreation and Cultural Services (PRCS) Department will develop recreation programs to meet the needs of the growing aging adult population. As the City anticipates the development of a new community and aquatic center, there will be opportunities to design a facility that will impact and shape the community's response to the needs of aging adults.

This situation assessment focuses on the program and service needs of older residents to inform City decision making around recreation and human services funding as well as its capital program over the next five to seven years. Infrastructure investments (such as the addition of pedestrian improvements or other capital projects) and housing policy changes are not a primary focus of this study.

This Situation Assessment focuses on four primary topic areas organized into four sections:

- ***The Needs of Aging Adults.** What are the needs of older adults in Shoreline? What are some models for how services for aging adults can be delivered? In this section we sought to understand, identify and compile the range of needs of older adults in the community. To gain insight, BERK conducted a literature review, and incorporated relevant information gathered for the Parks, Recreation and Open Space Plan 2017-2023.*
- ***Services Provided.** What is the range of current services available in the community for aging adults? Who are the key providers in the system of supports? Who is being served? In this section we sought to identify the range of services available locally and any barriers to accessing services.*
- ***Community Profile.** What is the profile of older adults in Shoreline? In this section we analyzed socioeconomic and demographic data for the city to better understand the number and profile of older adults in the community.*
- ***Shoreline Lake Forest Park Senior Center Profile.** What needs are served by the Shoreline Lake Forest Park Senior Center? In this section we sought to understand who is being served or underserved by the senior center as well as to understand the barriers community members may face in accessing services.*



## Data Sources

### Primary Data

The primary data sources for this assessment are interviews with experts and local service providers. Interviewees supplemented conversations with reports and primary data as available. In some instances, interviewees identified data sources that could be analyzed further to provide a more complete assessment of the needs of aging adults.



### Secondary Data Sources

This report relies on the most current data available; however, there is frequently a lag between the time the data is collected and processed and the time of the analysis for this report.

Specific sources include:

- Socioeconomic Data: U.S. Census Bureau American Community Survey 5-yr Estimates, 2012-2016, Shoreline PROS Plan, WA State Office of Financial Management (OFM) 2015, ESRI
- Population Forecasts: Puget Sound Regional Council 2015
- Transportation: Sound Transit, 2018
- Shoreline Lake Forest Park Senior Center: Senior Center Customer Survey; Senior Center Budget
- Regional Data: King County Veterans, Seniors and Human Services Levy Implementation Plan (proposed to King County Council)

## Summary of Results

Topic	Summary
<b>Service Delivery Models</b> 	<p>The following models of service delivery were identified:</p> <ul style="list-style-type: none"><li>■ Traditional Senior Centers</li><li>■ Modern Senior Centers</li><li>■ Virtual Villages</li><li>■ Naturally Occurring Retirement Communities (NORCs)</li></ul>
<b>Program Needs</b> 	<p>The following needs were identified:</p> <ul style="list-style-type: none"><li>■ Programs and facilities that encourage social interaction</li><li>■ Programs and facilities that attract Baby Boomers</li><li>■ Programs for frail older residents</li><li>■ Programs for low-income older residents</li><li>■ Congregate meal programs</li><li>■ Programs in languages other than English</li></ul>

## Topic

## Summary

- Programs that offer opportunities to engage in both group and individual activities
- Care for caregivers

### Community Profile



Current senior population (65+): ~10,000

Future senior population (45-64): ~17,000

Citywide median age (2015): 43.6

- Shoreline has a relatively older population than the county, state and the nation.
- Shoreline's median age is roughly 5 years higher than both Washington State and the national median age, and 6 years higher than King County.
- Median age is projected to increase in the coming decades.

#### Diversity

- The older adult population in Shoreline is less racially diverse than the overall population.
- The white population is both the largest and oldest racial group, with a median age nearly 10 years higher than the next oldest group as a whole.
- The older adult population is less racially diverse than the general population in Shoreline. While ~69% of the general population is White of any ethnicity, over 82% of the population aged 60+ is White of any ethnicity.

### Shoreline Lake Forest Park Senior Center



#### Senior Center Users

- Approximately 32% of senior center users are in the 75-84 age group, and nearly 50% are 75 or older.
- A higher percentage of senior center users are in poverty, over 22%, compared to 9.4% in the general population aged 60+.
- Males are extremely underrepresented in senior center usership as compared to the Shoreline population aged 60+.
- Foreign-born residents and non-English speakers are underrepresented in the senior center usership

#### Cost

- Projected costs and expenses (2018): just over \$436,000—the City of Shoreline contributes \$95,708 annually (~22%).
- During the 2017 operating year, the senior center served 3,203 clients, 1,712 of whom reside in zip codes covering Shoreline..
- In 2017 it cost the city approximately \$56.00 per Shoreline resident served at the senior center.

## NEEDS OF OLDER ADULTS

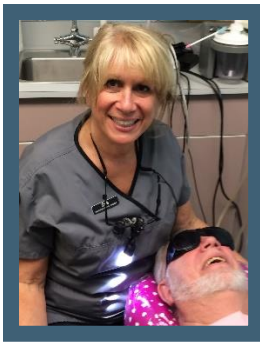
### Needs of Aging Adults

The following needs of the City's older adults were identified through expert and service provider interviews. Information collected as part of engagement efforts for the city's PROS plan process was a secondary data source.



### *Programs and Facilities That Encourage Social Interaction*

The ability to connect with people is an important need for older adults. Many older adults live alone and have limited access to social networks through work, a religious or cultural center, or other similar avenues. Social isolation, which is known to have adverse effects on health, is thus a major risk. Older adults with lower incomes are at higher risk for social isolation because these individuals are less likely to have extensive personal and social resources that enable engagement. Access to services and amenities with built-in opportunities for social interaction helps to reduce this risk and helps fulfill the desire of many older adults to remain in their homes and communities while their physical abilities and incomes are fixed or declining. (Eugenia L. Siegler, 2015)



### *Programs for Frail Older Residents*

Older adults' interests in programs and services vary. Preferences reflect the wide range of physical ability within the older adult population. Researchers refer to the "young-old," roughly age 65-75, and the "old-old," a group that tends to have limited physical abilities and functional impairments. Needs shift and evolve on a spectrum as age increases and ability changes. Driving status and employment status also play a role. Programs thus need to address needs of "old-old" adults who are frail as well as the "young-old" who are more able.

### *Programs for Lower Income Older Residents*

Income drops with age across the older adult age spectrum. Retirement, disability, or the death of a spouse are all factors that converge to reduce income as older adults age. Programs and services that address this need are thus important.

### *Programs and Facilities That Attract Baby Boomers*

Many Boomers (aged 54-72) continue working, at least part-time, through their older years. Younger Boomers, now in their 50s, are less financially secure compared to previous generations given the Great Recession of 2010 and are more likely to continue working into their early 70s. Lower incomes and lower homeownership rates among younger Boomers will make it difficult for them to afford appropriate housing or long-term care in retirement. Service and programs for older residents will need to respond to the needs of Boomers, both around the type as well as the timing of programs. Boomers, younger and older, are less likely to be interested in "senior centers" that offer the traditional "hot meal and bingo" set of programs during the day and are instead interested in programs that integrate wellness, lifelong learning, fitness, and entertainment offered during the evening or in the weekends.



## Congregate Meal Programs

Meal programs improve the health of older adults both through higher diet quality, relief from food insecurity and access to social engagement. (Thomas & Mor, 2013) Many lower-income older adults are forced to spend less on food to help pay for the prohibitive cost of housing. In addition to low-income older adults, relatively older cohorts in the 75-85 age range benefit from meal programs. This is because incomes decline with rising age, leading to greater incidence of high housing cost burdens.



## Programs in Languages Other Than English

Twenty percent of Shoreline's population aged 60+ is foreign-born, with roughly 10.5% having limited English proficiency. Given this, both outreach to and programs for residents in languages other than English is an important need.

## Programs That Offer Opportunities to Engage in Both Group and Individual Activities

Program offerings should include both individual activities as well as group activities. This is especially important for older male adults who are underserved by traditional programs that emphasize group activities.

## Care for Caregivers<sup>2</sup>

Family caregivers provide the bulk of care for older adults who need assistance to continue to live in their homes. Social isolation, depression, and other mental health problems are risks for caregivers. Caregiver support programs are an important need to ensure older adults can continue to live independently in their homes. (Department of Community and Human Services, 2018)



## Service Delivery Models

These models are based on a literature review of senior service models as well as interviews with experts and stakeholders.

### Traditional Senior Centers

Senior centers are among the community service providers supported by the Older Americans Act (OAA) in 1965 that created a framework for federal funding for agencies engaged in the delivery of services to older adults.

<sup>2</sup> According to King County definitions, the term "caregiver" refers to a family member or friend who supports an older adult, but is not provided payment for providing those services. In King County, currently 70% of people living with a disability reside with a family caregiver, and 23% of those family caregivers are themselves older adults aged 60 or older.



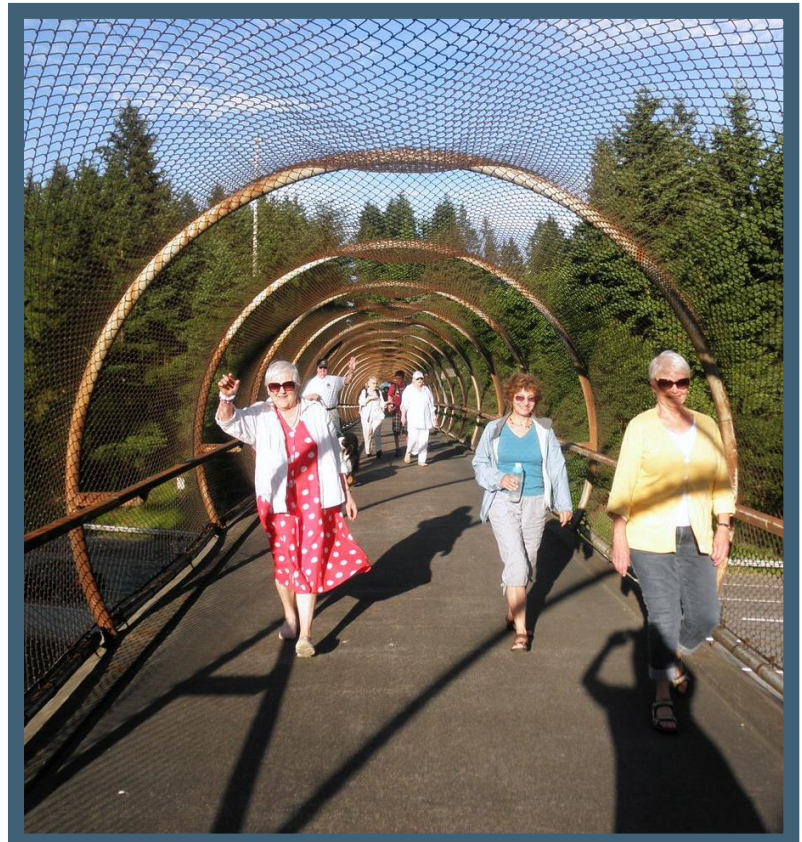
There are currently 39 senior centers in King County that offer a variety of programs at a fixed-site location. Senior centers offer a variety of services and programs that allow older adults to live independently and avoid institutionalization. (Pardasani & Thompson, 2012) According to the National Council on Aging, older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience improvements in their physical, social, spiritual, emotional, mental, and economic wellbeing. (Aging, 2013)

The senior center model of service delivery, however, faces several challenges. These include:

- Low participation from Baby Boomers (aged 54-72), especially younger Boomers in their 50s;
- Lower participation from higher income seniors who can contribute to the income of the senior center;
- Limited funding to increase hours and programming to meet competing and diverse needs of older residents;
- Stigma associated with participation in age-segregated “senior centers”;
- Lack of individual activities (most are group activities that are likely to attract more females);
- Older facilities that are smaller, more expensive to maintain and show visible signs of age that are less likely to appeal to some older adults; and
- Need for transportation to fixed-site location.

### *Modern Senior Centers*

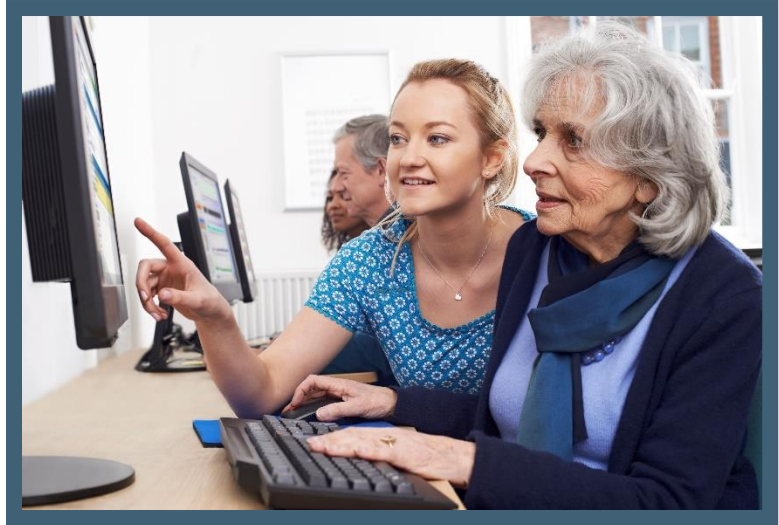
Senior centers across the country are transforming themselves to address these challenges. For example, senior centers are reinventing themselves to appeal to Boomers by providing facilities and programs that take a holistic approach to aging and integrate wellness, lifelong learning, fitness, and entertainment. They have transformed themselves into active adult facilities that provide programs and services such as fully equipped gyms, smaller-scale movie theaters, classes in yoga, Pilates, or Zumba, and programs as varied as wine-tasting, speed dating, tech support groups, and pottery classes. According to the National Council on Aging, increased longevity means that senior centers need to transform themselves into “longevity hubs,” to attract Boomers. (Gustke, 2016)





## Virtual Villages

A relatively new concept is the virtual village, a service delivery model established in Boston's Beacon Hill neighborhood in 2001. Virtual villages are typically self-governing non-profit organizations, funded by membership fees, that coordinate or provide a variety of services for older residents. Virtual villages are typically staffed by volunteers, though some might also include a small number of paid staff. Virtual villages are sometimes also called "senior centers without walls." Though they are called "virtual villages," face-to-face interaction is a significant focus of these organizations. Virtual villages tend to serve higher-income households (given the costs of membership) and function with minimal government funding.



As of May 2018, there are three village initiatives in the Seattle area, with many more in development:

- Wider Horizons serves residents of Central Seattle
- NEST (Northeast Seattle Together) connects people who live in northeast Seattle
- PNA Village—a program of the Phinney Neighborhood Association—serves people living in northwest Seattle.

Other villages in nascent stages of development include the Northwest Neighbors Network in North King and South Snohomish counties, Eastside Neighbors Network in Bellevue, and the Westside Neighbors Network in West Seattle. The Northwest Neighbors Network service area includes the City of Shoreline.

A related concept is the "Timebank" by Edgar Cahn. Timebanks are local, internet-based networks that bring people together to exchange services using units of time as currency. Members of the network can provide and receive services. Community coordinators are available to help match members with service offerings and requests. Members earn Time Credits after each service performed and can spend Time Credits on listed service offerings. Timebanks are inter-generational, but most members tend to be older adults. As of May 2018, there are 5 timebanks in the Seattle area, each serving different local areas:

- Eastside Timebank;
- Mercer Island Timebank;
- Vashon Timebank;
- West Seattle Timebank; and
- SWEL Timebank (serves the residents of Shoreline, Woodway, Edmonds and Lake Forest Park).





### *Naturally Occurring Retirement Communities (NORCs)*

Naturally occurring retirement communities, or NORCs, are neighborhoods or apartment complexes where most adults are aged 50 and older. The first NORC was developed in New York, in a housing development where a group of elderly had aged in place and wanted to continue to live independently. The development partnered with a local service provider to establish services that changed the apartment complex into a housing development that served the needs of the elderly. Following this, several NORCs were developed across the country. NORCS are public-private partnerships and receive funding from both local agencies and the federal government, via Title IV of the OAA. (E. A. Greenfield, 2012)

NORCs provide opportunities for social interaction among older residents and opportunities for delivery of in-home services to support independent living. Some NORCs are age-restricted communities by design and organize themselves in a way similar to virtual villages. Like virtual villages, many NORCs depend on volunteers, including older adults themselves for coordination and staffing. However, virtual villages are private, membership-driven organizations that form mostly in higher-income neighborhoods. (Eugenia L. Siegler, 2015)

### *Community Centers with Senior Focused Programs*

Several community centers across King County offer a variety of programs, including programs for older adults, at fixed-site locations. Some community centers, such as the City of Seattle's centers, offer programs for older adults alongside programs for other ages in the same space. Others, such as the City of SeaTac's centers, offer a separate physical space for older adults in addition to programs focused on older adults. Experts cited the provision of some dedicated space for older adults within a multi-generational community center as a best practice. This is because older adults, especially frail older adults, tend to value access to a dedicated space that can support organic social interaction. This inter-generational model of service delivery, however, faces some challenges. These include:

- Gradual reduction in older-adult focused programming because of the lower revenues they generate compared to programs for children and young adults
- Need for transportation to fixed-site location
- Lack of ability to provide congregate meals without a full-service kitchen

### *Strategy Implications*

A comprehensive approach to addressing the needs of older adults requires investments in a diverse range of service delivery models. Investments in virtual villages and NORCs can complement investments in fixed-site locations with senior programming. Investments in partnership building with small, ethnic organizations will also be required to reach out to and serve a diverse population.

### *Implications for the Senior Center*

The Shoreline Lake Forest Park Senior Center serves many needs of the older adult population in Shoreline, especially people with lower incomes and over the age of 75. Its congregate meal program is a key support since meals at the senior center may be the main nutritional meal for many older residents, especially lower-income participants.

The senior center has been less successful in serving the needs of active older adults, higher income older residents, Baby Boomers, males, and older residents who don't speak English very well. In some cases, these cohorts are not served by the senior center because they have access to equal or better options for services. For example, more affluent older adults can pay for other types of services to meet their needs. People who speak languages other than English may be meeting some or all of their needs through ethnic organizations, religious communities, etc. They may also have different cultural expectations of the needs for aging adults.

Given this, a good role for the senior center is to act as a central hub to connect residents to the network of older adult programs across the city, across community centers, virtual villages, ethnic organizations, NORCs, and other older adult resources. The senior center will likely need additional funding to play this role. The King County Veterans, Seniors, and Human Services Levy recognizes this as a potential role for senior centers and may be a source of the required funding.

Opportunities to improve the impact of the senior center are related to updating its aging facilities, expanding its hours and programming, adding programming in languages other than English, and expanding opportunities for individual activities. This will need large-scale investments to reinvent the senior center.

## SERVICES PROVIDED

The following senior services program inventory is based on interviews with local service providers selected for the assessment. Interviewees represented a broad range of people active in and knowledgeable about the provision of services and the needs of older adults. More details on programs and services offered by the Senior Center can be found in the section on the Shoreline Lake Forest Park Senior Center Profile.

NAME OF PROVIDER	SERVICES/PROGRAMS OFFERED
Area Agency on Aging	<ul style="list-style-type: none"> <li>Administers federal funds for certain programs (meals, health promotions, care coordination)</li> <li>Plans, assesses, and connects programs and services for older adults</li> </ul>
City of Shoreline Parks and Recreation	<ul style="list-style-type: none"> <li>Fitness and wellness classes, including dance, sports, and pool-based water fitness</li> <li>Arts, crafting, and creating classes such as painting and jewelry making</li> <li>Group walks, hikes, and trips</li> <li>Transportation assistance</li> <li>Provides resources to access home repair and utility assistance programs</li> </ul>
Dale Turner YMCA	<ul style="list-style-type: none"> <li>Fitness classes</li> <li>Organized social events, including field trips</li> </ul>

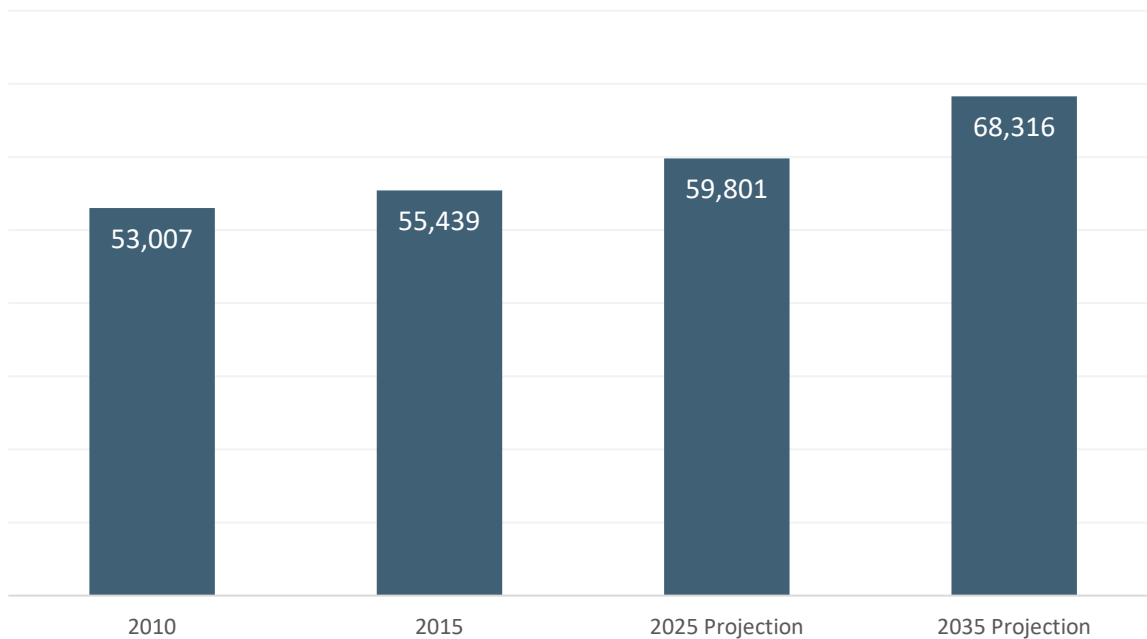
NAME OF PROVIDER	SERVICES/PROGRAMS OFFERED
	<ul style="list-style-type: none"> <li>▪ Space set aside for older adults for unstructured, organic social activity such as cards or interest groups</li> </ul>
International Community Health Services	<ul style="list-style-type: none"> <li>▪ Medical and dental services for all, including older adults and those with and without insurance</li> <li>▪ WIC—Nutrition assistance for low-income families.</li> <li>▪ Saboxone for treatment of opioid dependence</li> </ul>
Hopelink	<ul style="list-style-type: none"> <li>▪ Programs are based on income, not age; seniors often qualify for food bank and Medicaid transportation</li> <li>▪ Financial Capabilities program to meet with a caseworker to learn to improve financial planning.</li> <li>▪ Emergency assistance program offers once a year assistance in the event of a life shock.</li> <li>▪ Volunteering opportunities at foodbank</li> </ul>
Iora Primary Health	<ul style="list-style-type: none"> <li>▪ Offers primary healthcare to older residents aged 65+ primarily on Medicare</li> <li>▪ Fitness classes for patients</li> </ul>
Sound Generations	<ul style="list-style-type: none"> <li>▪ Meals on wheels, and community dining</li> <li>▪ Backoffice and reporting for small community organizations</li> <li>▪ Home repair program for income eligible older residents or those with disabilities, within Shoreline, Seattle, and Bellevue</li> <li>▪ Information assistance—resource information, options counseling, legal assistance, and navigating insurance and Medicare</li> <li>▪ Community and social engagement—through partnerships with affiliated senior centers</li> </ul>
Shoreline Lake Forest Park Senior Center	<ul style="list-style-type: none"> <li>▪ Evidence based fitness classes at all ability levels, such as chair exercises, yoga, fall prevention, etc.</li> <li>▪ Support groups with professional facilitators</li> <li>▪ Nutrition and cooking; meals on wheels and community dining</li> <li>▪ Personal care at reduced cost (i.e. foot care, dental, hair salon, legal clinic); loan program for walkers and wheelchairs</li> <li>▪ Cultural programs and classes such as art and crafting, language, and dance</li> <li>▪ Info hub and resource connector for residents to transportation and other services that the Center itself doesn't provide.</li> </ul>

## COMMUNITY PROFILE

The exhibits in this section present characteristics of the Shoreline population compared to older subsets of the population. Further breakdowns of diversity and demographics of the older adult population, especially as they compare to users of the senior center, can be found in the section on the Shoreline Lake Forest Park Senior Center Profile.

According to the Puget Sound Regional Council, Shoreline's population is forecasted to increase steadily through 2035, growing 23% between 2015-2035, as shown in Exhibit 1.

**Exhibit 1**      **Shoreline Population 2010–2035**



Source: WA OFM, 2015; PSRC, 2015; Shoreline PROS Plan, 2017; BERK, 2018

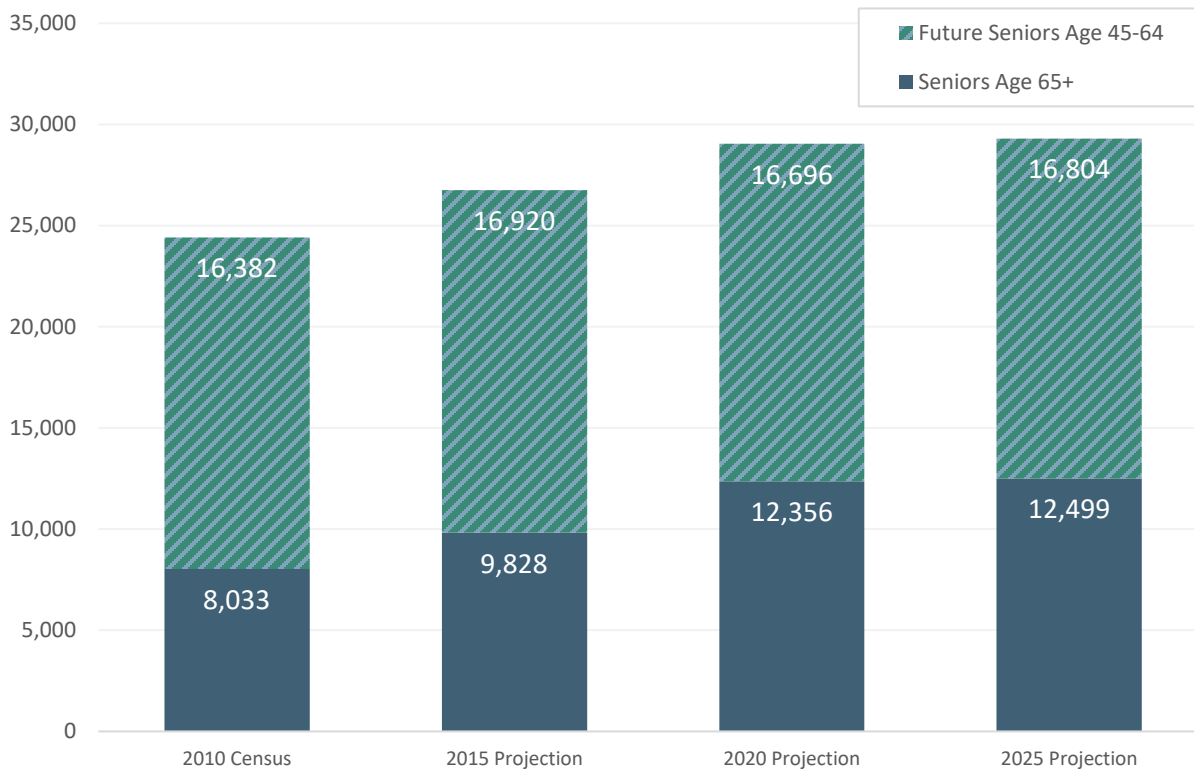
### Current and Future Senior Population

When evaluating the need for services, it is important to look at both the current senior population (65+), as well as those who will become seniors in the coming years. The future senior population is defined as people in the age range 45-64, who will become seniors in the next 20 years.

As shown in

Exhibit 2, the current senior population in the City of Shoreline is likely just above 10,000, while the future senior population is just shy of 17,000. Projected growth in the senior population between 2010 and 2025 is high, however this is likely to taper off, since there is low growth projected for people in the age range 45-64, those who will become seniors in the next 20 years.

**Exhibit 2**      **Current and Projected Population 65+**



Source: U.S. Census, 2010; ESRI, 2015; Shoreline PROS Plan, 2017; BERK, 2018

## Diversity and Demographics

Shoreline has a relatively older population than the county, state, and nation. In addition, the older adult population in Shoreline is less racially diverse than the overall population. Exhibit 3 shows the estimated racial breakdown and median age by race for the City of Shoreline in 2015. Citywide, the median age in 2015 was 43.6, and is projected to increase in the coming decades. This is roughly 5 years higher than both Washington State and the national median age, and 6 years higher than King County. As indicated below, the white population is both the largest and oldest racial group, with a median age nearly 10 years higher than the next oldest group.

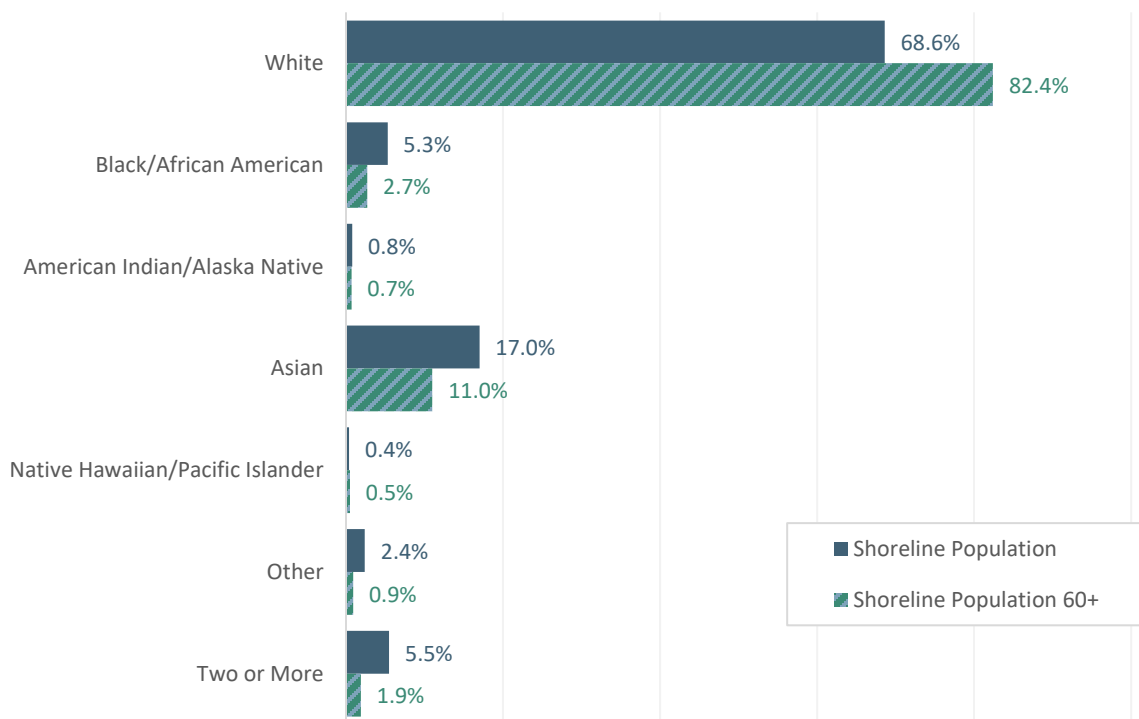
**Exhibit 3 Demographics and Median Age of Shoreline Population by Race**

RACE	TOTAL POPULATION	MEDIAN AGE	% OF SHORELINE POPULATION	% OF WA POPULATION
White	38,145	48.0	68.6%	75.0%
Black/African American	2,954	34.3	5.3%	3.9%
American Indian/Alaska Native	456	39.1	0.8%	1.5%
Asian	9,427	40.4	17.0%	8.0%
Native Hawaiian/Pacific Islander	196	32.3	0.4%	0.7%
Other	1,330	30.2	2.4%	5.7%
Two or More	3,065	20.3	5.5%	5.1%

Source: U.S. Census, 2010; ESRI, 2015; Shoreline PROS Plan, 2017; BERK, 2018

The older adult population is less racially diverse than the overall population of Shoreline. Exhibit 4 shows the racial composition of the Shoreline population compared to the population aged 60+. Whereas ~69% of the general population is White, over 82% of the population aged 60+ is White. Asians comprise the largest racial minority, making up 17% of the general population—while they are also the largest racial minority in the population aged 60+, they comprise only 11% of the older population.

**Exhibit 4 Racial Composition of Shoreline Population vs Population Aged 60+**



Source: U.S. Census, 2010; ESRI, 2015; Shoreline PROS Plan, 2017; U.S. Census American Community Survey 5-yr Estimates, 2012-2016; BERK, 2018

## Public Transportation

Transportation is often cited as a barrier for older adults to access fixed-site services and programs. Access to transit is particularly important for lower income older adults. The extent to which locations are served by public transit is an important consideration when choosing locations and options for service delivery.

Shoreline is currently served by King County Metro, Community Transit, and Sound Transit. King County Metro provides bus services within King County, Community Transit provides bus service to nearby Snohomish County, and Sound Transit provides regional bus service to Seattle, Mountlake Terrace, Lynnwood, and Everett via I-5.

By 2024, however, the Lynnwood Link Light Rail Extension is expected to open, which will include the addition of two light rail stations in Shoreline: Shoreline South at 145<sup>th</sup> and I-5, and Shoreline North at 185<sup>th</sup> and I-5. These additions are expected to greatly increase mobility throughout the region and to/from Shoreline. The link extension will provide quicker access south to Seattle, SeaTac Airport, and

eventually Tacoma, and north to Lynnwood and Everett.

In addition to the light rail extension, Sound Transit is planning a Bus Rapid Transit (BRT) line beginning at 145<sup>th</sup> and I-5, extending to Bothell and Lynnwood by way of Lake Forest Park and Kenmore along Lake City Way / Hwy 522. This line would connect to another BRT line on the east side, which would then connect to the other Link Light Rail lines running along eastern Lake Washington.

## SHORELINE LAKE FOREST PARK SENIOR CENTER PROFILE

Senior centers first came into existence nationwide following the Older Americans Act (OAA) in 1965. The OAA put in place the federal Administration on Aging as well as State Units on Aging and local Area Agencies on Aging to manage the development of services for the nation's aging populations. A key goal of the OAA was to support the needs of older adults and delay or prevent institutionalization. OAA goals and funding inspired the creation of multipurpose senior centers with recreational, health, nutritional, and social services. According to the OAA, senior centers should be "focal points" in the delivery of services to older residents. All individuals over 60 are eligible for senior center services. (Pardasani & Thompson, 2012)

Researchers have identified two basic senior center models. These include the 1) social agency model that serves relatively lower income older residents, and 2) voluntary organization model that attracts more affluent older residents. While senior centers have varied profiles, the five most common categories of programs are nutrition, health and fitness, recreation, volunteer opportunities, and social services. (Pardasani & Thompson, 2012) While individual senior centers vary in their programming emphasis, most offer a meal program.

### Programs Offered

The Shoreline Lake Forest Park senior center is a 12,000-foot facility located at the south end of Shoreline Center. Programs are offered Monday through Friday, and the Center is open from 8:30 a.m. in the morning to 4:30 p.m. in the afternoon. The Center is affiliated with Sound Generations, a local non-profit that provides resources to assist with operations.

The Shoreline Lake Forest Park senior center reflects a social agency model. Similar to other senior centers, it offers programs in five categories, 1) nutrition, 2) health and fitness, 3) recreation, 4) volunteer opportunities, and 5) social services. A detailed list of programs under each category is presented below.

CATEGORY OF PROGRAM/SERVICE	SERVICES/PROGRAMS OFFERED
Nutrition	<ul style="list-style-type: none"><li>▪ A large multi-use community dining area that serves a daily hot lunch</li><li>▪ Full service commercial kitchen</li></ul>
Health and Fitness	<ul style="list-style-type: none"><li>▪ Fitness classes (dance, exercise)</li><li>▪ Wellness on-site programs (foot care, tai chi, etc.)</li><li>▪ Counseling and support groups for stroke, diabetes, low vision, low hearing, and for grief and loss</li></ul>
Recreation	<ul style="list-style-type: none"><li>▪ Computer classes</li></ul>



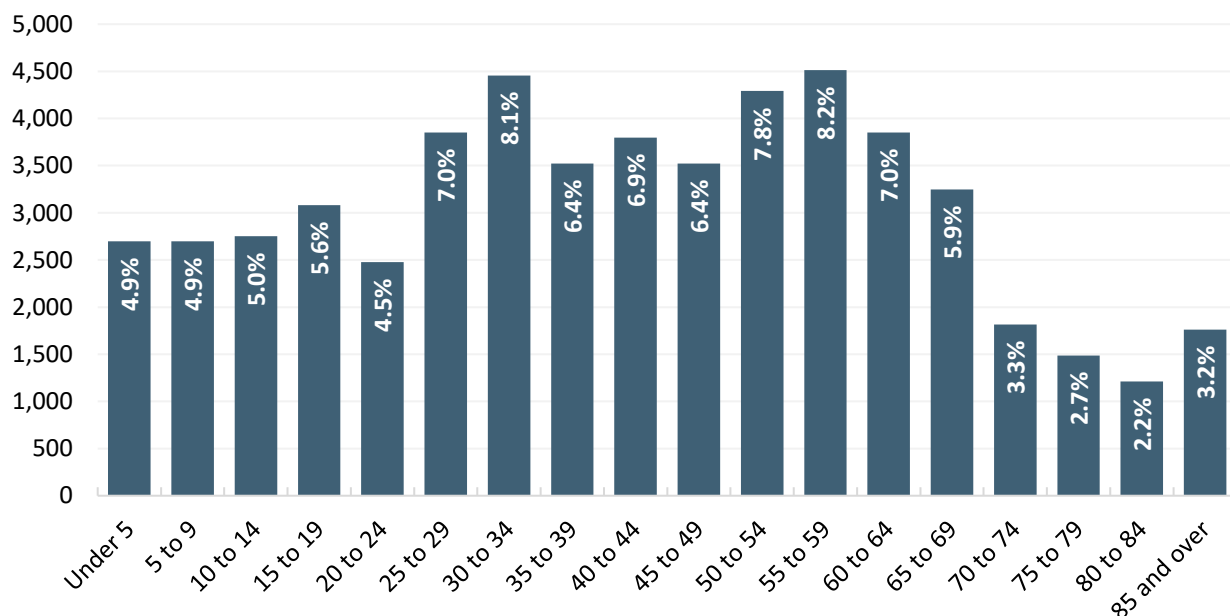
CATEGORY OF PROGRAM/SERVICE	SERVICES/PROGRAMS OFFERED
	<ul style="list-style-type: none"> <li>▪ Craft classes (knitting, etc.)</li> <li>▪ Games and cards</li> </ul>
Volunteer Opportunities	<ul style="list-style-type: none"> <li>▪ Thrift shop</li> <li>▪ Power of One—a partnership with Shoreline Public Schools, which matches members of the community with volunteer opportunities in local schools. The center currently supplies 65 volunteers to 11 schools in the Shoreline School District. Power One, collectively contributes thousands of hours of teacher assistant time.</li> </ul>
Social Services and Assistance	<ul style="list-style-type: none"> <li>▪ Meals on wheels for north King County (Shoreline and Lake Forest Park)</li> <li>▪ Legal services, assistance with insurance</li> <li>▪ Parking space for seven vans for senior rides provided by Sound Generations</li> </ul>

## Population Served

### Age

Senior centers across the country report an “age creep” to their participants, with a majority of participants in the 75-84 age category. (I. Jellineck, 2013) In Shoreline, approximately 5% of the general population are in the 75-84 age range, and over 8% are 75 or older. Exhibit 5 shows an age breakdown of the City of Shoreline.

**Exhibit 5 Shoreline Population by Age Range**

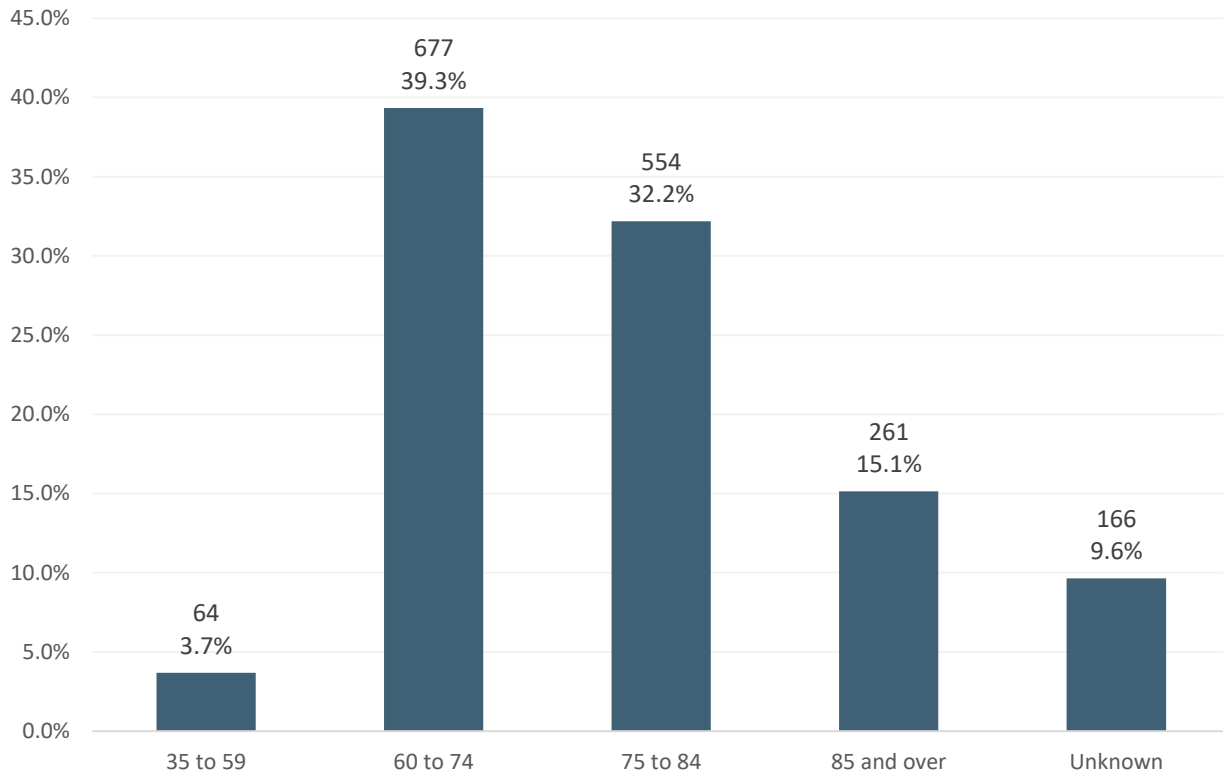


Source: U.S. Census American Community Survey 5-yr Estimates, 2012-2016; BERK, 2018

At the Shoreline Lake Forest Park Senior Center, approximately 32% of users are in the 75-84 age group, and nearly 50% are 75 or older. See

Exhibit 6 below for an age breakdown of senior center users.

**Exhibit 6**      **Reported Age of Shoreline Lake Forest Park Senior Center Users**



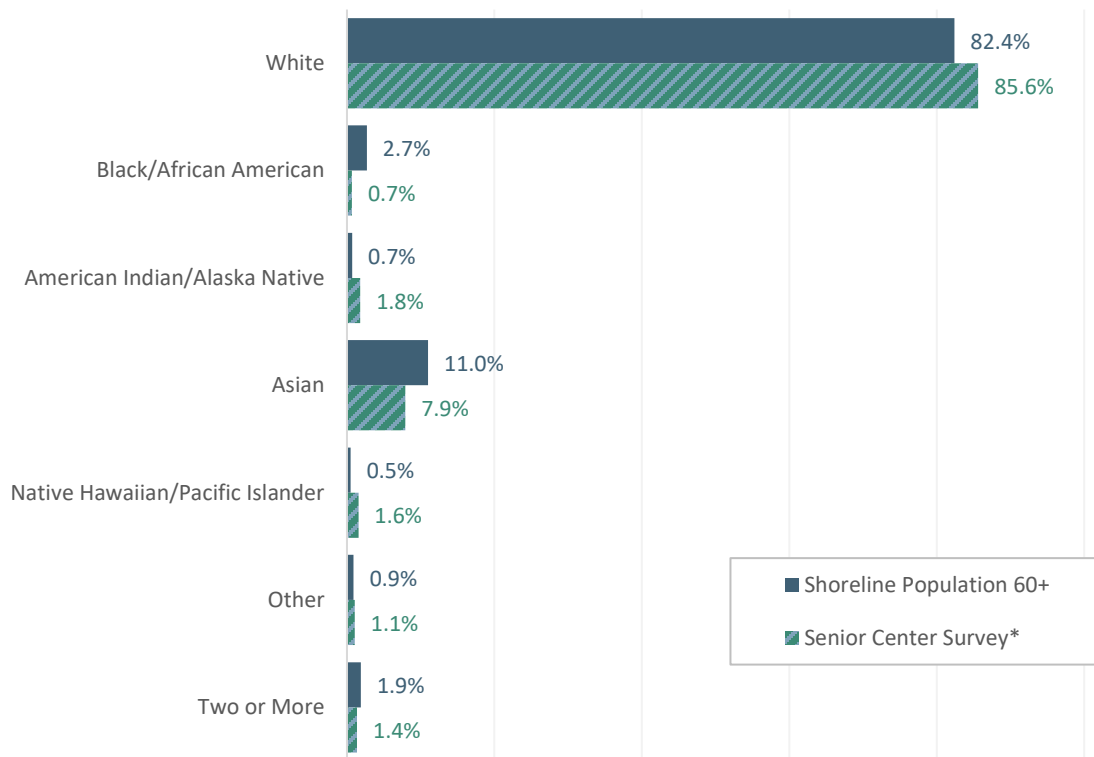
Source: Shoreline Lake Forest Park Senior Center, 2016-2017; BERK, 2018

### *Racial Diversity*

The estimated racial diversity amongst the users of the senior center is similar to the racial diversity of the Shoreline population aged 60+.

Exhibit 7 shows the racial diversity of the Shoreline population aged 60+ compared to the racial diversity of users of the Shoreline Lake Forest Park Senior Center.

## Exhibit 7 Racial Composition of Population Age 60+ vs Senior Center Users



Note: \*Approximately ~10% of the survey respondents did not list their race. The numbers shown above represent the total survey respondents who listed their race.

Source: Shoreline Lake Forest Park Senior Center Survey, 2016-2017; U.S. Census American Community Survey 5-yr Estimates, 2012-2016; BERK, 2018

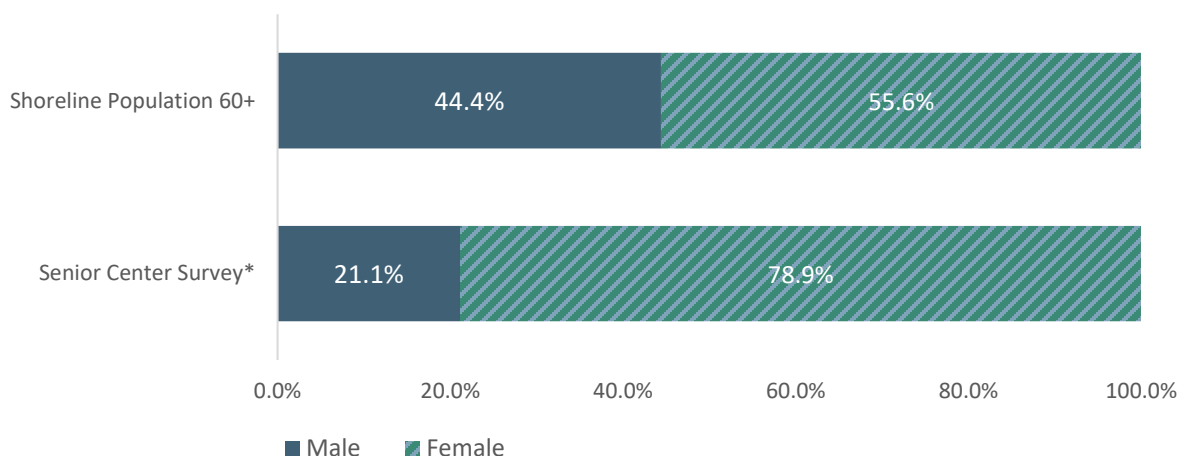
There are some differences between the two sample groups, namely that the Asian population is slightly underrepresented in the users of the senior center, as is the Black/African American population. There are slightly more white users of the senior center as a percentage compared to the ratio of Whites in Shoreline aged 60+.

Overall, however, the utilization pattern of the senior center reflects the racial makeup of the community, and the variance could be attributed to the margin of error in the U.S. Census American Community Survey 5-year Estimates, and/or the ~10% of survey respondents to the senior center survey who did not list their race.

### Gender

Males are extremely underrepresented in senior center usership as compared to the ratio of males in the Shoreline population aged 60+. Exhibit 8 shows this breakdown.

## Exhibit 8 Gender of Population Age 60+ vs Senior Center Users



Note: \*Approximately ~10% of the survey respondents did not list their gender. The numbers shown above represent the total survey respondents who listed their gender.

Source: Shoreline Lake Forest Park Senior Center Survey, 2016-2017; U.S. Census American Community Survey 5-yr Estimates, 2012-2016; BERK, 2018

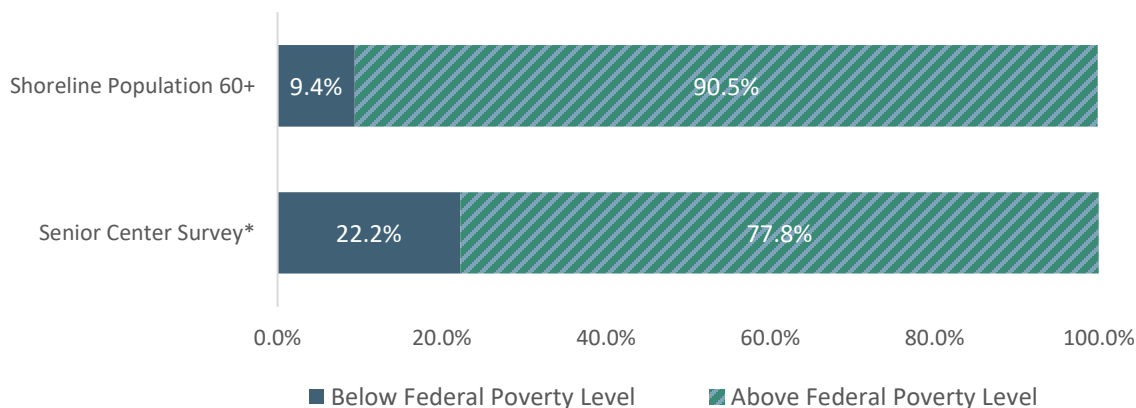
As shown above, the Shoreline population aged 60+ is 44% male and 56% female, whereas the senior center usership is comprised of only 21% male and 79% female. This could be due to life expectancy amongst females being generally higher than for males. Since the senior center attracts users from the older end of the age spectrum, users are predominantly women. This could also be due to the type of programming offered being more attractive to older women than older men. Lastly, males may be less attracted to the group activity format of most programs offered at the senior center.

### Poverty

Shoreline has a fairly high median income. Median income in 2015 was estimated at \$69,553. However, income is a difficult metric to use for the population aged 60+ as many, if not most, of the people in that age range are in retirement.

Exhibit 9 shows the poverty status of Shoreline population aged 60+ compared to the senior center usership. A higher percentage of senior center users are in poverty, over 22%, compared to 9.4% in the general population aged 60+.

## Exhibit 9 Poverty Status of Population Age 60+ vs Senior Center Users



Note: \*Approximately ~20% of the survey respondents did not list their income. The numbers shown above represent the total survey respondents who listed their income.

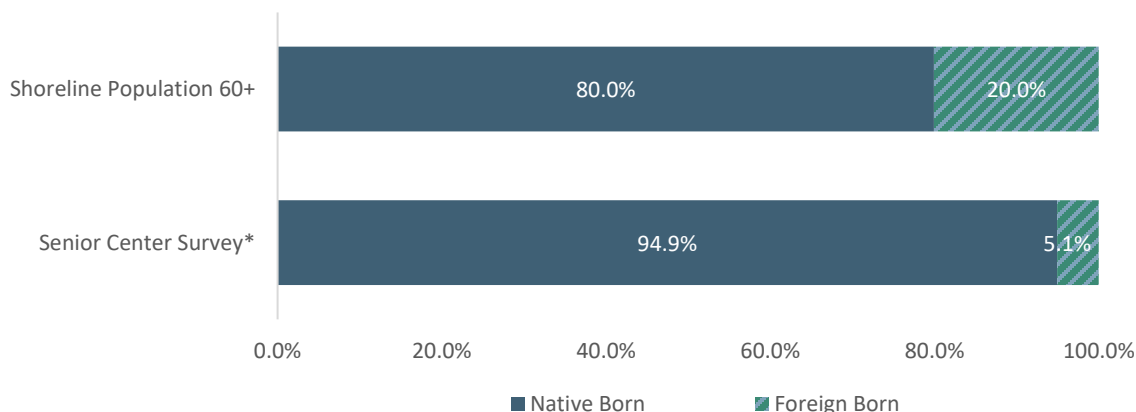
Source: Shoreline Lake Forest Park Senior Center Survey, 2016-2017; U.S. Census American Community Survey 5-yr Estimates, 2012-2016; BERK, 2018

## Foreign-born and Non-English Speakers

As shown in Exhibit 10 and

Exhibit 11, foreign-born and older residents who don't speak English well are quite underrepresented in the senior center usership. While the Shoreline population aged 60+ is 20% foreign-born, with roughly 11% having limited English proficiency, only 5% of senior center users are foreign-born and less than 2% have limited English proficiency.

## Exhibit 10 Foreign-born Population Aged 60+ vs Foreign-born Senior Center Users

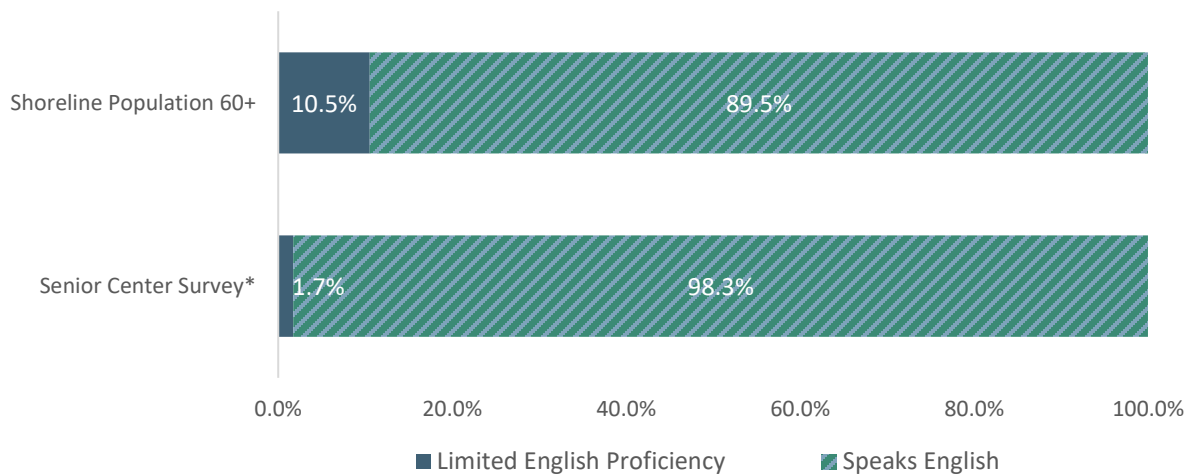


Note: \*Approximately ~10% of the survey respondents did not list their country of origin. The numbers shown above represent the total survey respondents who listed their country of origin.

Source: Shoreline Lake Forest Park Senior Center Survey, 2016-2017; U.S. Census American Community Survey 5-yr Estimates, 2012-2016; BERK, 2018



## Exhibit 11 Limited English Proficiency in Population Aged 60+ vs Senior Center Users



Note: \*Approximately ~10% of the survey respondents did not list their English proficiency. The numbers shown above represent the total survey respondents who listed their English proficiency.

Source: Shoreline Lake Forest Park Senior Center Survey, 2016-2017; U.S. Census American Community Survey 5-yr Estimates, 2012-2016; BERK, 2018.

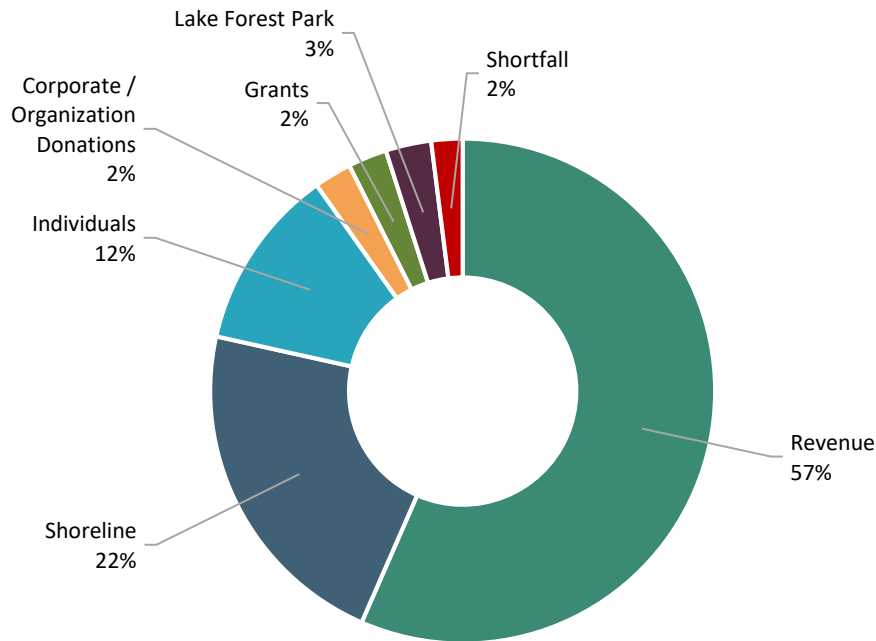
This is likely attributed to the fact that the survey from which the senior center demographics are derived is skewed towards those who are proficient in English. Low awareness of senior center programs among residents new to the country and those who don't speak English well also likely play a part.

### Senior Center Funding and Operations

While the OAA of 1965 established a framework and funding to support local delivery of services for older adults, there has not been enough federal funding to pay for all the services provided by local organizations such as senior centers. To maintain operations, senior centers across the country cobble together funding from a variety of funding sources including, national, state, and local government sources, private contributions from businesses, individuals and philanthropic organizations, participant contributions, and volunteer hours. (Barrett A, 2010) Many centers rely on three to eight different funding sources. (Aging, 2013) Funding patterns at the Shoreline Lake Forest Park Senior Center also reflect this national trend.

The projected 2018 costs and expenses for the Shoreline Lake Forest Park Senior Center are just over \$436,000. Of that total, the City of Shoreline contributes \$95,708, roughly 22% of the annual operating costs and expenses. The rest of the operating costs and expenses are funded by a variety of sources, the largest being revenue from fees and sales. See Exhibit 12 below.

## Exhibit 12 Shoreline Lake Forest Park Senior Center Funding Sources



Source: Shoreline Lake Forest Park Senior Center, 2018; BERK, 2018

During the 2016-2017 operating year, the senior center served 1,721 clients, all of whom reported living in zip codes partially covering Shoreline. If the assumption is made that all 1,721 people live in Shoreline, then it costs the City \$56 annually per Shoreline resident served at the senior center, as shown in Exhibit 13.

These zip codes cover parts of North Seattle and Lake Forest Park, however, so it cannot be assumed that 100% of the clients reporting to live in these zip codes live exclusively in Shoreline. Even so, if only half of those reporting live in Shoreline, it costs the City \$112 annually per Shoreline resident served at the senior center.

## Exhibit 13 Senior Center Cost and Expense per Senior User Served

TOTAL PROJECTED COSTS AND EXPENSES	\$436,585
City of Shoreline Contribution	\$95,708
Annual Cost & Expense per Senior Served	\$254
Annual Cost & Expense per Shoreline Senior Served for Shoreline Contribution*	\$56

Note: \*This is assuming that all residents from zip codes 98133, 98155, and 98177 live in Shoreline.

Source: Shoreline Lake Forest Park Senior Center, 2018; BERK, 2018.

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### Interviews

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