

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

<b>AGENDA TITLE:</b> Interlocal Agreement between the City of Shoreline and the City of Lake Forest Park Relating to Recreation Program Reimbursement
<b>DEPARTMENT:</b> Parks, Recreation & Cultural Services
<b>PRESENTED BY:</b> Lynn M. Cheeney, Recreation Superintendent

**Problem/Issue Statement**

Since 1996, the City of Shoreline has provided recreation activities for City residents and residents from surrounding communities. The City has also provided a recreational fee scholarship program for low income Shoreline residents. In the 2005 budget, Council initiated Resident and Non-Resident fees for the department.

There are many families in Lake Forest Park who participate in park and recreation activities in Shoreline because Lake Forest Park has a very limited recreation program. In the fall of 2005, staff of Lake Forest Park and Shoreline discussed an opportunity for the cities to negotiate an agreement so that residents of Lake Forest Park could pay the Shoreline resident fee for classes and activities. In order to allow Lake Forest Park citizens to register as residents, it was proposed that the City of Lake Forest Park reimburse the City of Shoreline; the difference between residents and non-residents is approximately 10%. The CLASS software registration system allows Shoreline to retrieve quarterly reports that can determine the Lake Forest Park registrations and the difference between the resident and non-resident rate that would be due to the City of Shoreline. The City of Shoreline would then bill the City of Lake Forest Park quarterly.

The City of Lake Forest Park is also interested in providing scholarship funding for low-income Lake Forest Park children so that they may participate in Shoreline recreation programs. The City of Shoreline currently has a scholarship program for Shoreline youth that would be extended to the youth of Lake Forest Park. In this partnership, all scholarship amounts for Lake Forest Park youth will be reimbursed by the City of Lake Forest Park.

The City of Lake Forest Park Council allocated \$5,000 in their 2006 budget for the purpose of reimbursing the City of Shoreline for recreation services provided to residents. Based on 2005 revenues from Lake Forest Park residents, this amount would amply cover the amount of usage anticipated this year. An additional \$2,000 is earmarked for the scholarship fund.

Each city is authorized to enter into agreements with the other, pursuant to R.C.W. Chapter 39.34 (Interlocal Cooperation Act).



**FINANCIAL IMPACT:**

The data required to execute this partnership is easily retrieved from City systems to bill Lake Forest Park. A minimal amount of staff time will be required to accomplish this proposed agreement.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to sign the Interlocal Agreement with City of Lake Forest Park for recreation service reimbursement.

Approved By:

City Manager  City Attorney 

**ATTACHMENTS**

- A. Interlocal Agreement with Lake Forest Park
- B. Sample of Scholarship Form

**INTERLOCAL AGREEMENT**  
**Between the City of Shoreline and the City of Lake Forest Park**  
**Regarding Access to Parks and Recreation Programs**

THIS IS AN AGREEMENT between the City of Shoreline ("Shoreline"), and the City of Lake Forest Park ("Lake Forest Park"), municipal corporations of the State of Washington.

WHEREAS, each City is authorized to enter into agreements with the other, pursuant to R.C.W Chapter 39.34 (Interlocal Cooperation Act); and

WHEREAS, Shoreline has a comprehensive recreation program; and

WHEREAS, Lake Forest Park has no programs and desires to have their citizens take advantage of recreation opportunities at Shoreline resident rates; and

WHEREAS, Lake Forest Park has allocated funds in the 2006 budget to provide participation of its residents in Shoreline programs including scholarships for low income participants; and

WHEREAS, sharing resources with our neighboring communities benefits both cities; now therefore

IN CONSIDERATION of the mutual covenants of this Agreement, Shoreline and Lake Forest Park agree as follows:

1. Shoreline's Obligations

- 1.1 Shoreline will allow residents of the Lake Forest Park to register for Shoreline Parks and Recreation classes at the advertised Shoreline resident rate.
- 1.2 Shoreline will bill Lake Forest Park at the end of each quarter the difference between the resident and non resident rate for participation of Lake Forest park residents up to \$5,000 per year.
- 1.3 Shoreline will provide forms for low income participants to complete which are identical to current forms used by the Shoreline Parks and Recreation Department for their Scholarship Program. All policies and procedures will be adhered to for Lake Forest Park participants.
- 1.4 Shoreline will bill Lake Forest Park at a rate of \$50/participant not to exceed a total of \$2,000 for 2006 for qualified Lake Forest Park participants in the Scholarship Program.
- 1.5 Shoreline will provide a quarterly service report along with its invoice to Lake Forest Park.

2. Lake Forest Park's Obligations

- 2.1 Lake Forest Park shall pay Shoreline up to \$5,000 per year for Lake Forest Park class participants in addition to payment of up to \$2,000 per year for Lake Forest Park scholarship participants, to be invoiced quarterly.

3. Indemnity

- 3.1 Shoreline shall indemnify and hold harmless Lake Forest Park and its officers, agents and employees, from and against any and all claims, actions, suits liability,

loss, costs, expenses, and damages of any nature whatsoever, which are caused by or result from a negligent act of omission of Shoreline, its officers, agents, and employees in performing services pursuant to this agreement. In the event that any suit based upon such a claim, action, loss, or damage is brought against Lake Forest Park or Lake Forest Park and Shoreline, Shoreline shall defend the same at its sole cost and expense; and if final judgment be rendered against Lake Forest Park and its officers, agents, and employees or jointly against Lake Forest Park and Shoreline and their respective officers, agents and employees, Shoreline shall satisfy the same.

#### 4. Duration

- 4.1 This agreement is effective upon execution and shall continue in effect unless terminated under Section 5.

#### 5. Termination Process

- 5.1 Either party may terminate this agreement by providing sixty (60) days written notice to the other party. Any expenses incurred by Shoreline prior to termination shall be reimbursed.

#### 6. General Provisions

- 6.1 This Agreement may be amended by mutual written agreement of the parties.
- 6.2 No waiver by any party of any term or condition of this Agreement shall be deemed or construed to be a waiver of any other term or condition, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach whether of the same or a different provision of this Agreement.
- 6.3 This Agreement shall be administered by the Shoreline Parks, Recreation and Cultural Services Director or his designee. Lake Forest Park shall designate a contact person for purposes of consulting on the program. Each party shall notify the other of its designee or of a change in designee.

IN WITNESS WHEREOF the parties have executed this Agreement the \_\_\_\_\_ day of April, 2006.

City of Shoreline

City of Lake Forest Park

\_\_\_\_\_  
By:  
Robert L. Olander  
Interim City Manager

\_\_\_\_\_  
By:  
Dave Hutchinson  
Mayor

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Ian R. Sievers, City Attorney

\_\_\_\_\_  
Michael P. Ruark, City Attorney



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17544 Midvale Avenue N  
Shoreline, WA 98133-4921  
Registration (206) 418-3383 ♦ Registration Fax (206) 418-3380  
www.cityofshoreline.com

## 2006 Recreation Program Scholarship Application

### Scholarship Program Philosophy

The City of Shoreline wishes to make public recreation programs available to all youth and specialized recreation participants and recognizes that financial hardships may prevent the ability to pay for the program fees. To accommodate these special needs, the City of Shoreline provides scholarship funds for 2006 programs.

The 2006 Scholarship Fund provides each qualified participant (**resident of the City of Shoreline**) with **\$50.00 per quarter** toward Recreation or Aquatics programs.

### IMPORTANT:

If you wish to withdraw from a program after registering, you must call the Parks, Recreation and Cultural Services office at (206) 418-3383 *at least three days before the first class meeting*. **If you do not call, your scholarship benefits will be void for the remainder of the year.**

**SCHOLARSHIP ELIGIBILITY:** To receive a scholarship, you must show proof of **one** of the following:

- Does your elementary school age child participate in the Shoreline Public Schools' free or reduced lunch program? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Does your preschool-age child participate in the Head Start program? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Are you currently receiving State subsidized day care? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Does your family receive food stamps, medical coupons or other DSHS assistance? \_\_\_\_\_ Yes \_\_\_\_\_ No

DOCUMENTATION (attach a photocopy): \_\_\_\_\_

**NOTE:** If you have other special circumstances or a reason for reduced income requiring additional support, please contact the Parks, Recreation and Cultural Services office at (206) 418-3383. Special circumstances will be reviewed on a case-by-case basis.

Participant Name: \_\_\_\_\_ dob \_\_\_\_\_ M or F Participant Name: \_\_\_\_\_ dob \_\_\_\_\_ M or F

Participant Name: \_\_\_\_\_ dob \_\_\_\_\_ M or F Participant Name: \_\_\_\_\_ dob \_\_\_\_\_ M or F

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

X Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and date this form. We must have this completed form returned to us with your registration form.

### FOR OFFICE USE ONLY

Application ☐ Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Application ☐ NOT Approved by: \_\_\_\_\_ Date \_\_\_\_\_

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