

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Discussion of Resolution No. 408 – Repealing and Replacing Policies and Procedures for the Administration of the Connie King Scholarship Program

DEPARTMENT: Parks, Recreation, and Cultural Services

PRESENTED BY: Mary Reidy, Recreation Superintendent

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

PROBLEM/ISSUE STATEMENT:

The City of Shoreline recognizes that financial hardships may hinder the ability of its residents to pay recreation program fees. To accommodate these financial needs, the City of Shoreline established the Connie King Scholarship Fund in 2000 and adopted policies and procedures for its administration with the adoption of Resolution No. 163.

The current Connie King Scholarship Fund Policy and Procedure has become outdated. The Parks, Recreation and Cultural Services (PRCS) Department would like to streamline and actively market the opportunity for people to contribute to the Connie King Scholarship Fund and determined that an updated Policy and Procedure is necessary to facilitate that desire. Proposed Resolution No. 408 will utilize the Parks, Recreation and Cultural Services Department's current procedures for scholarship administration (Resolution No. 382) for administering the Connie King Scholarship Program.

Tonight, Council is being asked to discussed proposed Resolution No. 408. This resolution would make the Connie King Scholarship Program Policy and Procedures consistent with the Recreation Program Scholarship Policy and Procedure contained in Resolution No. 382.

RESOURCE/FINANCIAL IMPACT:

The proposed amended to the Connie King Scholarship Program Policy and Procedure does not have a financial impact.

RECOMMENDATION

No formal action is required at this time. Proposed Resolution No. 408 establishing new policies and procedures for the administration of the Connie King Scholarship Program is scheduled for Council action on June 19.

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

BACKGROUND

In 2000, the City Council passed Resolution No. 163 (Attachment A) establishing the Connie King Scholarship Fund and setting forth policies and procedures for its administration. The Connie King Scholarship Fund (The Fund), named after first Shoreline Mayor Connie King, was “established in recognition of Connie King’s tireless advocacy for youth in our community and her expressed interest in establishing a donation program to benefit public recreation services for families in the community”. In the few years after The Fund was established, a moderate amount (under \$10,000) was donated to The Fund. There have been no contributions to The Fund since around 2003. All donations to The Fund have been distributed.

DISCUSSION

In 2015, the PRCS Department began using new recreation scheduling software, called Max Galaxy. Using Max Galaxy, PRCS staff has developed a plan to offer the public an easy way to make donations to The Fund. Customers registering for classes or programs online will be able to make a selection to donate directly to The Fund. Any donations will be tracked and used to supplement the scholarship funds allocated from the general fund by the City Council through the budget process.

Staff is proposing to update the Connie King Scholarship Program Policy and Procedure through proposed Resolution No. 408 (Attachment B). This resolution would repeal the old program policies and procedures and establish new procedures, which are attached to the proposed resolution. This proposed Policy and Procedure confirms the purpose for the Connie King Scholarship Fund and puts in place the process for allocating funds for scholarships.

The proposed policy changes are as follows:

Scholarship Amount

The current policy is specific in allowing a \$45 scholarship per quarter per participant for regular programs, and \$90 per youth participant for summer camps. The proposed policy gives more flexibility by stating that “*scholarship amounts will be determined by available funds and community needs during the annual budget cycle.*” Moving the defined value of the scholarships out of the policy and into the budget process allows for the City to be responsive to changing needs more efficiently. This language is consistent with the current Recreation Program Scholarship Program Policy and Procedure (Resolution No. 382).

Priority

The current policy language states that “the funds that are donated will be used for scholarships for low and moderate-income citizens needing financial assistance to access and participate in City recreation programs.” The revised Policy and Procedures prioritizes the use of the funds to ensure it is consistent with the Recreation Program Scholarship Policy and Procedure.

Priority for scholarship funds from the Connie King Scholarship Program is as follows:

1. Youth in low-income families living within the city limits of the City of Shoreline
2. Developmentally disabled individuals living within the city limits of the City of Shoreline
3. Adult members of low-income families living within the city limits of the City of Shoreline

Procedures

The current policy describes a procedure for individuals to apply directly for funding from the Connie King Scholarship Fund. This procedure is being replaced so that the application is the same as for the general Recreation Program Scholarship. Funds from the Connie King Scholarship Program would be transferred to the Recreation Program Scholarship Program annually as described below:

1. The City will make available opportunities for donating to the Connie King Scholarship Program.
2. Each year, the City, as part of its budget process, will determine the funds available from the Connie King Scholarship Program to supplement the existing Recreation Scholarship Program.
3. The City Manager will recommend to the City Council, as part of the budget process, the amount of money to be allocated from the Connie King Scholarship Program to supplement the Recreation Scholarship Program.
4. The funds approved by the City Council from the Connie King Scholarship Program will be allocated to the PRCS budget to supplement the Recreation Scholarship Program.

RESOURCE/FINANCIAL IMPACT

The proposed Connie King Program Policy and Procedure does not have a financial impact.

RECOMMENDATION

No formal action is required at this time. Proposed Resolution No. 408 establishing new policies and procedures for the administration of the Connie King Scholarship Program is scheduled for Council action on June 19.

ATTACHMENTS

Attachment A: Resolution No. 163
Attachment B: Proposed Resolution No. 408

RESOLUTION NO. 163


**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON,
ADOPTING THE CONNIE KING SCHOLARSHIP FUND POLICY AND
PROCEDURES**

WHEREAS, the City Council wishes to establish policies and procedures for the implementation of the City's Connie King Scholarship Fund Program;

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

Section 1. Establishment of Policy and Procedures. The City Council hereby adopts those policies and procedures set forth in the Parks, Recreation and Cultural Services policy, "Connie King Scholarship Fund", a copy of said policy and procedures being attached hereto as "Exhibit A".

ADOPTED BY THE CITY COUNCIL ON MARCH 27, 2000.



Mayor Scott Jepsen

ATTEST:



Sharon Mattioli, CMC
City Clerk



City of ShorelineCity of Shoreline
Parks Recreation and Cultural Services Department
Department Policies and Procedures

Title & Category CONNIE KING SCHOLARSHIP FUND Recreation Services	Code No. REC – 8
Department PARKS, RECREATION AND CULTURAL SERVICES	Effective Date:

Approved By:

1.0 Purpose:

Scholarship Program Philosophy

The City of Shoreline wishes to make public recreation program opportunities available to all interested participants and recognizes that financial hardships may hinder the ability to pay recreation program fees. To accommodate these special needs, the City of Shoreline has established the Connie King Scholarship Fund.

This fund is being established in recognition of Connie King's tireless advocacy for youth in our community and her expressed interest in establishing a donation program to benefit public recreation services for families in the community.

The purpose of the Connie King Scholarship Fund is to provide a means for citizens and businesses to make donations to the City of Shoreline to benefit Parks, Recreation & Cultural Services (PRCS) programs. The funds that are donated will be used for scholarships for low and moderate-income citizens needing financial assistance to access and participate in City recreation programs.

2.0 Policy:

a. Eligibility

Any low-moderate income youth or adult meeting the low-moderate income guidelines established by HUD or who is eligible for Head Start, DSHS, public school free/reduced lunch, and/or related assistance program is eligible.



City of ShorelineCity of Shoreline
Parks Recreation and Cultural Services Department
Department Policies and Procedures

Attachment A
EXHIBIT A
Resolution No. 163

b. Proof

Complete the City of Shoreline Scholarship Application Form. Note eligibility requirements. For non public school-age programs, use Head Start, DSHS or related documentation for eligibility. Other appropriate documentation includes free/reduced lunch, Head Start and/or DSHS or proof of household income.

c. Amount

Based on funding availability, eligible participants may use up to \$45.00 per quarter per participant for Recreation, Teen, or Aquatics or Specialized Recreation programs.

Based on funding availability, and upon the Parks, Recreation and Cultural Services Director's authorization, in the summer quarter, youth participants may use up to \$90.00. (These funds may not be used for Skyhawk Sports Camps).

3.0 Procedure:

a. Registration Receptionist receives request for scholarship (either via phone, "in-person" or via referral from school or community agency).

- For phone inquiries, mail *Scholarship Application Form* to caller (including *Recreation Program Registration Form & Rec Guide*).
- No space can be held in a class until form is returned.
- For "in-person" requests, above-listed paperwork may be completed on-site.
- Registration receptionist asks participant if they wish to contribute any amount of payment for the class. This offers an optional opportunity for the potential scholarship recipient to pay "what he/she can afford". The individual's response will not affect his or her scholarship eligibility.

b. Registration Receptionist receives completed forms from applicant.

- Checks to assure they are filled out correctly.
- Checks to see if documentation guidelines are indicated. (Necessary documentation must be attached.)
- Registers participant for program. (Any payment received is recorded. The scholarship amount is recorded as if money was received, but the appropriate scholarship boxes need to be checked).

c. Paperwork/forms are forwarded to Administrative Assistant II for logging, tracking, recording, and totaling.

RESOLUTION NO. 408

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON, REPEALING RESOLUTION NO. 163 AND ADOPTING A
NEW CONNIE KING SCHOLARSHIP PROGRAM POLICY AND
PROCEDURES**

WHEREAS, on March 27, 2000, the City Council adopted Resolution No. 163; and

WHEREAS, Resolution No. 163 established policies and procedures for the implementation of the City's Connie King Scholarship Fund; and

WHEREAS, these policies and procedures need to be updated to better reflect the current needs of the community in regards to the City's Connie King Scholarship Program and the City's procedures in addressing those needs;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. Repeal of Resolution No. 163. Resolution No. 163, adopted on March 27, 2000, is repealed in its entirety.

Section 2. Establishment of Connie King Scholarship Program Policies and Procedures. The City Council hereby adopts those policies and procedures set forth in the "Shoreline Policy and Procedure - Connie King Scholarship Program", attached as Exhibit A.

ADOPTED BY THE CITY COUNCIL ON JUNE 19, 2017.

Christopher Roberts, Mayor

ATTEST:

Jessica Simulcik Smith, City Clerk

Shoreline Policy and Procedure

Connie King Scholarship Program

Category and Number: Finance - 5.110715	Receiving Number: Resolution 408
Code and statutory authority:	Authorized:
Supersedes: Resolution 163	Effective Date: Month Day, Year By: Name , Title Name , Title

1. PURPOSE

a. Connie King Scholarship Program Philosophy

The City of Shoreline wishes to make public recreation program opportunities available to all interested participants and recognizes that financial hardships may hinder the ability to pay recreation program fees. To accommodate these special needs, the City of Shoreline has established the Connie King Scholarship Program (the Program).

This Program is established in recognition of Connie King's tireless advocacy for youth in our community and her expressed interest in establishing a donation program to benefit public recreation services for families in the community.

The purpose of this Program is to provide a means for citizens and businesses to make donations to the City of Shoreline to benefit Parks, Recreation & Cultural Services (PRCS) programs. The funds that are donated will be used for scholarships for low and moderate-income citizens needing financial assistance to access and participate in City recreation programs.

2. DEFINITIONS

a. Eligibility

Any low-moderate income youth or adult meeting the low-moderate income guidelines established by HUD or who is eligible for Head Start, DSHS, public school free/reduced lunch, and/or related assistance program is eligible.

b. Amount

Scholarship amounts for individuals will be determined by available funds and based on community needs established during the annual City of Shoreline budget cycle.

c. Priority

Priority for scholarship funds from the Connie King Scholarship Program is as follows:

1. Youth in low-income families living within the city limits of the City of Shoreline

2. Developmentally disabled individuals living within the city limits of the City of Shoreline
3. Adult members of low-income families living within the city limits of the City of Shoreline

3. DEPARTMENTS AFFECTED

Parks, Recreation and Cultural Services

4. PROCESS

Applicant completes the City of Shoreline Scholarship Application Form and submits all required materials to the City of Shoreline Parks, Recreation and Cultural Services Department for evaluation, processing and determination of scholarship award consistent with the City of Shoreline Recreation Scholarship Program Policy and Procedures.

5. PROCEDURE

1. The City will make available opportunities for donating to the Connie King Scholarship Program.
2. Each year the City, as part of its budget process, will determine the funds available from the Connie King Scholarship Program to supplement the existing Recreation Scholarship Program.
3. The City Manager will recommend to the City Council, as part of the budget process, the amount of money to be allocated from the Connie King Scholarship Program to supplement the Recreation Scholarship Program.
4. The funds approved by the City Council from the Connie King Scholarship Program will be allocated to the PRCS budget to supplement the Recreation Scholarship Program.