

CITY OF WOODINVILLE CITY COUNCIL MEETING TUESDAY, OCTOBER 1, 2024 – 7:00 PM COUNCIL CHAMBERS

This meeting will be live-streamed on the City's website. Meetings are also broadcast on Woodinville TV and are available on both Comcast (channel 21) and Ziply Fiber (channel 41). To join the MS Teams meeting on your computer or mobile app click here: https://woodinville.cc/3ZCQTuw. Or call in (audio only) by dialing +1 206-397-0678 Phone Conference ID: 817 699 475#.

AGENDA

CALL TO ORDER 7:00 pm

ROLL CALL

FLAG SALUTE 7:03 pm

APPROVAL OF AGENDA ORDER AND CONTENT 7:04 pm

SPECIAL PRESENTATIONS 7:05 pm

2024 Evergreen Health "State of Healthcare" (Dr. Palazzo/Rick Chatterton)

PUBLIC COMMENTS 7:20 pm

Public Comments provide an opportunity for the public to address Council on any city related subject, which is not of a quasi-judicial nature or scheduled for a public hearing. Comments should be limited to three minutes per individual or if representing a group. Councilmembers may or may not take action on public comments.

CONSENT CALENDAR 7:35 pm

These items are considered routine in nature or have been previously reviewed by the Council.

 Approval of Invoices Dated September 25, 2024: Check Nos. 61318-61367 and Wire Nos. 1103-1104 totaling \$398,802.56: Fritts Staff Report

- 2. Approval of Payroll Dated September 18, 2024: Check Nos. 31285-31289, and Electronic Fund Transfers 30339-30402 in the amount of \$272,816.73: Fritts Staff Report
- 2023/2024 Biennial Treasury Report for August 2024: Fritts Staff Report
- Award of Contract for On-Call Building Inspections and Plan Review Services: Grumbach Staff Report

BUSINESS ITEMS

- Consideration of 2025 2026 Human Services Grant Funding: O'Neill 7:40 pm
 Staff Report
- Lodging Tax Advisory Committee (LTAC) Grant Recommendations for 2025: O'Neill 8:00 pm
 Staff Report
- Study Session: Northshore School District School Impact Fees: Grumbach 8:20 pm
 Staff Report
- First Reading of Ordinance No. 769, amending Chapter 21.37 WMC pertaining to Off-street Parking Regulations: Grumbach 8:40 pm
 Staff Report

PUBLIC COMMENTS 9:10 pm

REPORTS OF CITY MANAGER 9:25 pm

REPORTS OF COUNCILMEMBERS 9:30 pm

EXECUTIVE SESSION (If needed)

ADJOURNMENT 9:45 pm

PUBLIC COMMENTS

In-Person Public Comment

If you wish to provide public comment in person, please use the sign-in sheet in the City Council Chambers before the meeting begins.

Once at the podium, speakers may represent themselves or serve as the designated spokesperson for an organization. Speakers will be required to state their name and whether they live within Woodinville City limits. Public comments are limited to three minutes. Once every person who has signed up has had an opportunity to provide public comment, if the time allocated for public comment has not elapsed, the Presiding Officer may call for any other person in the audience desiring to make a comment to do so. The Presiding Officer will determine speaking order of additional commentors by inviting each to the podium.

Virtual Public Comment

If you wish to provide a virtual public comment, please sign up to speak by accessing the form located on the City's website at: https://www.ci.woodinville.wa.us/276/City-Council.

Speakers must sign up by 6:30 pm the day of the meeting to be included in the public comment period. Any person desiring to make a virtual public comment must use the technology platform(s) designated by the City. Remote public comment will be permitted only if the speaker signs up prior to the meeting. Inability to participate virtually for any reason, including problems with remote participation technology, shall not interfere with the orderly conduct of the meeting and may result in the speaker losing their opportunity to provide public comment.

Written Public Comment

If you wish to provide written public comments, please submit a written statement by accessing the form located on the City's website at: https://www.ci.woodinville.wa.us/276/City-Council. Written public comments must be received by 6:30 pm the day of the meeting. Time permitting and at the sole discretion of the Presiding Officer, written comments may be read aloud during the comment period if specifically requested. All written public comments will be distributed to City Council in a timely manner and will be entered into the meeting public record.

PUBLIC HEARINGS

Public Testimony

If you wish to provide virtual or written public testimony as part of a public hearing, please sign up to speak or submit written testimony by accessing the form located on the City's website at: https://www.ci.woodinville.wa.us/276/City-Council.

Virtual testimony sign-ups and written testimony must be received by 6:30 pm the day of the meeting to be included in the public hearing. If you are attending the meeting in person, please use the sign-in sheet in the Council Chambers before the meeting begins. Once at the podium, speakers may represent themselves or serve as the designated spokesperson for an organization. Speakers will be required to state their name and whether they live within Woodinville City limits. Public hearing testimony is limited to five minutes.

Please refer to Resolution No. 639 for Council Rules of Procedure.



Report to the City Council

Meeting Date: October 1, 2024

Agenda Item: Approval of Invoices Dated September 25, 2024: Check Nos. 61318-

61367 and Wire Nos. 1103-1104 totaling \$398,802.56: Fritts

Staff Contact: Blaine Fritts

Staff Report

Agenda Item Number: 1.

CITY OF WOODINVILLE

INVOICES

"As required by RCW 42.24.080 and by Ordinance 593 as Auditing Officer, I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and shown as check numbers 61318-61367 and wire numbers 1103-1104 totaling \$398,802.56 are just, due and unpaid obligation against the City of Woodinville, and that I am authorized to authenticate and certify to said invoice (claim)."

Finance Director

M:\ADM DEPT\Positions\Accounting Clerk - B\ACCOUNTS PAYABLE\CLAIMCRT v2-DD.doc

City of Woodinville Claims and Payroll Expenditure Summary to Council For Meeting of October 1, 2024

No.	Fund Description	2024 15-Sep Payroll	2024 25-Sep Claims	2024 1-Oct Claims	2023-2024 Actual Payroll/Invoices (excluding transfers and interfund charges)	2023-2024 Amended Budgeted Expenditures (excluding transfers and interfund charges)	% of 2023-2024 Budget Expended
	Operating Funds						
001	General	\$151,214	\$21,128	\$165,456	\$20,413,443	\$24,563,148	83%
101	Street	\$17,844	\$13,539	\$33,478	\$2,502,276	\$3,527,194	71%
104	Developmental Services	\$69,798	\$829	\$47,069	\$4,886,600	\$7,621,666	64%
	Parks & Rec Special Revenue	\$21,543	\$21,236	\$4,085	\$1,991,072	\$2,589,832	77%
	Other Restricted Funds						
110	Admission Tax				-	-	0%
112	System Replacement				\$0	\$35,000	0%
113	Strategic Budget Reserve				-	-	0%
114	Park Impact Fee				-	-	0%
	Hotel/Motel Tax				\$189,744	\$333,000	57%
116	Traffic Impact Fees				\$0	-	0%
117	School Impact Fees				\$576,919	\$2,678,700	22%
201	Debt Service				\$0	-	0%
	C.I.P. Funds						
	Capital Project				\$0	-	0%
	Special Capital Project				\$0	-	0%
	Capital Street Project/ Reserve			\$46,595	\$7,472,052	\$37,092,947	20%
	Parks & Rec Capital Projects				\$706,257	\$3,526,000	20%
358	Facilities Capital Project				\$634,376	\$971,000	65%
361	Sammamish Bridge Repl.				\$0	-	0%
	Enterprise Funds						
	Surface Water Management	\$12,417	\$523	\$2,716	\$1,603,473	\$4,304,577	37%
412	Surface Water Capital Projects			\$25,463	\$185,688	\$1,694,000	11%
	Internal Service						
	Equipment Rental		\$979	\$2,071	\$390,299	\$449,056	87%
	Equipment Replacement		\$7,011	\$6,447	\$331,576	\$457,890	72%
505	Unemployment Reserve				\$22,349	\$61,000	37%
624	Trust/Deposit Funds		A	A	A		201
631	Deposit Fund	Anne	\$43	\$135	\$55,785	- 400 000 500	0%
		\$272,817	\$65,287	\$333,515	\$41,961,908	\$89,905,009	47%



CASH ACCOUNT: 00100000 111101 Cash
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				INVOICE DTL DESC		
1103 09/19/2024 MANL Invoice: AUGUST 2024	462 WA ST DEPT OF REVE	.46 00: 151.37 10: 3.67 11: 42.76 63: 1.97 00: 76.61 11: 111.67 41	AUGUST 2024 100000 237080 100000 237080 158930 00233E 152110 41710E 157640 41710E 053110 41710E		nal Services nal Services nal Services	258.51
				CHECK	1103 TOTAL:	258.51
1104 09/25/2024 MANL Invoice: 15832956477	4484 Microsoft Corporat		15832956477 359418 64010E	08/30/2024 2024 Microsoft Surfaces Devi Machinery & Equipme	ices Refresh	4,713.79
				CHECK	1104 TOTAL:	4,713.79
61318 09/25/2024 PRTD Invoice: 20878553	2584 ALLSTREAM	83.88 00: 41.98 00: 41.98 00: 62.89 00: 34.68 00: 51.16 10: 105.17 10: 69.21 10: 70.19 11:	20878553 151310 42010E 151420 42010E 151880 42010E 152110 42010E 154420 42010E 1554860 42010E 154230 42010E 455850 42010E 455851 42010E 157680 42010E	09/08/2024 City Hall Phones Communication	ER092524	752.30
				CHECK	61318 TOTAL:	752.30
61319 09/25/2024 PRTD Invoice: 216920850	4075 COMCAST BUSINESS	306.65 00: 394.45 00: 87.54 00: 197.09 00: 108.77 00: 160.92 10: 329.45 10: 217.01 10: 219.89 11:	216920850 151310 42010E 151420 42010E 151880 42010E 152110 42010E 155420 42010E 155860 42010E 154230 42010E 455851 42010E 157680 42010E 053110 42010E	09/01/2024 Citywide Internet Servi Communication	ER092524 i ce	2,620.90



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CASH ACCOUNT: 00100000 111101 Cash CHECK NO CHK DATE TYPE VENDOR NAME	INVOICE	INV DATE PO	CHECK RUN	NET
	INVO	OICE DTL DESC		
		CHECK	61319 TOTAL:	2,620.90
61320 09/25/2024 PRTD 3567 PETROCARD Invoice: C557350	C557350 Fue 88.10 50154860 31010E29974 44.23 50154860 31010E42543 61.50 50154860 31010E62191 97.39 50154860 31010E65234 135.44 50154860 31010E65235 66.43 50154860 31010E65236 37.57 50154860 31010E67655 49.95 50154860 31010E67656 103.13 50154860 31010E70559 168.21 50154860 31010E72737 74.69 50154860 31010E	Operating Supplies	ER092524	978.82
		CHECK	61320 TOTAL:	978.82
61321 09/25/2024 PRTD 151 PUGET SOUND ENERGY Invoice: 200006262782-091324	200006262782-093 Elec 729.64 00154350 47020E 100.78 00154350 47040E	1324 09/13/2024 ctricity & Gas at PW Utility Services El Utility Services Na	ER092524 Shop ectricity tural Gas	830.42
PUGET SOUND ENERGY Invoice: 200006263780-091324	200006263780-093 Stre 46.15 10154230 47020E	1324 09/13/2024 eet Lights at 13109 Utility Services El	ER092524 NE 175th St ectricity	46.15
111/01/66. 20000020337/0 031324	200006263970-093 Stre 60.83 10154230 47020E	Utility Services El	ectricity	60.83
PUGET SOUND ENERGY Invoice: 200006264119-091324	200006264119-093 Stre 205.84 10154230 47020E	1324 09/13/2024 eet Lights at 14430 Utility Services El	ER092524 Wood-Red Rd NE ectricity	205.84
	200006264283-091	1324 09/13/2024	ER092524	12.66
PUGET SOUND ENERGY Invoice: 200015226091-091324	200015226091-091 Stre 92.03 10154230 47020E	1324 09/13/2024 eet Lights at 20000 Utility Services El	ER092524 Wood-Snoho Rd NE ectricity	92.03
PUGET SOUND ENERGY	200015227479-093 Elec 2,972.21 00151830 47020ECH	1324 09/13/2024	ER092524	2,972.21
	220004190512-091			177.73

City of Woodinville



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 00100000 111101 Cash CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO CHK DATE TYPE VENDOR NAME	INVOICE	INV DATE PO	CHECK RUN	NET
		DTL DESC		
	177.73 11157680 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220005627173-091324	220005627173-091324 Signal	09/13/2024 at 15606 NE Wood-Du	ER092524	96.37 41.39 63.59 87.58 171.83 42.87 25.49 d Rd NE 50.84 24.57 21.10 22.30 NE 145th
11101001 110003017173 03131	96.37 10154230 47020E Uti	lity Services Elect	ricity	
	220005627603-091324 Signal			41.39
11101001 220003027003 032321	41.39 10154230 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220005627645-091324	220005627645-091324 Signal	09/13/2024 at 18515 168th Ave	ER092524	63.59
11101001 220003027013 032321	63.59 10154230 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220005627660-091324	220005627660-091324 Signal	09/13/2024 at 16014 NE Wood-Du	ER092524	87.58
11101001 220003027000 052521	87.58 10154230 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220020196444-091324	220020196444-091324 Street	09/13/2024 Lights at 13400 NE	ER092524 171st St	171.83
	171.83 10154230 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220024032561-091324	220024032561-091324 RR Cros	09/13/2024 sing 12740 Woodinvi	ER092524	42.87
11101001 22002 1032301 032321	42.87 10154230 47020E RR Cros Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Thyoice: 220024032587-091324	220024032587-091324 RR Cros	09/13/2024 sing 17300 Woodinyi	ER092524	
	25.49 10154230 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220024033015-091324	220024033015-091324 RR Cros	- 09/13/2024 sing 13629 NF 177th	ER092524	50.84
	50.84 10154230 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220024033023-091324	220024033023-091324 RR Cros	09/13/2024 Sing Wood-Sno Hwy &	ER092524 5 NF 190 St	24.57
	: 220024032587-091324 PUGET SOUND ENERGY : 220024033015-091324 PUGET SOUND ENERGY : 220024033015-091324 PUGET SOUND ENERGY : 220024033023-091324 PUGET SOUND ENERGY PUGET SOUND ENERGY PUGET SOUND ENERGY PUGET SOUND ENERGY 220024033049-091324 09/13/2024 PUGET SOUND ENERGY PUGET SOUND ENERGY 220024033049-091324 09/13/2024 PUGET SOUND ENERGY 220024033049-091324 09/13/2024 RR Crossing Wood-Sno Hwy & NE 190 St Utility Services Electricity RR Crossing NE 200 St & Sno-Wood RD Utility Services Electricity PUGET SOUND ENERGY 220024033049-091324 09/13/2024 PUGET SOUND ENERGY 220024033064-091324 09/13/2024 PUGET SOUND ENERGY			
PUGET SOUND ENERGY Invoice: 220024033049-091324	RR Cros	sing NF 200 St & Sn	no-Wood RD	21.10
	PUGET SOUND ENERGY 220024033015-091324 09/13/2024 ER092524 FR Crossing 13629 NE 177th Pl 50.84 10154230 47020E Utility Services Electricity PUGET SOUND ENERGY 220024033023-091324 09/13/2024 ER092524 PR Crossing Wood-sno Hwy & NE 190 St 24.57 10154230 47020E Utility Services Electricity PUGET SOUND ENERGY 220024033049-091324 09/13/2024 ER092524 PR Crossing NE 200 St & Sno-wood RD 21.10 10154230 47020E Utility Services Electricity PUGET SOUND ENERGY 220024033064-091324 09/13/2024 ER092524 22.30			
PUGET SOUND ENERGY Invoice: 220024033064-091324	220024033064-091324 RR Cros	09/13/2024 Sing NF 195 St & Hw	ER092524	22.30
	22.30 10154230 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220029279746-091324	220029279746-091324 Street	09/13/2024 Lights Fastside Rai	ER092524 1 Corridor NF 145t	130.08
	130.08 10154230 47020E Uti	lity Services Elect	ricity	
PUGET SOUND ENERGY Invoice: 220033445549-091324	220033445549-091324 Sports	09/13/2024 Field Lights	ER092524	2,225.43
	5501.63			



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A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 00100000 111101 Cash
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2,2	25.43 11157640 47020E	Utility Services	Electricity	
PUGET SOUND ENERGY Invoice: 220034217368-091324	220034217			12.43
	12.43 10154230 47020E	Utility Services		
PUGET SOUND ENERGY Invoice: 220033771308-091324	220033771			922.84
	22.84 00151830 47020E			
PUGET SOUND ENERGY Invoice: 30000004295-091624	30000004		ER092524	4,897.30
4,8	97.30 10154230 47020E	Utility Services	Electricity	
PUGET SOUND ENERGY Invoice: 300000005599-091624	30000005		ER092524	272.26
	72.26 10154230 47020E	Utility Services	Electricity	
PUGET SOUND ENERGY Invoice: 200006262618-091624	200006262			72.09
	72.09 11157680 47020E	Utility Services	Electricity	
PUGET SOUND ENERGY Invoice: 200015227321-091624	200015227	321-091624 09/16/2024 Traffic Signal at 13	ER092524 820 NF 195+h S+	117.43
1	Radar at 15610 124th P1 NE Utility services Electricity PUGET SOUND ENERGY 091324 PUGET SOUND ENERGY 091324 PUGET SOUND ENERGY 091624 PUGET SOUND ENERGY 10157680 47020E PUGET SOU			
		CHECK	61321 TOTAL:	13,695.66
61322 09/25/2024 PRTD 3641 US BANK PURCHASING CAR	D SEPTEMBER	2024 09/20/2024	ER092524	9,484.56
Invoice: SEPTEMBER 2024		PURCHASTNG CARD ACTT	VITY SEPTEMBER 2024	ŕ
			61322 TOTAL:	9,484.56
Invoice: 9973340825		Cell Phone Service	ER092524	2,297.69
2,2	97.69 50353200 42010E	Communication		
		CHECK	61323 TOTAL:	2,297.69
61324 09/25/2024 PRTD 116 WOODINVILLE WATER DIST	TRICT 5101200.0			505.73
Invoice: 5101200.01-090924 5	05.73 10154230 47030E			
WOODINVILLE WATER DIST	TRICT 5107022.0			163.71
Invoice: 5107022.01-090924 1	.63.71 10154230 47030E	NE 145TH ST & WOOD-R Utility Services	ED RD IRRIGATION Water/Sewer	
WOODINVILLE WATER DIST	TRICT 5260010.0	1-090924 09/09/2024	ER092524	1,350.81



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A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 00100000 111101 Cash
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					INVOICE	E DTL	DESC			
Invoice:	5260010.01-090924	1,350.81	10154230	47030E	15665 1 Ut	124TH ility	PL NE II Service:	RRIGATIONS Water	ON /Sewer	
	WOODINVILLE WAT	ER DISTRICT	534	40000.01	-090924	09/0	9/2024			64.70
111701001	5340000.01-090924	64.70	11157680	47030E	Ut		Service		/sewer	
Invoice:	WOODINVILLE WAT	ER DISTRICT	534	40260.01	-090924	CATEM	IAV DADE	TDDTCAT	ETON	14,161.82
		14,161.82		47030E	Uti	ility	Service	s Water,	/Sewer	
Invoice:	WOODINVILLE WAT 5340270.01-090924	ER DISTRICT	534	40270.01	-090924 WILMOT	09/0 GATEW	9/2024 AY PARK	SEWER	ER092524	1,311.55
Invoice:	WOODINVILLE WAT 5341030.01-090924	ER DISTRICT	534	41030.01	-090924 WOODIN	09/0 CREEK	9/2024 PARK II	RRIGATIO	ER092524 ON	328.85
	5341030.01-090924	328.85	11157680	47030E	Uti	ility	Service	s Water,	/Sewer	227 52
Invoice:	WOODINVILLE WAT 5341078.01-090924	ER DISTRICT	534	41078.01	SPORTS	09/0 FIELD	19/2024 IRRIGA	TION	ER092524	327.50
										2 000 77
Invoice:	WOODINVILLE WAT 5341610.01-090924	2,086.77	11157690	470205	-090924 13109 N	09/0 NE 175	19/2024 TH ST II	RRIGATIO	ERU92524 ON /Sower	2,086.77
	MOODINGTHE	ED DISTRICT	F 21	-0002 01	000024	00 /0	0 /2024		ED003E34	4,037.69
Invoice:	5350603.01-090924	4 037 69	00151830	47030EC	CITY H	ALL IR	RIGATIO	N s Water	/Sawar	4,037.09
	WOODINATILE WAT	ED DICTRICT	E 2 I	TOGO 4 01	000024	00/0	0/2024		ED003E34	770.02
Invoice:	5350604.01-090924	770.02	00151830	47030ECI	CITY HA	ALL WA ilitv	TER SEWI	ER s Water	/Sewer	
	WOODINVILLE WAT	ER DISTRICT	53!	52245.01	-090924	09/0	9/2024		ER092524	3,223.62
Invoice:	5352245 01-090924	3,223.62			NF 1719	ST ST	& 135TH	AVF NF		·
	WOODTNVTLLE WAT	FR DTSTRTCT	530	57260.01	-090924	09/0	9/2024		FR092524	65.42
Invoice:	5367260.01-090924	65.42	11157680	47030E	DEYOUNG Ut	G PARK ility	DRINKII Service:	NG FOUNT s Water,	TAIN /Sewer	
	WOODINVILLE WAT	ER DISTRICT	537	70210.01	-090924	09/0	9/2024		ER092524	1,273.18
invoice:	5370210.01-090924	1,273.18	10154230	47030E	NE 1/5	ility	Service:	s Water,	/sewer	
	WOODINVILLE WAT 5388000.02-090924	ER DISTRICT	538	38000.02	-090924 US BANI	09/0	9/2024		ER092524	131.88
THVOICE.	3300000.02-030324	131.88	10154230	47030E	UT UT	ility	Service	s Water	/Sewer	
	WOODINVILLE WAT	ER DISTRICT	27	16		09/1	7/2024		ER092524	165.08

City of Woodinville



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 00100000 111101 Cash CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INV DATE PO CHECK RUN NET

CHECK NO CHR DATE THE VENDOR NAME	INVOICE	IN DAIL 10	CHECK KON	NEI
		INVOICE DTL DESC		
Invoice: 2716	165.08 41053110 47030E	HYDRANT METER RENTAL Utility Services wa	ter/Sewer	
		CHECK	61324 TOTAL:	29,968.33
61325 09/25/2024 PRTD 4555 ZIPLY FIBER Invoice: 425-197-0914-090624	425-197-0914 69.15 00151310 42010E 60.47 00151420 42010E 77.79 00151880 42010E 17.26 00152110 42010E 38.87 00154420 42010E 21.45 00155860 42010E 31.73 10154230 42010E 64.97 10455850 42010E 42.80 10455851 42010E 43.36 11157680 42010E 49.00 41053110 42010E	-090624 09/06/2024 City Hall Backup Intern Communication	ER092524 et	516.85
		CHECK	61325 TOTAL:	516.85
	NUMBER OF CHECKS	10 *** CASH ACC	OUNT TOTAL ***	65,287.41
	TOTAL PRINTED CHECK TOTAL MANUAL CHECKS	KS 8 60,	AMOUNT 315.11 972.30	
		*** 6	RAND TOTAL ***	65,287.41

Report generated: 09/25/2024 15:19 User: 6604tdelossantos Program ID: apcshdsb 6



CASH ACCOUNT: 00100000 111101 CHECK NO CHK DATE TYPE VENDOR NAME INVOICE INV DATE PO CHECK RUN

CASH ACCOUNT: 00100000 111101 CHECK NO CHK DATE TYPE VENDOR	Cash NAME	=	INVOICE	INV DATE	PO	CHECK RUN	NET
			TNV	OICE DTL DESC			
61326 10/01/2024 PRTD 1646 Invoice: 499114	ACF WEST INC	220.40 410531	499114 Erc	09/09/2024 osion Control fo Operating Supp	l or Ditch	10/01/24 Maintenance	220.40
				СНЕ	ECK	61326 TOTAL:	220.40
61327 10/01/2024 PRTD 2553 Invoice: 2000933612	AECOM TECHNICAL	1,076.92 E ST-2	ТО	2023-28, 2024-1 -Design -	L1-124th	74 10/01/24 Ave NE Sidewalk Design	
Invoice: 2000933616	AECOM TECHNICAL		2000933616 Cul 3-001 -Design 31 63010E	lvert Removal-Da	am Remova	73 10/01/24 al Services - TO Design	25,462.58 2023-27
				СНЕ	ECK (61327 TOTAL:	26,539.50
61328 10/01/2024 PRTD 2664 Invoice: 300-10149102	ALL BATTERY SAL		Bat	09/13/2024 Etery Recycling Prof Svc-Recyc	service	10/01/24	373.77
				СНЕ	ECK (61328 TOTAL:	373.77
61329 10/01/2024 PRTD 4341 Invoice: 1FVD-TPKV-HCQY	AMAZON CAPITAL		1FVD-TPKV-HCQY Ele 60 35010E	ectric 3-Hole Pu	ınch for	10/01/24 DS pment	176.23
Invoice: 1MCR-XMK1-X4WX	AMAZON CAPITAL		1MCR-XMK1-X4WX Ret 10 35010E	09/02/2024 Eurned Desk Lamp Small Tool/Mir	for Po	lice	-30.84
Invoice: 1wQD-1749-173m	AMAZON CAPITAL	SERVICES : 35.25 001521	Und	09/04/2024 der Cabinet LED Small Tool/Mir	Lights '	for Police	35.25
Invoice: 1MRJ-7HLC-7VDL	AMAZON CAPITAL	SERVICES : 43.95 104558	Bus	09/10/2024 Siness Card Hold Operating Supp	der for I	10/01/24 os	43.95
Invoice: 1PNR-674M-7FCY	AMAZON CAPITAL	SERVICES : 1,639.23 410531	Sew	ver Manhole Lid	Lifter	• •	1,639.23
Invoice: 1CRR-CJVP-14Y4	AMAZON CAPITAL	SERVICES : 119.40 111576	Han	07/24/2024 nd Soap For Park Operating Supp	s Restr		119.40

City of Woodinville



A/P CASH DISBURSEMENTS JOURNAL

CHECK NO CHK DATE TYPE VENDOR	NAME	INVOICE	INV DATE PO	CHECK RUN N	NET
			INVOICE DTL DESC		
Invoice: 1R3Y-XXFC-LLMN		1	windshield Winers for Fleet		. 40
Invoice: 1QQG-FWQH-1H1N			Hand Sanitizer Kevs	10/01/24 11.	.01
Invoice: 1QQG-FWQH-X7X6	AMAZON CAPITAL SERVICES 1QQG-FWQH-1H1N 09/12/2024 10/0 AMAZON CAPITAL SERVICES 1QQG-FWQH-27X6 09/16/2024 10/0 AMAZON CAPITAL SERVICES 1QQG-FWQH-X7X6 09/16/2024 10/0 AMAZON CAPITAL SERVICES 1QQG-FWQH-X7X6 09/16/2024 10/0 A Batteries 1.56 00151310 31020E City-wide Supplies 1.56 00151380 31020E City-wide Supplies 11.74 00152110 31020E City-wide Supplies 11.74 00152120 31020E City-wide Supplies 11.74 00152120 31020E City-wide Supplies 2.87 10154230 31020E City-wide Supplies 2.87 10154230 31020E City-wide Supplies 3.88 104558851 31020E City-wide Supplies 3.88 10455850 3100E City-wide Supplie	10/01/24 50.	.10		
Invoice: 1XCY-LMK4-XJDW	AMAZON CAPITAL SERVICES	1XCY-LMK4-XJI	DW 09/16/2024 Clorox Wipes	10/01/24 18.	. 32
Invoice: 17CL-DTCR-66LP	AMAZON CAPITAL SERVICES -119.40	17CL-DTCR-66 I 11157680 31010E	LP 09/24/2024 Hand Soap For Parks Restroom Operating Supplies	10/01/24 -119. us Credit	.40
Invoice: 1HCM-LRXK-XWTW	AMAZON CAPITAL SERVICES 47.37	1HCM-LRXK-XW 00151880 35010E	TW 09/23/2024 Mouse Small Tool/Minor Equipme	10/01/24 47.	. 37
					.02
61330 10/01/2024 PRTD 3735 Invoice: 11936			Janitoriai Services	10/01/24 2,685.	.00
			CHECK 613	10/01/24 11.01 25 10/01/24 50.10 25 25 25 25 25 25 25 25 25 25 25 25 25	
61331 10/01/2024 PRTD 2441 Invoice: KPD2024-051		·	Jail Services		.00

City of Woodinville



A/P CASH DISBURSEMENTS JOURNAL

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				INVOICE	DTL DESC			
					CHECK	61331 TOTAL:	4,278.00	
61332 10/01/2024 PRTD Invoice: 25893134	3957 EAGLE PEST ELIMINATORS	INC.	25893134	Rodent			71.63	
		71.63 001543	50 41010E	Pro	fessional Service	es		
Invoice: 25893135	EAGLE PEST ELIMINATORS	S INC.	25893135	Rodent			71.63	
111VOTCE. 23093133	2024 PRTD 3957 EAGLE PEST ELIMINATORS INC. 25893134 71.63 00154350 41010E 71.63 00154350 41010E 71.63 11157680 410							
Invoice: 25893136	EAGLE PEST ELIMINATORS	S INC.	25893136	Podent			71.63	
111V01CE. 23893130		TABLE PEST ELIMINATORS INC. 25893134 71.63 00154350 41010E EAGLE PEST ELIMINATORS INC. 25893135 71.63 11157680 41010E EAGLE PEST ELIMINATORS INC. 25893135 71.63 00151830 41010E EAGLE PEST ELIMINATORS INC. 25893136 71.63 00151830 41010E EAGLE PEST ELIMINATORS INC. 25893136 71.63 00151830 41010E EAGLE PEST ELIMINATORS INC. 2589329 71.63 11157680 41010E EAGLE PEST ELIMINATORS INC. 25893329 71.63 11157680 41010E EAGLE PEST ELIMINATORS INC. 25893329 70.63 11157680 41010E EAGLE PEST ELIMINATORS INC. 25893329 71.63 10151830 41010E EAGLE PEST ELIMINATORS INC. 25893329 71.63 10157680 41010E EAGLE PEST ELIMINATORS INC. 25893329 71.63 101580 41010E EAGLE PEST ELIMINATORS INC. 25893329 71.63 00151830 41010E EAGLE PEST ELIMINATORS INC. 25893329 71.63 101580 41010E EAGLE PEST ELIMINATORS INC. 25893329 71.63 00151830 41010E EAGLE PEST ELIMINATORS INC. 2589329 71.63 00151830 41010E EAGLE PEST ELIMINATORS INC. 2589329 71.63 00151830 41010E EAGLE PEST ELIMINATORS INC. 2589329 71.63 00151830 41010E EAGLE PEST ELIMINATORS INC.						
Invoice: 25893329	EAGLE PEST ELIMINATORS	S INC.	25893329	Rodent			71.63	
		71.63 111576	80 41010E	Pro	fessional Service	es		
					CHECK	61332 TOTAL:	286.52	
61333 10/01/2024 PRTD Invoice: 30014				Environ Pro	mental Impact Ana	alysis - NERTS	900.00	
					CHECK	61333 TOTAL:	900.00	
61334 10/01/2024 PRTD Invoice: 10833				HVAC Ma CA Rep	intenance at the	YMCA Daycare Center	3,486.73	
					CHECK	61334 TOTAL:	3,486.73	
61335 10/01/2024 PRTD Invoice: 178410					Engineering Serv	vices ´	3,450.20	
- ' 17044	FEHR & PEERS		178411				1,814.80	
Invoice: 178411	1,8	314.80 104558	51 41010E	Traffic Pro	Engineering Service fessional Service	v1ces es		
					CHECK	61335 TOTAL:	5,265.00	
61336 10/01/2024 PRTD Invoice: 12153					Fire Alarm Inspec	ction & Maintenance	600.00	



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			INVOICE DTL DESC		
			CHECK	61336 TOTAL:	600.00
61337 10/01/2024 PRTD Invoice: 430163	21.94 18.28 6.09 45.70 13.71 7.55 11.18 22.92 15.12	\$ 430163 00151310 31020E 00151420 31020E 00151880 31020E 00152110 31020E 00154420 31020E 00155860 31020E 10154230 31020E 10455850 31020E 10455851 31020E 11157680 31020E 41053110 31020E	09/02/2024 Employee Coffee Benefit City-wide Supplies	10/01/24	195.06
			CHECK	61337 TOTAL:	195.06
61338 10/01/2024 PRTD Invoice: MSP-78326		MSP-78326 50351880 41010E	08/31/2024 20240 On-Call IT Services Professional Service		6,447.10
Invoice: 78429	FUSE NETWORKS LLC 21,125.05	78429 00151880 49030E	09/19/2024 20240 Cisco Software Maintenar Licenses & Subscript	nce Renewal	21,125.05
			CHECK	61338 TOTAL:	27,572.15
61339 10/01/2024 PRTD Invoice: 5997492	69.02				276.09
Invoice: 5997783	HM PACIFIC NORTHWEST INC. 54.38 163.13		09/12/2024 Street Sweep Dump Professional Service Professional Service		217.51
			CHECK	61339 TOTAL:	493.60
61340 10/01/2024 PRTD Invoice: INV-WO-2377	3784 HERMANSON COMPANY LLP '9-REV 917.47		79-REV 09/03/2024 20230 On-Call Plumbing Service Repairs & Maintenand	15	917.47
Invoice: INV-WO-2475	HERMANSON COMPANY LLP 9-REV 728.42	INV-WO-2479	On-Call Plumbing Service	es	728.42

City of Woodinville



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A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 00100000 111101 Cash
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					INVOICE DTL	DESC		
						CHECK	61340 TOTAL:	1,645.89
61341 10/01/2024 PRTD	1187	HOME DEPOT		6531761		07/2024	10/01/24	217.88
Invoice: 6531761			217.88	11157680 31010	Towels/Tras E Operati	h Bags - Pa ng Supplies	rks	
Invoice: 1543817		HOME DEPOT		1543817	09/ Simple Gree	12/2024	10/01/24	59.44
111VOTCE: 1343817			59.44	11157680 31010		ng Supplies		
Invoice: 5622480		HOME DEPOT		5622480	09/ Cleaning To	18/2024 ol for Shop	10/01/24 Bay Concrete Floors	37.40
11101001 3022100			37.40	00154350 35010	E Small T	ool/Minor E	quipment	
						CHECK	61341 TOTAL:	314.72
61342 10/01/2024 PRTD	4877	HORIZON DISTRIBUTORS	INC	7E023826		12/2024	10/01/24	147.12
Invoice: 7E023826			147.12	10154230 31010	Irrigation Parts fo O10E Operating Suppl		treets	
						CHECK	61342 TOTAL:	147.12
61343 10/01/2024 PRTD	271	JEANNIE DINES		24-4304			30015 10/01/24	752.00
Invoice: 24-4304			752.00	00151160 41010	Meeting Min E Profess	utes Prepara ional Servi	ation ces	
						CHECK	61343 TOTAL:	752.00
61344 10/01/2024 PRTD	4697	Johnston Group LLC		1740			20048 10/01/24	4,500.00
Invoice: 1740		4	,500.00	00151160 41010	Government E Profess	Relations So ional Servi		
						CHECK	61344 TOTAL:	4,500.00
61345 10/01/2024 PRTD		KIMBERLY LEYTON		JULYAUGU			00137 10/01/24	881.88
Invoice: JULYAUGUST	2024		881.88	00152120 41710	Domestic Vi E Intergo		cacy nal Services	
						CHECK	61345 TOTAL:	881.88
61346 10/01/2024 PRTD	47	KING COUNTY FINANCE		135962-1		31/2024	10/01/24	33,083.15
Invoice: 135962-135	962	33	,083.15	10154230 41710	August Road E Intergo		nal Services	



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							INVOICE DTL D	DESC			
								CHEC	:K	61346 TOTAL:	33,083.15
	.0/01/2024 vice: AUGU			KING COUNTY PET LICE	ENSING 135.00 6315	AUGUST 2024 8930 00235E	AUGUST 2024 A		LICEN	10/01/24 HSES Licenses	135.00
								CHEC	CK	61347 TOTAL:	135.00
	.0/01/2024 pice: I960		51	MCLENDON HARDWARE-WO		196038/4	Parts/Supplie	5/2024 es for	Pedes	10/01/24 strian Flag Holde	22.72
				22.72 1015	4230 31010E	Operating	g Suppl	ies			
Invo	oice: 1959	930/4		MCLENDON HARDWARE-WO	26.71 1115	195930/4 7640 31010E 7680 31010E		ן Supp ו	ies	10/01/24 ies for Parks Res	45.94 strooms
Invo	oice: 1948	318/4		MCLENDON HARDWARE-WO		194818/4 4230 35010E		1/2024 Punch/ 01/Mino	ʻutili	10/01/24 ty Knife for Stre	44.10 eets
Invo	oice: 1982	238/4		MCLENDON HARDWARE-WO	00DINVILLE 17.08 5015	198238/4	09/10)/2024 ng Supp g Suppl	olies ies	10/01/24 & Socket Adapters	36.83 s for Tool
Invo	oice: 1996	596/4		MCLENDON HARDWARE-WO	OODINVILLE	199696/4 7680 31010E	09/12	2/2024 s for R	otarv	10/01/24 Garbage Can Repa	21.36 air
Invo	oice: J015	522/4		MCLENDON HARDWARE-WO		J01522/4 7680 31010E	09/15 Paint for Rot Operating	5/2024 cary Ga suppl	rbage	10/01/24 e Can Repair	37.16
								CHEC		61348 TOTAL:	208.11
	.0/01/2024 vice: TRE2			NAOMI CARRASQUERO	40.00 1045	TRE22063 REI 8210 00214E	FUND 09/09 TRE22063 TREE Other Dep		AL PE		40.00
								CHEC	:K	61349 TOTAL:	40.00
	.0/01/2024 pice: 2037		2270	PACWEST MACHINERY	L,078.07 5015	20372445 4860 31010E652	09/13 Gutter Brooms 235 Operating	3/2024 5 for S 3 Suppl	treet	10/01/24 Sweeper	1,078.07



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A/P CASH DISBURSEMENTS JOURNAL

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		INVOICE DTL DESC		
		СНЕСК	61350 TOTAL:	1,078.07
61351 10/01/2024 PRTD 3838 THE PAPE GROUP INC Invoice: 15608901 144.69 5	15608901 50154860 31010E652	09/10/2024 Oil Change Supplies for 35 Operating Supplies	10/01/24 2019 Tymco Sweeper	144.69
		CHECK	61351 TOTAL:	144.69
61352 10/01/2024 PRTD 1747 Parametrix Inc. Invoice: 59259	59259	09/06/2024 20230 133rd Avenue NE Grid Roa		45,518.13 ctions
	E ST-23-007 -Desig 30359510 63010E	n -Design - Other Improvements -	- Design	
		CHECK	61352 TOTAL:	45,518.13
61353 10/01/2024 PRTD 2207 REXEL USA INC Invoice: 5M38114 68.71 0	5M38114 00154350 31010E	08/29/2024 Parts for build at EOC S Operating Supplies	10/01/24 Shop	68.71
		CHECK	61353 TOTAL:	68.71
61354 10/01/2024 PRTD 4852 JORDAN KUEHL Invoice: 0000073 2,636.50 C	0000073 00155720 41010E	09/16/2024 20240 Videography Services at Professional Service	Summer Events	2,636.50
		CHECK	61354 TOTAL:	2,636.50
61355 10/01/2024 PRTD 3920 PRECISION TURF EQUIPMENT LLC Invoice: 12088-59153 17.09 1		09/12/2024 Hedge Trimmer Parts for Operating Supplies	10/01/24 Streets	17.09
		CHECK	61355 TOTAL:	17.09
61356 10/01/2024 PRTD 254 PUGET SOUND REGIONAL COUNCIL Invoice: 2025083 7,474.00 C		09/03/2024 FY25 Membership Dues Licenses & Subscript	10/01/24 cions	7,474.00
		CHECK	61356 TOTAL:	7,474.00
61357 10/01/2024 PRTD 4761 Shea Carr & Jewell Inc Invoice: 78073 13,493.68 0	78073 00155860 41010E	09/06/2024 20230 Comprehensive Plan Perio Professional Service	odic Update	13,493.68
Shea Carr & Jewell Inc	78077	09/06/2024 20230	0011 10/01/24	6,928.50



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			INVOICE DTL DESC		
Invoice: 78077		6,928.50 00155720 41010EED	Port of Seattle Creative PA Professional Service	Economy Grant s	
			CHECK	61357 TOTAL:	20,422.18
61358 10/01/2024 PRTD Invoice: 003391	4663 SWC ENTERPRISES LLC	003391 8.72 11157680 31010E	09/11/2024 Pressure Washer Hose Fit Operating Supplies	10/01/24 tings	8.72
			CHECK	61358 TOTAL:	8.72
61359 10/01/2024 PRTD Invoice: 24-032-2024		PORTS 24-032-2024 4,290.00 00155720 41010E	09/10/2024 20240 Community Grant 2024 - S Professional Service	kateboard Challenge	4,290.00
			CHECK	61359 TOTAL:	4,290.00
61360 10/01/2024 PRTD Invoice: 8112		Entity (SCORE) 8112 4,714.31 00152360 41710E	09/09/2024 20230 Jail Services Intergov Professiona	•	4,714.31
			CHECK	61360 TOTAL:	4,714.31
61361 10/01/2024 PRTD Invoice: 6011703125	2062 STAPLES ADVANTAGE	6011703125 12.73 00151310 31020E 10.60 00151420 31020E 3.53 00151880 31020E 26.50 00152110 31020E 7.95 00154420 31020E 4.38 00155860 31020E 6.48 10154230 31020E 13.29 10455850 31020E 8.77 10455851 31020E 8.87 11157680 31020E 10.02 41053110 31020E	09/12/2024 Paper towels & toilet pa City-wide Supplies	10/01/24 per for City Hall	113.12
Invoice: 6011593887	STAPLES ADVANTAGE	6011593887 483.89 11157680 31010E	09/10/2024 Toilet paper for Parks R Operating Supplies	10/01/24 estrooms	483.89
Invoice: 6011647542	STAPLES ADVANTAGE	6011647542 184.52 11157680 31010E	09/11/2024 Urinal fresheners for Pa Operating Supplies	10/01/24 rks Restrooms	184.52
Invoice: 6011827767	STAPLES ADVANTAGE	6011827767 126.62 00151830 31010ECH	09/14/2024 Toliet Paper For City Ha Operating Supplies		126.62



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CASH ACCOUNT: 00100000 111101 CHECK NO CHK DATE TYPE VENDOR	Cash NAME	INVOICE	INV DAT	E PO	CHECK RUN	NET
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			C	HECK	61361 TOTAL:	908.15
61362 10/01/2024 PRTD 1900 Invoice: 159144039-0001			01 09/09/20 Mini Excavator R Operating Re	ental	10/01/24 For SWM	454.70
Invoice: 159269810-0001	SUNBELT RENTALS INC.	159269810-000 38.88 50154860 31010E1150	Propane For Fork	lift	10/01/24	38.88
			C	HECK	61362 TOTAL:	493.58
61363 10/01/2024 PRTD 4692 Invoice: 37502	Tree Solutions Inc 5	37502 33.75 10455850 41010E	08/22/20 Arborist Service Professional	s for		533.75
			C	HECK	61363 TOTAL:	533.75
61364 10/01/2024 PRTD 3552 Invoice: 045-485448	TYLER TECHNOLOGIES INC 85,5			Maint	40080 10/01/24 enance Renewal (Muni ptions	85,524.74 s)
			C	HECK	61364 TOTAL:	85,524.74
61365 10/01/2024 PRTD 2643 Invoice: 742616	WALTER E. NELSON CO. 0		09/06/20 Mutt Mitts for P Operating Su	arks	10/01/24	1,198.20
			C	HECK	61365 TOTAL:	1,198.20
61366 10/01/2024 PRTD 4022 Invoice: 2024-626-AUG			On-Call Building	Inspe	20078 10/01/24 ctions & Plan Review ces	30,376.97 Service
Invoice: 2024-626-AUG2	WEST COAST CODE CONSUL			Inspe	20078 10/01/24 ctions & Plan Review ces	10,306.74 Service
			C	HECK	61366 TOTAL:	40,683.71
61367 10/01/2024 PRTD 4087 Invoice: 5748	ZIPPER GEO ASSOCIATES		08/19/20 Geotech Consulti Professional	ng-Dev		414.00



CHECK 61367 TOTAL: 414.00

NUMBER OF CHECKS 42 *** CASH ACCOUNT TOTAL *** 333,515.15

COUNT AMOUNT
TOTAL PRINTED CHECKS 42 333,515.15

*** GRAND TOTAL *** 333,515.15

Report generated: 09/25/2024 16:27 User: 6604tdelossantos Program ID: apcshdsb



Report to the City Council

Meeting Date: October 1, 2024

Agenda Item: Approval of Payroll Dated September 18, 2024: Check Nos. 31285-

31289, and Electronic Fund Transfers 30339-30402 in the amount of

\$272,816.73: Fritts

Staff Contact: Blaine Fritts

Staff Report

Agenda Item Number: 2.

CITY OF WOODINVILLE

PAYROLL

As required by RCW 42.24.080 and by Ordinance 593 as Auditing Officer, I, the undersigned, do hereby certify under penalty of perjury that the services rendered, or labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and shown as check numbers 31285-31289, and Electronic Fund Transfers 30339-30402 are just, due, and unpaid obligations against the City of Woodinville, and that I am authorized to authenticate and certify to said invoice (claim).

I approve the payroll in the amount of \$272,816.73

Blaine Fritta	18/09/2024
Finance Director	Date

Salaries and Benefits

2023/2024		Percent of Budget	% of Biennium
Budget	Biennium to Date	Expended	Elapsed
\$15,414,411	\$12,446,734	81%	85%



Report to the City Council

Meeting Date: October 1, 2024

Agenda Item: 2023/2024 Biennial Treasury Report for August 2024: Fritts

Staff Contact: Blaine Fritts

<u>Issue:</u> Shall the City Council receive the Treasury Report for August 2024?

Recommended Motions: None

Staff Report

Agenda Item Number: 3.



CITY OF WOODINVILLE, WA REPORT TO THE CITY COUNCIL

 $17301~133^{\rm rd}$ Avenue NE, Woodinville, WA 98072 **www.ci.woodinville.wa.us**



To: Honorable City Council Date: October 1, 2024

By: Blaine Fritts, Finance Director; Kim Auman, Accounting Supervisor

Subject: 2023/2024 Biennial Treasury Report for August 2024

FINANCIAL ACTION SUMMARY								
Amount Budgeted/Approved	Additional Amount Required							
	\$0							

ISSUE: Shall the City Council receive the Treasury Report for August 2024?

RECOMMENDATION: To receive the Treasury Report for the month of August 2024.

BACKGROUND/DISCUSSION:

Information reported is through August 2024, which is 83.3% of the biennium. The attached report provides an overall financial picture of the City. The information provided includes:

- Budget Overview
- Major Sources of Operating Revenue
- Surface Water Revenues and Expenditures
- Operating Revenue and Expenditures
- Capital Project and Capital Overlay Expenditures
- Capital Project Revenues
- Budget to Actual by Fund
- Cash and Investments

RECOMMENDED ACTION:

Receive the August 2024 Treasury Report.

Attachments:

1) August 2024 Treasury Report

TREASURY REPORT

August 2024



City of Woodinville, Washington 17301 133rd Avenue NE Woodinville, Washington, 98072

Budget Overview

2023/2024 Biennium Revenue and Expenditure Snapshot **Operating Revenue and Expenditures** Revised August Biennium to BTD % Budget 2024 Date \$1,311,637 78.8% \$47,596,801 \$37,513,046 **Operating Revenues** 68.8% \$46,459,004 \$2,110,342 \$31,953,278 **Operating Expenditures**

August Operating Revenue Highlights:

The City received \$82,100 in utility tax revenues, \$45,300 in criminal justice tax, \$22,000 in motor vehicle fuel tax, and \$49,900 in franchise fees and business license revenues, .

Sales tax was \$40,300 lower overall than the same month in the prior year. For August accommodation & food services was up 2% or \$1,800, while wholesale trade was down 20% or \$13,400, and retail trade was down 7% or \$19,400.

Development Services received \$223,800 in permitting revenue, and \$33,700 in inspection, planning, and zoning fees.

Investment interest for the month of August was \$185,600.



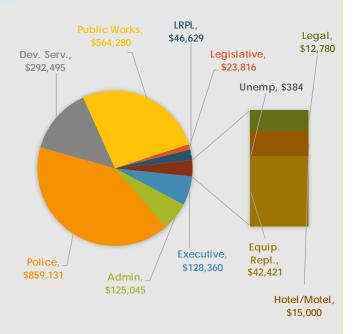
August Operating Expenditure Highlights (excluding salaries and benefits):

Legislative - \$4,500 was spent on government relations services and \$6,700 on audio-visual production services. **Executive -** The City paid \$5,200 for emergency management consulting services, and \$4,300 for human services grants.

Law Enforcement - \$18,300 was paid for jail services, \$813,000 for the police contract for June and July 2024, and \$9,100 for King County animal services.

Development Services - \$91,600 was paid for on-call building inspection services, \$4,000 was paid for on-call geotechnical services, \$7,100 was paid for permitting operations improvement services, \$6,100 for environmental review services, and \$10,300 for the comprehensive plan update.

Public Works - \$7,000 was paid for landscape maintenance services, \$21,400 was paid for the pavement management system update, \$36,900 was paid for the Cartegraph asset management system annual subscription, \$28,100 was paid for road striping services, \$8,300 was paid to Snohomish County for signal maintenance, and \$6,800 was paid for the transportation plan.



August Investment Summary

The City purchased \$1 million of US securities with August maturities.

Budget Overview

2023/2024 Biennium Revenue and Expenditure Snapshot									
Capital Improvement Projects (CIP) and Capital Outlay									
Revised August Biennium to Budget 2024 Date									
Capital Project Revenues Capital Project & Outlay Expenditures	\$32,324,880 \$44,891,794	\$587,441 \$193,545	\$10,874,991 \$9,656,260	33.6% 21.5%					

August CIP Revenue Highlights:

The City received \$316,800 in sales tax from construction revenue.

Real Estate Excise Tax I & II for August totaled \$153,700. The City also received \$36,500 from park impact fee revenues, and \$50,200 from traffic impact fee revenues.

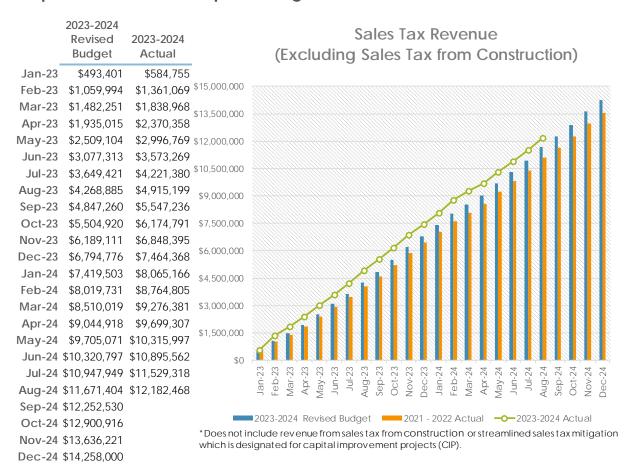


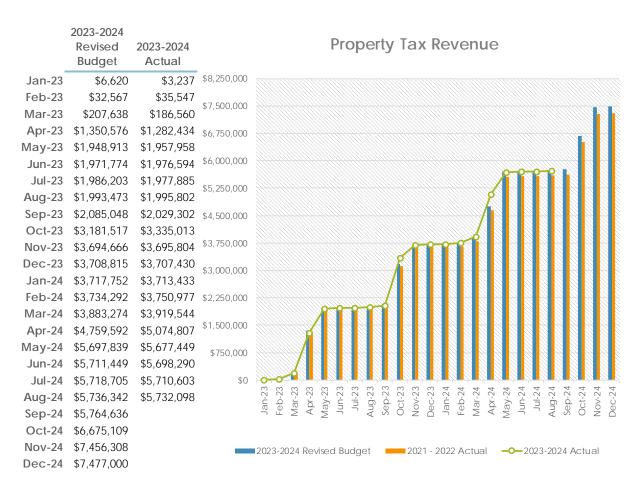
August CIP Expenditure Highlights:

The City paid \$68,700 for the 133rd grid road extension project, \$33,700 for the SR 202 corridor widening and trestle replacement, \$47,000 for the Little Bear Creek/134th Avenue culvert removal project, \$18,000 for the Wilmot Gateway stage and boat launch project, \$13,000 for the City Hall HVAC upgrade project, and \$10,700 for the Wood Trails hiking trail project.

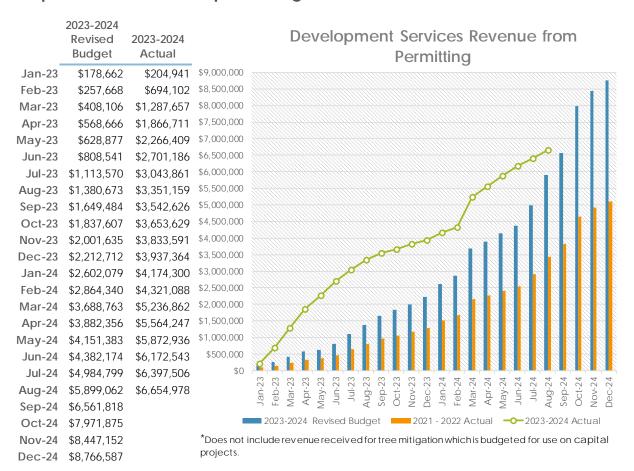


Major Sources of Operating Revenue

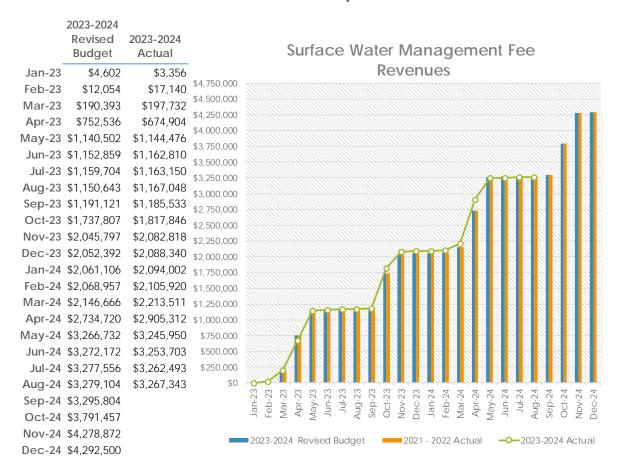


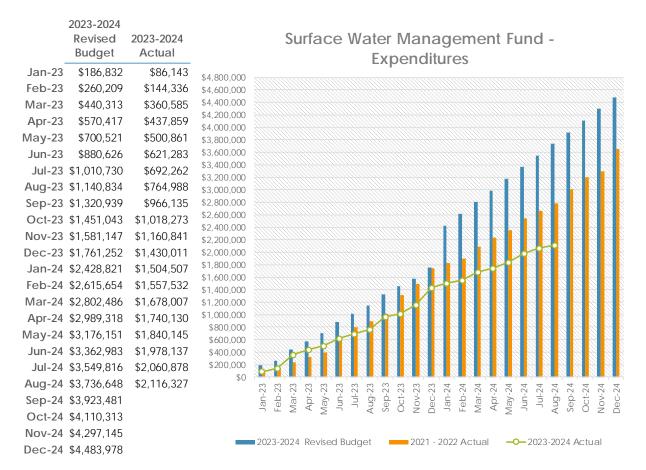


Major Sources of Operating Revenue



Surface Water Revenue and Expenditures





Operating Revenues and Expenditures

Operating Revenues and Expenditures - Revised Budget to Actual

Operating Revenue	2023-2024			u August 2024	% of Budget	
	Rev	rised Budget			70 Of Budget	
General Fund						
Property Tax	\$	7,477,000	\$	5,732,098	76.7%	
Sales Tax*	\$	14,258,000	\$	12,182,468	85.4%	
Utility Tax	\$	2,034,000	\$	1,765,045	86.8%	
Other Taxes	\$	1,111,793	\$	969,382	87.2%	
Cable TV/Licenses	\$	654,400	\$	556,516	85.0%	
Grants/Intergovernmental	\$	827,500	\$	782,491	94.6%	
Charges for Services	\$	151,000	\$	135,133	89.5%	
Fines/Investment Interest/Misc.	\$	2,776,442	\$	2,712,074	97.7%	
Subtotal General Fund	\$	29,290,135	\$	24,835,208	84.8%	
Other Operating Sources						
Surface Water Revenues	\$	4,671,916	\$	3,579,347	76.6%	
Gas & Multimodal Transportation Tax	\$	597,540	\$	511,774	85.6%	
Development Services**	\$	8,766,587	\$	6,641,728	75.8%	
Parks & Recreation	\$	508,605	\$	484,373	95.2%	
Hotel Motel	\$	266,713	\$	230,107	86.3%	
School Impact Fees	\$	2,678,700	\$	563,730	21.0%	
Fleet Services	\$	196,200	\$	210,443	107.3%	
Equipment Rental & Replacement	\$	584,105	\$	437,017	74.8%	
Unemployment	\$	36,300	\$	19,318	53.2%	
Admission Tax**	\$	-	\$	-	0.0%	
Subtotal Other Op Funds	\$	18,306,666	\$	12,677,838	69.3%	
Total Operating Revenue	\$	47,596,801	\$	37,513,046	78.8%	

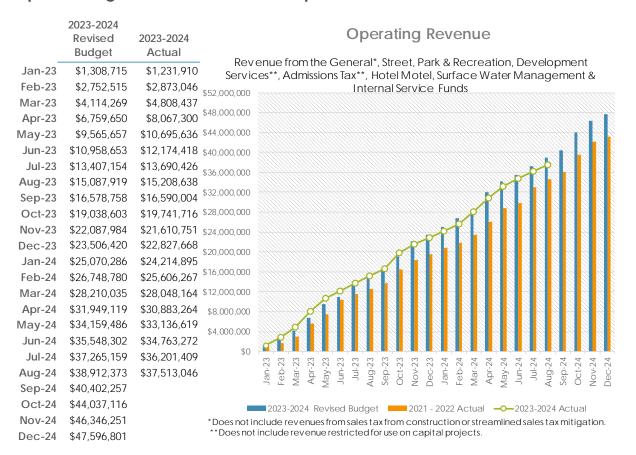
Operating Expenditures	2023-2024 rised Budget	Thru	ı August 2024	% of Budget
General Fund***	\$ 25,067,904	\$	19,507,858	77.8%
Street Fund***	\$ 3,353,240	\$	2,419,877	72.2%
Development Services	\$ 7,506,196	\$	4,973,604	66.3%
Surface Water Management***	\$ 4,483,978	\$	2,103,702	46.9%
Parks & Recreation	\$ 2,481,046	\$	1,802,718	72.7%
School Impact Fees	\$ 2,678,700	\$	562,615	21.0%
Fleet Services***	\$ 183,550	\$	165,809	90.3%
Equipment Replacement***	\$ 310,390	\$	234,452	75.5%
Unemployment	\$ 61,000	\$	22,349	36.6%
Lodging Tax Tourism Promotion	\$ 333,000	\$	160,293	48.1%
Total Operating Expenditures	\$ 46,459,004	\$	31,953,278	68.8%
Debt Service	\$ -		\$0	0.0%

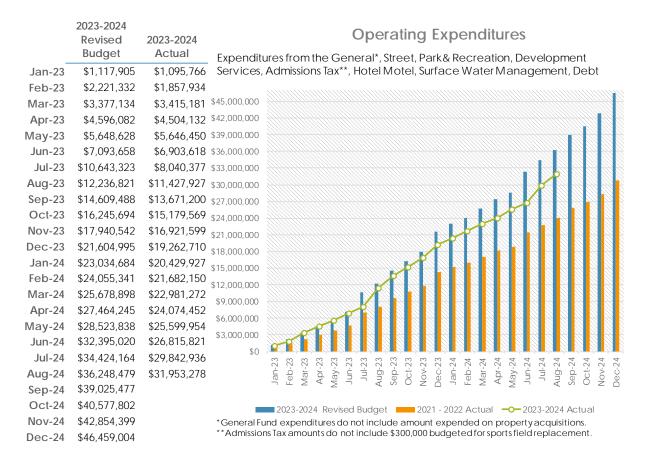
^{*}Excludes sales tax from construction and streamlined sales tax mitigation revenue which has been designated for capital projects.

 $[\]ensuremath{^{**}}\mathsf{Excludes}$ revenue restricted for capital projects.

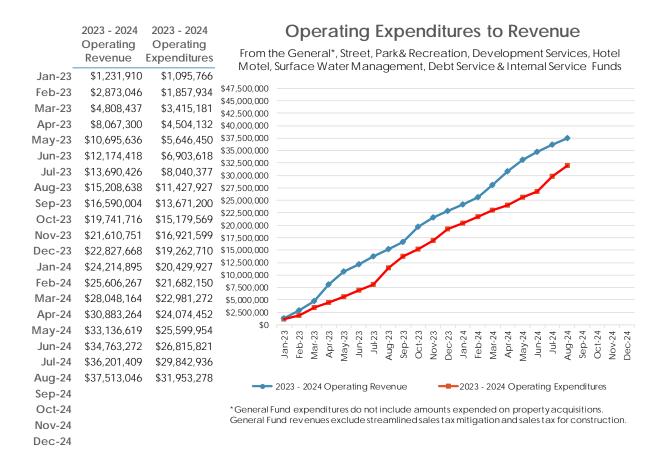
 $^{^{\}star\star\star}\textsc{Excludes}$ transfers out and/or expenditures for capital outlay and property acquisition.

Operating Revenues and Expenditures





Operating Revenues and Expenditures



The operating margin shown in the graph above includes three major activities - Permitting and Surface Water Management, both fee for service operating activities, and All other operating activities, which are funded by taxes. The table below provides a summary of the operating margins for all three activities.

Biennium-to-Date Operating Margin

	Permitting Operations	SWI	M Operations	All Other Operating Activities	Total Operating
Revenue	\$ 6,641,728	\$	3,579,347	\$ 27,291,970	\$ 37,513,046
Expenditure	\$ 4,973,604	\$	2,103,702	\$ 24,875,972	\$ 31,953,278
Operating Margin	\$ 1,668,124	\$	1,475,646	\$ 2,415,999	\$ 5,559,768

Capital Project and Capital Outlay Expenditures

Capital Project Expenditures - Budgeted Uses to Actual

	ai Project Experiditures - Budgeted Uses to Actu	2023 - 2024		
		Revised	Biennium	% of
	Project	Budget	to Date	Budget
Street &	Sidewalk Projects			
	Overlay - Wood-Sno Rd/NE 195th St	\$0	\$0	
	Grid Road - 138th Ave NE	\$631,520	\$0	0.0%
2021/2022 Carryover	Woodinville-Redmond Road at NE 145th St Intersection	\$4,774,200	\$6,710	0.0%
	SR 522/NE 195th Interim Interchange Improvements - substantially complete	\$23,000	\$22,937	99.7%
Ca	Roundabout - 138th Ave NE at 171st	\$4,194,713	\$0	0.0%
022	Overlay - Arterial-Winery Hill	\$15,000	\$991	6.6%
21/2	Overlay - Woodinville-Snohomish Road	\$45,000	\$0	0.0%
20.3	Overlay - Wedge Neighborhood - substantially complete	\$137,000	\$124,415	90.8%
	Overlay - 130th/132nd Arterial	\$325,000	\$178,937	55.1%
	SR 202 Corridor Widening + Trestle Replacement	\$17,261,514	\$2,881,027	16.7%
S	124th Ave NE Sidewalk from 171st Pl to 160th	\$2,357,000	\$21,770	0.9%
ect	133rd Grid Rd Exentsion from NE 175th St to Wood-Sno Rd - complete	\$2,373,000	\$2,375,146	100.1%
Proj	133rd Grid Rd Extension from Wood-Sno Rd to Little Bear Ck Pkwy	\$3,500,000	\$500,753	14.3%
024	Overlay Program - Remaining Wedge Neighborhood	\$1,456,000	\$1,211,562	83.2%
3/20	Overlay Program - Winery Hill Portion	\$0	\$0	
2023/2024 Projects	Overlay Program - 175th (131st to 133rd)	\$0	\$0	
	Total Street & Sidewalk Projects	\$37,092,947	\$7,324,247	20%
Parks Pro				
	Eastside Rail Cooridor - Study & Improvements	\$2,104,000	\$33,502	1.6%
2021/2022 Carryover				
321/ arr}	Woods Trail - Hiking Trail	\$450,000	\$130,449	29.0%
2 Z	NE 145th Street Pedestrian Path	\$74,000	\$72,855	98.5%
2023/2024 Projects	Feasibility & Conceptual Plan - Wilmot Gateway Stage & Boatlaunch	\$350,000	\$18,002	5.1%
2023 Pro	Eastrail Phase 1 - Rail and Tie Removal, Initial Grading	\$548,000	\$493,125	90.0%
	Total Parks Projects	\$3,526,000	\$747,933	21%
Surface	Water Projects			
2023/2024 Projects	Culvert Removal - Little Bear Creek/134th Ave	\$1,694,000	\$134,204	7.9%
202; Pro				
	Total Surface Water Projects	\$1,694,000	\$134,204	8%
Facility	•			
	Public Works Shop Expansion (Interior Improvements) - complete	\$92,000	\$97,001	105.4%
22 'er	City Hall Solar Panel Project - substantially complete	\$335,000	\$313,737	93.7%
2021/2022 Carryover	City Hall HVAC Upgrade	\$297,000	\$218,150	73.5%
2021 	Public Works Facility Expansion	\$150,000	\$0	0.0%
., 0				
	Parking Lot Overlay - City Hall & Sports Fields	\$15,000	\$0	0.0%
2023/2024 Projects	City Facility Car Chargers - City Hall & Public Works Shop	\$82,000	\$5,488	6.7%
	Total Facility Projects	\$971,000	\$634,376	65%
Capital	Outlay	\$1,607,847	\$815,500	50.7%
	Total Capital Project/Outlay Expenditures		\$9,656,260	22%
	iotal daplial Hojodi daliay Experiations	Ψ-ΤΤ,0/1,1/4	Ψ7,030,200	22/0

Capital Project Revenues

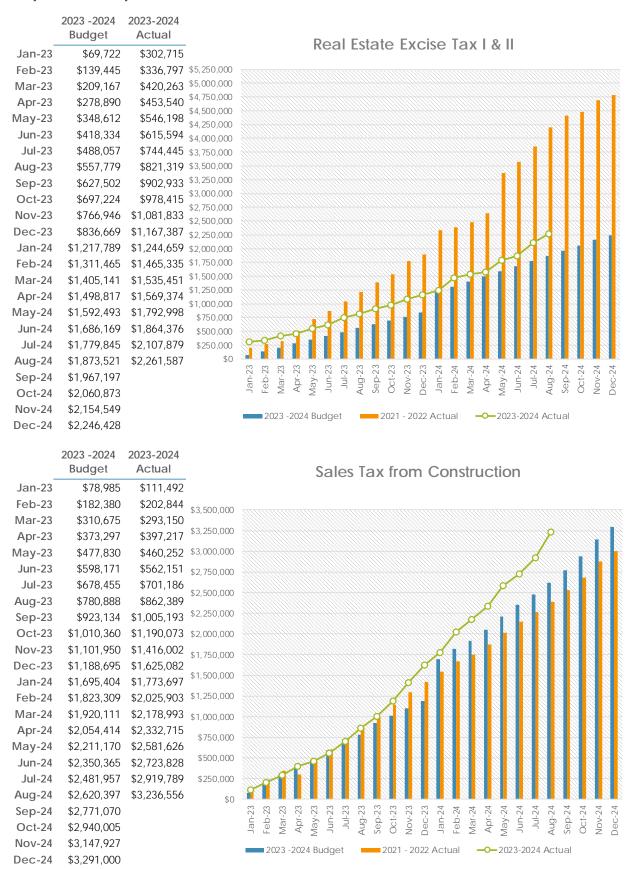
Capital Project Revenue Sources - Budgeted Receipts to Actual

oapital Hoject Keveriae sources	budgeted Receipts to Actual	
	2023 - 2024	
	Revised Bienniun	n % of
Source	Budget to Date	Budget
Real Estate Excise Tax &	\$2,246,428 \$2,385,5	106.2%
Sales Tax from Construction	\$3,291,000 \$3,254,5	98.9%
Streamlined Sales Tax Mitigation	\$359,114 \$288,1	78 80.2%
Tree Mitigation	\$0	\$0 0.0%
Admissions Tax	\$520,389 \$429,8	809 82.6%
Parks Levy	\$272,000 \$276,6	101.7%
Flood Levy	\$0	\$0 0.0%
Park Impact Fees	\$2,852,564 \$1,934,5	606 67.8%
Traffic Impact Fees	\$1,970,832 \$620,6	31.5%
Grants	\$16,815,000 \$160,6	1.0%
Contributions from Private Sources	\$1,808,000 \$560,5	31.0%
Miscellaneous CIP Revenue/Interfund Chgs for Ser	vices \$2,189,553 \$963,8	373 44.0%
Total Capital Projects Revenues	\$32,324,880 \$10,874,9	91 33.6%

Note: Target "% of Budget" is % of biennium completed. For August 2024, this is >83.3%



Capital Project Revenues



Budget to Actual

2023-2024 Budget to Actual Appropriated Expenditures - 83% of Biennium

		Revised		August	В	iennium to	ŀ	Remaining	
		Biennial		2024		Date		Budget	% of Budge
Fund		Budget	Ex	penditures	E>	xpenditures	F	Remaining	Remaining
001 General Fund									
General Fund Operating Expenditures									
Council	\$	507,656	\$	23,816	\$	396,012	\$	111,644	22%
Executive	\$	4,629,727	\$	128,360	\$	3,577,295	\$	1,052,432	23%
Legal	\$	376,800	\$	12,780	\$	235,153	\$	141,647	38%
Administration	\$	3,208,656	\$	125,045	\$	2,862,601	\$	346,055	11%
Law Enforcement	\$	11,385,314	\$	859,131	\$	8,606,732	\$	2,778,582	24%
Long Range Planning	\$	1,259,668	\$	46,629	\$	906,976	\$	352,692	28%
Public Works	\$	3,700,081	\$	126,299	\$	2,923,089	\$	776,992	21%
Total General Fund Operating Expenditures	\$	25,067,902	\$	1,322,060	\$	19,507,858	\$	5,560,044	22%
Property Purchases/Capital Outlay	\$	112,500	\$	-	\$	33,771	\$	78,729	70%
CIP Transfers	\$		\$	48,058	\$	5,615,439		7,203,461	56%
Operating Transfers	\$	4,866,524	\$	2,028,529	\$	5,405,779		(539,255)	
Total General Fund	\$	42,865,825	\$	3,398,648	\$	30,562,848	\$	12,302,978	29%
101 Street Fund	\$	3,772,581	\$	150,084	\$	2,577,471	\$	1,195,110	32%
104 Development Services	\$	7,756,196	\$	292,495	\$	4,973,604	\$	2,782,592	36%
110 Admission Tax	\$	-	\$	2/2/4/0	\$		\$	-	0%
111 Parks & Recreation Special Revenue	\$	2,695,046	\$	71,725	\$	2,007,054	\$	687,992	26%
112 System Replacement	\$	35,000	\$	71,725	\$	33,030	\$	1,970	0%
113 Strategic Budget Reserve	\$	33,000	\$		\$	33,030	\$	1,770	0%
114 Park Impact Fee	\$	993,000	\$	28,676	\$	335,532	\$	657,468	66%
115 Hotel/Motel Tax	Ф	773,000	Ф	20,070	Ф	333,332	Ф	037,400	0076
Operating Expenditures	\$	333,000	\$	15,000	\$	160,293	\$	172,707	52%
	\$	333,000	\$	15,000	\$	100,293	\$	172,707	0%
CIP Expenditures/Transfers Total Hotel/Motel Tax									52%
	\$	333,000	\$	15,000	\$	160,293	\$	172,707	
116 Traffic Impact Fees	\$	2,454,000	\$	152 200	\$	1,629,368	\$	824,632	34%
117 School Impact Fees	\$	2,678,700	\$	152,309	\$	562,615	\$	2,116,085	79%
201 Debt Service	\$	4 070 000	\$	- (0.74)	\$	4 005 007	\$	- 070.074	0%
301 Capital Project	\$	4,878,000	\$	68,716	\$	1,805,036	\$	3,072,964	63%
302 Special Capital Project	\$	4,682,000	\$	1,087	\$	986,886	\$	3,695,114	79%
303 Capital Street Reserve	\$	37,462,947	\$	473,751	\$	9,884,052	\$	27,578,895	74%
354 Parks and Recreation Capital Projects	\$	3,526,000	\$	28,676	\$	720,936	\$	2,805,064	80%
358 Facilities Capital Project	\$	971,000	\$	14,341	\$	634,376	\$	336,624	35%
410 Surface Water Management									
Operating Expenditures	\$	4,483,978	\$	55,449	\$	2,103,702	\$	2,380,276	53%
CIP Transfers/Capital Outlay	\$	1,614,000		-	\$	763,130		850,870	53%
Total Surface Water Management	\$	6,097,978	\$	55,449	\$	2,866,831	\$	3,231,147	53%
412 Surface Water Capital Projects									
CIP Expenditures	\$	1,694,000		47,008		134,204		1,559,796	92%
CIP Transfers	\$	-	\$	-	\$	-	\$	-	0%
Total Surface Water Capital Projects	\$	1,694,000	\$	47,008	\$	134,204	\$	1,559,796	92%
501 Fleet Services & Replacement									
Operating Expenditures	\$	183,550	\$	8,413	\$	-	\$	183,550	0%
Capital Outlay	\$	265,506	\$	-	\$	-	\$	265,506	0%
Total Fleet Services & Replacement	\$	449,056	\$	8,413	\$	-	\$	449,056	0%
503 Equipment Rental & Replacement									
Operating Expenditures	\$	310,390	\$	42,421	\$	234,452	\$	75,938	24%
Capital Outlay	\$	147,500	\$	-	\$	143,476	\$	4,024	3%
Total Equipment Rental & Replacement	\$	457,890		42,421	\$	377,928	\$	79,962	27%
505 Unemployment Reserve	\$	61,000	\$	384		22,349		38,651	63%
Total All Funds	4	123,863,218	\$	4,849,184	Ф	60,274,414	4	63,588,806	51%

Cash and Investments

Cash and Investment Activity			
	2024	2024	2024
	Aug	Jul	Jun
Beginning Cash & Investments	\$ 71,546,208	72,361,569	71,407,357
Receipts			
Deposits	\$ 2,310,627	\$ 1,997,280	\$ 1,925,498
Investment Interest Revenue	\$ 185,295	\$ 310,341	\$ 240,539
Total Receipts	\$ 2,495,922	\$ 2,307,621	\$ 2,166,037
Disbursements			
Claims	\$ 1,662,260	\$ 2,414,342	\$ 588,106
Payroll	\$ 642,265	\$ 708,640	\$ 623,719
Total Disbursements	\$ 2,304,526	\$ 3,122,982	\$ 1,211,825
Ending Cash & Investments	71,737,604	\$ 71,546,208	72,361,569

Cash and Investments Balances

	2024	2024	2024
	Aug	Jul	Jun
Cash Bank Accounts (1)	\$ 287,891	\$ 153,838	\$ 282,490
Washington Federal Public Funds Account	\$ 658,980	\$ 1,791,072	\$ 1,667,208
State Local Government Investment Pool (LGIP)	\$ 26,037,903	\$ 24,848,210	\$ 27,574,522
Corporate Bonds ⁽²⁾	\$ 4,421,140	\$ 4,421,140	\$ 4,421,140
International Bonds ⁽²⁾	\$ 3,415,288	\$ 3,415,288	\$ 3,415,288
Municipal Bonds ⁽²⁾	\$ 1,516,060	\$ 1,516,060	\$ 498,080
US Agency ⁽²⁾	\$ 15,404,018	\$ 15,404,018	\$ 17,163,056
US Treasury ⁽²⁾	\$ 19,996,324	\$ 19,996,583	\$ 17,339,785
Total Cash and Investment Holdings	 71,737,604	\$ 71,546,208	72,361,569

⁽¹⁾ Reflects General Ledger balances, not actual bank cash balances.

Investment Summary

Security Type **Investment by Category** Corporate Bonds \$ 4,421,140 Municipal Bonds \$ 1,516,060 Agency US Agency - Original Cost 15,404,018 \$ **LGIP** 22% US Treasury - Original Cost 19,996,324 \$ 36% Local Government Investment Pool (LGIP) 26,037,903 WaFed Checking \$ 287,891 WaFed Public Funds \$ 658,980 3,415,288 \$ International Bonds \$ 71,737,604 Total Investment Portfolio US WaFed reasury 28% Weighted Averages $\mathsf{Int'nl} _/ \mathsf{Muni}$ Book Yield 4.67% Bonds Bonds Corp Maturity 1.51 5% 2% Bonds Coupon 4.30% 6% Moody Aa1 S&P AA+

⁽²⁾ Investments are reported at original cost

Cash and Investments

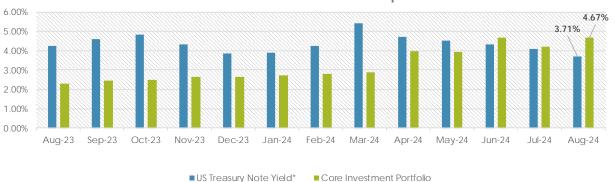
US Treasury/Agency Portfolio Market Value Summary Beginning Original Cost Purchases Purchases 995,201 Matured or Sold Investments (995,460) Change in Portfolio Market Value Ending Market Value \$45,087,070

Liquidity/Duration of US Treasury/Agency Portfolio

The City's benchmark duration is based on the Bank of America Merrill 0-5 year Treasury, which is currently 2.14 years. The effective duration of the City's current investments in US Treasury/Agency securities is 2.21 years. The effective duration of the City's entire portfolio is 1.4 years.

US Treasury/Agency Portfolio Distribution by Duration							
Duration	Market Value	% Holdings	Avg. Duration				
< 1 Yr	\$ 2,990,650	7%	0.0				
1 Yr - 2 Yrs	8,720,780	19%	1.5				
2 Yrs - 3 Yrs	11,694,600	26%	2.6				
3 Yrs - 4 Yrs	10,177,238	23%	3.4				
4 Yrs - 5 Yrs	9,503,303	21%	4.4				
5 Yrs - 6 Yrs	2,000,500	4%	4.7				
Total	\$45,087,070	100%	_				

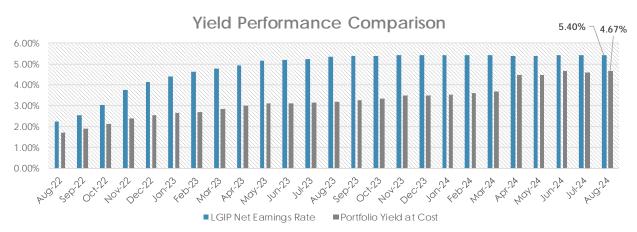
Core Investment Yield Comparison



*The City revised its investment policy to include longer durations in 2019. Prior to November 2019, the 0-3 year Treasury Note was used for

Yield Performance Comparison

The Local Gov ernment Investment Pool (LGIP) rate is used as performance benchmarks for the City's entire investment portfolio. The LGIP's rate of return was 5.4% and the yield at cost, or book yield, for the City's Total Investment Portfolio, including LGIP, was 4.67% at month end August.



Cash and Investments

Core Investment	Core Investment Holdings Report						
Security Description	Par Amount	Book Yield	Purchase Date	Maturity Date	Purchase Price	Market Value	Change in Value
John Deere Cap	500,000	4.75%	6/12/2023	6/8/2026	498,950	503,730	4,780
Inter-American Dev Bank	500,000	1.50%	1/13/2022	1/13/2027	497,655	472,720	(24,935)
Inter-American Dev Bank	1,000,000	4.50%	7/17/2023	5/15/2026	1,002,140	1,006,350	4,210
IBRD	750,000	3.50%	2/12/2024	7/12/2028	727,778	741,938	14,160
IBRD	750,000	3.50%	6/11/2024	7/12/2028	719,565	741,938	22,373
Royal Bank of Canada	500,000	2.05%	4/12/2022		468,150	474,890	6,740
Bank of America	500,000	5.08%	4/24/2023		498,710	502,140	3,430
Toyota Motor CRD	500,000	3.95%	10/18/2022		487,070	496,850	9,780
Amazon Com Inc	750,000	4.55%	12/15/2022		753,915	760,688	6,773
Walmart	500,000	3.95%	10/18/2022		483,040	500,850	17,810
Proctor Gamble	750,000	3.95%	2/28/2023		734,145	747,975	13,830
Wells Fargo	1,000,000	3.46%	3/31/2023		965,310	983,320	18,010
State of Connecticut	500,000	3.85%	5/11/2023		498,080	495,660	(2,420)
State of California	1,000,000	5.13%	7/2/2024	9/1/2029	1,017,980	1,050,730	32,750
Federal Home Loan Banks	1,000,000	2.75%	2/18/2020		1,057,310	993,860	(63,450)
Federal Home Loan Banks	750,000	3.50%	7/19/2022		760,358	742,650	(17,708)
Federal Home Loan Banks	1,000,000	4.25%	10/18/2022		992,300	1,005,390	13,090
Federal Home Loan Banks	1,250,000	4.50%	5/22/2023		1,278,043	1,269,150	(8,893)
Federal Home Loan Banks	1,250,000	3.75%	5/22/2023		1,250,925	1,249,563	(1,363)
Federal Home Loan Banks	1,000,000	4.50%	5/22/2023		1,038,460	1,021,190	(1,303)
Federal Home Loan Banks	1,000,000	4.00%	7/17/2023	6/30/2025	999,160	1,007,250	8,090
Federal Home Loan Banks	1,000,000	4.00%	1/16/2024	12/8/2028	1,031,890	1,035,810	3,920
Federal Home Loan Banks	250,000	4.73%	7/17/2024	6/11/2027	252,202	254,863	2,661
Federal Farm Credit Bank	1,000,000	4.38%	10/18/2022		995,560	998,830	3,270
Federal Farm Credit Bank	1,000,000	3.88%	5/1/2023		1,010,450	1,002,920	(7,530)
Federal Farm Credit Bank	1,000,000	4.13%	6/9/2023		991,940	998,710	6,770
Federal Farm Credit Bank	500,000	4.50%	8/24/2023		495,545	505,570	10,025
Federal Farm Credit Bank	1,000,000	4.50%	9/8/2023	8/28/2028	1,001,756	1,024,700	22,944
Federal Farm Credit Bank	1,000,000	5.13%	10/31/2023	10/10/2025	999,350	1,008,740	9,390
Federal Farm Credit Bank	750,000	4.75%	11/6/2023	10/13/2027	748,035	769,725	21,690
Federal Farm Credit Bank	500,000	4.79%	12/4/2023	11/13/2025	500,735	503,380	2,645
United States Treas Nts	500,000	2.75%	7/2/2024	5/15/2025	489,844	493,595	3,751
United States Treas Nts	500,000	1.75%	7/2/2024	3/15/2025	488,105	492,390	4,285
United States Treas Nts	1,000,000	0.00%	8/15/2024	9/17/2024	995,201	997,960	2,759
United States Treas Nts	500,000	4.63%	7/17/2024	6/30/2025	498,770	500,425	1,655
United States Treas Nts	1,000,000	2.63%	7/17/2024	7/31/2029	931,133	949,770	18,637
United States Treas Nts	1,000,000	3.13%	5/1/2024	8/15/2025	974,961	988,030	13,069
United States Treas Nts	750,000	1.75%	7/19/2022	3/15/2025	721,201	738,585	17,384
United States Treas Nts	500,000	2.75%	6/3/2022		498,848	493,595	(5,253)
United States Treas Nts	750,000	2.75%	6/3/2022	4/30/2027	743,789	729,818	(13,972)
United States Treas Nts	750,000	1.25%	12/10/2021	11/30/2026	749,971	708,045	(41,926)
United States Treas Nts	750,000	0.88%	10/12/2021	9/30/2026	744,375	705,233	(39,143)
United States Treas Nts	1,000,000	2.63%	3/15/2024	2/15/2029	930,742	953,950	23,208
United States Treas Nts	1,000,000	4.63%	9/8/2023	2/28/2025	991,992	999,230	7,238
United States Treas Nts	1,250,000	2.38%	4/19/2024	4/30/2026	1,189,258	1,216,900	27,642
United States Treas Nts	1,750,000	2.75%	4/19/2024	7/31/2027	1,645,205	1,699,285	54,080
United States Treas Nts	1,250,000	3.88%	4/19/2024	1/15/2026	1,226,904	1,245,163	18,258
United States Treas Nts	1,500,000	3.88%	4/19/2024	12/31/2027	1,458,105	1,504,800	46,695
United States Treas Nts		4.50%	4/19/2024	3/31/2026	1,488,223		21,152
	1,500,000					1,509,375	
United States Treas Nts	1,500,000	4.50%	4/19/2024	7/15/2026	1,488,105	1,513,890	25,785
United States Treas Nts	1,750,000	4.63%	4/19/2024	10/15/2026	1,741,592	1,774,955	33,363
	\$ 45,250,000	2.52%		_	44,752,830	45,087,070	334,240



Report to the City Council

Meeting Date: October 1, 2024

Agenda Item: Award of Contract for On-Call Building Inspections and Plan Review

Services: Grumbach

Staff Contact: Robert Grumbach

Issue: Shall the City Council award a contract for the On-Call Building

Inspections and Plan Review Services to 4Leaf, Inc. in the amount of

\$500,000?

Policy Decision: Purchasing policies require the City Council to approve all contracts

or contract amendments exceeding \$50,000.

Alternatives: 1.To approve the contract with 4Leaf, Inc. as presented.

2. Reject the contract and provide directions to staff.

Recommended Motions: I MOVE THAT THE CITY COUNCIL AWARD A CONTRACT FOR THE ON-

CALL BUILDING INSPECTIONS AND PLAN REVIEW SERVICES TO
4LEAF, INC. OF TACOMA, WASHINGTON AND AUTHORIZE THE CITY
MANAGER TO TAKE ACTIONS NECESSARY TO IMPLEMENT THIS

ACTION.

Staff Report

Agenda Item Number: 4.



CITY OF WOODINVILLE, WA

REPORT TO THE CITY COUNCIL

17301 133rd Avenue NE, Woodinville, WA 98072 www.ci.woodinville.wa.us



To: Honorable City Council Date: October 1, 2024

By: Robert Grumbach, Development Services Director

Subject: Award of Contract for On-Call Building Inspections and Plan Review Services

FINANCIAL ACTION SUMMARY							
Expenditure Required	Amount Budgeted/Approved	Additional Amount Required					
\$2,216,236	\$1,395,000	\$821,236					

Note: The "Expenditure Required" includes current 2023-2024 expenditures of \$1,216,236 plus two new contracts of \$500,000 each. The 2023-2024 biennial budget has \$178,764 remaining.

ISSUE: Shall the City Council award a contract for the On-Call Building Inspections and Plan Review Services to 4Leaf, Inc. in the amount of \$500,000?

RECOMMENDATION: To approve the award of the contract as presented and authorize the City Manager to take other actions necessary to implement this action.

POLICY DECISIONS: Purchasing policies require the City Council to approve all contracts or contract amendments exceeding \$50,000.

BACKGROUND/DISCUSSION: The City Council approved an On-call Building Inspections and Plan Review Services with West Coast Code Consultants for building plan review and inspection services on September 17, 2024. It was noted in the September staff report that the City was seeking to contract with two consultants to help better manage workloads for building plan review and inspections services. Per City policies, the City issued a Request for Qualifications (RFQ) on June 17, 2024, which closed with seven responses submitted. After review and evaluation, it was determined that 4Leaf, Inc. is one of two consultants that are the best fit to provide on-call building inspection and plan review services to the city.

The contract is for a two-year term in which services are provided on an on-call basis. Work is released via approved individual task orders that define the scope of work and not-to-exceed cost required to perform that work. The two-year contract is for a not-to-exceed value of \$500,000, services that will be billed based on defined unit rates.

ALTERNATIVES:

- 1. To approve the contract with 4Leaf, Inc. as presented.
- 2. Reject the contract and provide directions to staff.

RECOMMENDED MOTION:

I MOVE THAT THE CITY COUNCIL AWARD A CONTRACT FOR THE ON-CALL BUILDING INSPECTIONS AND PLAN REVIEW SERVICES TO 4LEAF, INC. OF TACOMA, WASHINGTON AND AUTHORIZE THE CITY MANAGER TO TAKE ACTIONS NECESSARY TO IMPLEMENT THIS ACTION.

Attachments:

1) Attachment 1: Proposed Professional Services Agreement No. 24-072 w/ Attachment A & B

PROFESSIONAL SERVICES AGREEMENT NO. 24-071

BETWEEN THE CITY OF WOODINVILLE AND WEST COAST CODE CONSULTANTS, INC.

THIS AGREEMENT, is made this 18th day of September 2024 by and between the **City of Woodinville** (hereinafter referred to as "City"), a Washington Municipal Corporation, and **West Coast Code Consultants, Inc.** (hereinafter referred to as "Service Provider"), doing business at 19109 36th AVE W, Suite 207, Lynnwood, WA 98036.

WHEREAS, Service Provider is in the business of providing certain professional services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of On-Call Professional Building Inspections and Plan Review Services, and Service Provider agrees to contract with the City for same; and

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

- Description of Work. Service Provider shall perform work as described in Attachment A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed written permission of the City.
 - **A.** The terms "Work" and "services", shall mean the same.
- 2. Agreement Documents and Order of Precedence. The following list of documents shall be the sole documents that comprise this Agreement. The documents have been listed in order of precedence in the event of a conflict. Any conflict arising in any single document shall be brought to the other party's attention as soon as practical. In the case of a conflict, the conflicting item(s) having the highest order of precedence shall prevail.
 - **A.** Any Addendum to this Agreement
 - B. This Agreement No. 24-071
 - **C.** Attachment A Scope of Work
 - **D.** Attachment B Unit Rates
 - **E.** Title VI Assurances for Contractors

3. Payment.

A. The City shall pay Service Provider based on the Unit Rates defined in Attachment B. the total Agreement value shall Not Exceed **Five Hundred Thousand and 00/100 Dollars (\$500,000.00).**

- **B.** This is the maximum amount to be paid under this Agreement and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed supplemental agreement or addendum.
- C. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payments within forty-five (45) days after the receipt of each approved invoice. Such invoice shall include the Agreement number, detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses, including any applicable backup for such expenses.
- D. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.
- E. **Invoicing Instructions:** Please mail originals (or email copies) of invoices and applicable backup to the following address:

City of Woodinville 17301 133rd AVE NE Woodinville, WA 98072

Attn: AP Clerk

Email: <u>AP@ci.woodinville.wa.us</u> (Note: confirm receipt of the emailed invoice)

- 4. Relationship of Parties. The parties intend that an independent contractor client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or its employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for its acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.
- 5. Project Name. On-Call Professional Building Inspections and Plan Review Services.
- **6. Duration of Work**. This Agreement shall be valid through December 31, 2026, and may be extended pursuant to Section 17.
- 7. Termination.
 - A. <u>Termination Upon the City's Option</u>. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days Written Notice to the Service Provider pursuant to Section 20 of this Agreement.

- B. <u>Termination for Cause</u>. If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by Written Notice to Service Provider pursuant to Section 20 of this Agreement, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a Written Notice of termination pursuant to Section 20 of this Agreement.
- C. <u>Rights upon Termination</u>. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed.
- **8. Nondiscrimination**. Service Provider shall execute and comply with the attached "Title VI Assurances for Contractors". In the hiring of employees for the performance of Work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, sexual orientation, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the Work to which the employment relates.
- 9. Indemnification / Hold Harmless. The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent or other tortious acts, errors or omissions of the Service Provider in connection with the performance of this Agreement, except for injuries and damages caused by sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or Termination of this Agreement.

- **10. Insurance**. The Service Provider shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.
- **11. No Limitation**. The Service Provider's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

- A. Minimum Scope of Insurance. Service Provider shall obtain insurance of the types described below:
 - Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01 or substitute providing equivalent coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - 2. <u>Commercial General Liability</u> insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the Work performed for the City using additional insured endorsement at least as broad as ISO endorsement from CG 20 26 or substitute endorsements providing equivalent coverage.
 - 3. <u>Workers' Compensation</u> coverage as required by the Industrial Insurance laws of the State of Washington.
 - 4. Professional Liability insurance appropriate to the Service Provider's profession.
- B. Minimum Amounts of Insurance. Service Provider shall maintain the following insurance limits:
 - 1. <u>Automobile Liability</u> insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - 2. <u>Commercial General Liability</u> insurance shall be written with limits no less than \$2,000,000 each occurrence and \$2,000,000 general aggregate.
 - 3. <u>Professional Liability</u> insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
- C. Other Insurance Provisions. The Service Provider's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. Verification of Coverage. Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional

insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the Work.

- F. Notice of Cancellation. The Service Provider shall provide the City with written notice of any policy cancellation, within two (2) business days of their receipt of such notice.
- G. Failure to Maintain Insurance. Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.
 - H. City's Full Availability of Service Provider Limits. If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.
- **12. Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
- Service Provider works as an independent contractor in the performance of its duties under this Agreement, the Work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of Work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- 14. Work Performed at Service Provider's Risk. Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the Work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the Work.

15. Ownership of Products and Premises Security

A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City. Upon completion of its Work under this Agreement, or upon earlier request by the City, Service

- Provider shall transfer records relating to its Work under this Agreement, and which are subject to public disclosure pursuant to Chapter 42.56 RCW, to the City.
- B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
- **16. Electronic Data Format**. Not Used.
- **Modification**. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
- **18. Assignment**. Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
- **19. Business License**. The Service Provider shall obtain a City of Woodinville business license prior to the start of services.
- **20. Written Notice**. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, or as of the date of electronic mail conveyance, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- **21. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
- 22. Resolution of Disputes, Governing Law. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington and the jurisdiction of any dispute under this Agreement shall be the Superior Court of King County, Washington.
- 23. Public Records Act. The Service Provider acknowledges that the City is a public agency subject to the Public Records Act codified in Chapter 42.56 RCW and documents, notes, emails, and other records prepared or gathered by the Service Provider in its performance of this Agreement may be subject to public review and disclosure, even if those records are not produced to or possessed by the City of Woodinville. As such, the Service Provider agrees to cooperate fully with the City in satisfying the City's duties and obligations under the Public Records Act as allowable by law.
- **24. Electronic Signatures and Counterparts.** A faxed or electronic copy of a signature is equivalent to an original signature. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

CITY OF WOODINVILLE	SERVICE PROVIDER
Ву:	Ву:
Name: Brandon Buchanan	Name:
Title: City Manager	Title:
	Taxpayer ID #:
CITY CONTACT	SERVICE PROVIDER CONTACT
City of Woodinville 17301 133 rd Avenue NE Woodinville, WA 98072 Chista Kouretchian, Contracts Manager Phone: 425.877.2288 Email: chistak@ci.woodinville.wa.us	Phone:Email:
APPROVED AS TO FORM By:	
Jeff Ganson, Office of the City Attorney	

ATTACHMENT A - SCOPE OF WORK

Service Provider shall provide On-call (as-needed) Building, Mechanical & Plumbing Inspections & Plan Review Services as determined by the City of Woodinville. Working under the general direction of the Director of Development Services and Building staff, the work includes:

- <u>Plan Review</u>: The Service Provider will be responsible on an on-call basis for structural and/or non-structural review and subsequent reviews of submitted building construction plans for compliance with all adopted City building codes and construction regulations.
- <u>Building Mechanical & Plumbing Inspections</u>: The Service Provider will be responsible on an oncall basis for inspecting commercial and residential properties and enforcing the building codes and construction regulations adopted by the City. This may include making decisions as a Building Inspector (on behalf of the City), code interpretation, and administrative needs such as ordinance review and update.
- Other potential work: civil/site plan reviews, pre-permit plan review meetings, review of deferred submittals, revisions to plans that require additional plan review, attendance at meetings (virtual or in-person) as requested by the City. Fire plan reviews are conducted through the City's interlocal agreement with the Woodinville Fire District and Eastside Fire and Rescue. There may be the occasion to coordinate work with the fire district.

Work regarding the above referenced codes and ordinances may include coordination with other departments and agencies regarding their regulations, site visits and inspections, correspondence, and meetings with the applicant.

The exact duties and work to be performed will be negotiated for each individual project. It is possible that the City may select multiple firms and/or team(s) to provide these services.

Service Expectations

This is a summary of the minimum expectations of the Service Provider.

- A. Qualified personnel shall perform all services and shall maintain all necessary certificates and licenses required to perform such services.
- B. Service Provider shall complete all requests, other than telephone inquiries and inspection requests, concerning City and State Standards interpretation, within fourteen (14) business days upon receipt of the request. Telephone inquiries concerning interpretation of City and State standards shall be responded to by the Service Provider within two (2) business days from time and date of receipt of request. Inspections shall be completed as mutually agreed.
- C. Except when, and if, the workload demands otherwise, all inspections shall be conducted within the City's normal business hours of 7:30 am to 5:00 pm Monday through Thursday and 7:30 am to 4:00 pm Friday.
- D. Service Provider shall accept only those assignments requested by the City, for which the Service Provider has sufficient expertise, resources, and manpower to accomplish within the prescribed time.

Attachment A Page 1 of 3

- E. Service Provider will maintain specific records of inspections as required by the City on as close to real-time as possible.
- F. The City shall at all times have the right to inspect the work, services or performance of Service Provider.
- G. All services provided shall be authorized by a Permit Review Routing Form from the City or other written document. All written communication and comments from the Service Provider shall be sent only to the City, with the exception that the Service Provider may, with prior permission from the City, contact an applicant, applicant's engineer, or applicant's architect for clarification or a quick fix.
- H. The Service Provider will be responsible for the submittal of permit review documents to the City at no additional cost to the City. The City will be responsible for the submittal of permit review documents to the Service Provider.
- I. Failure to complete review and re-submittals within the prescribed time may result in a Service Provider performance review with the City's Director of Development Services, and requirements for corrective action in staffing these assignments. No performance review shall occur for any delay that may result from labor strikes, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of the City or the Service Provider.

Specific to Plan Review

- A. Upon direction from the City, Service Provider shall review all plans, specifications and engineering data, resubmittals, and other relevant information submitted to the City in connection with development proposals for compliance with the provisions of the latest City adopted standards, standard plans and specifications for private building construction referred to as "City Standards" and "State Standards". Service Provider shall issue a formal written document for each set of plans reviewed directly to the City and not the applicant.
- B. The Service Provider will not design for the applicant, make any complex structural changes on the plans, or make any changes that directly contradict other information on the plans. Significant changes must be made by or under the direction of the applicant or design professional. All notes and details must be on the approved permit set of plans.
- C. In connection with such review, the Service Provider will prepare a written list of items which the Service Provider determines to be in noncompliance or questionable compliance with the appropriate portions of the City and State Standards and to provide the City with that list, together with a description of each nonconformity or defect and the associated code section, ordinance, and standard.
- D. The Service Provider will advise the City in writing at such time as the plans, as originally received or revised and submitted, are in compliance with the City and State Standards. The Service Provider's name and date of compliance will be affixed to each sheet in up to two sets of drawings. The plan reviewer's signature will also be affixed to the cover sheet.

Attachment A Page 2 of 3

- E. Complete reviews will include structural, nonstructural, accessibility, energy, and ventilation requirements. Partial reviews will be indicated as either structural or nonstructural or as mutually agreed upon.
- F. Consult with and advise the City in the event an applicant disagrees with the interpretation of the City and the Service Provider as to the compliance, or lack thereof, of the application to the City Standards.
- G. When a review has been approved by the applicant's consultants, they will stamp the necessary documents and provide these copies to the city. The applicant's consultants will also provide a list of inspections required for the permit (only if requested by the City).

Specific to Building Inspection Services

Service Provider will provide a certified building inspector to perform the following services:

- A. Inspect private and public construction for compliance with approved plans, specifications, permits, SEPA conditions, and City and State standards. Additionally, inspection tasks may include: 1) Non-structural life safety inspections, 2) Structural inspections, 3) Energy code inspections, 4) Barrier free inspections, and 5) Mechanical & Plumbing inspections.
- B. Unless mutually agree otherwise, the Service Provider will be given a minimum of three (3) business days advanced notice by the City of an inspection request. Continuous inspection may be requested by the City without daily notification. Continuous inspections must be agreed upon by the City prior to commencement.
- C. When providing inspection services, the results of the inspection and a list of any corrections is entered on the inspection card at the construction site consistent with City policies and procedures. Additionally, a written inspection report summarizing the results of the inspections (in a form approved by the City) shall be provided to City staff. City staff are responsible for entering the results of the inspections and any listed corrections in the City's permit tracking software. After consulting with the Service Provider, the City may modify these procedures as necessary to implement process improvements to review and inspection services.
- D. Service Provider will provide building inspections in accordance with the currently adopted Washington State Building Codes including accessibility standards, International Codes, Uniform Plumbing Code and the applicable City Building Code amendments adopted in Chapter 21.62 of the Woodinville Municipal Code (link here), as amended in the future, except that inspector will confer with the City's Building staff (or other City staff) on any portion of the review that specifically requires an approval of the Building staff under the applicable Code(s), or that involves an unusual interpretation.
- E. City shall guarantee a minimum of four (4) hours inspection work each day inspection services are provided. Inspection work hours shall include commute time (portal-to-portal from inspectors' residence or office).

Attachment A Page **3** of **3**

ATTACHMENT B – UNIT RATE SHEET

PLAN REVIEW COST STRUCTURE	NOTES
Plan Review Percentage: 65% (Inclusive of all disciplines except Fire and Civil, which are billed on an hourly basis.) Hourly Plan Review: \$115 Non-Structural Review \$150 Structural Review IBC reviews (non-residential): Non-structural plan review only – 35% of the plan review fee Structural review only – 30% of the plan review fee Combined non-structural and structural plan review – 65% of the plan review fee IRC (residential) reviews – all: 65% of the plan review fee Mechanical and plumbing permits only when there is no structural or plan review - hourly Partial reviews – hourly (these would not involve full reviews).	Fee includes: Initial review and two (2) rechecks. Hourly charges apply after three (3) or more rechecks. Shipping, courier, and electronic service.

Chief Building Official	\$145/hour
Structural Plan Review Engineer	\$150/hour
Non-Structural Plans Examiner	\$115/hour
Senior Combination Building Inspector (Building Inspector III)	\$115/hour
Commercial Building Inspector (Building Inspector II)	\$100/hour
Residential Building Inspector (Building Inspector I)	\$95/hour
Senior Electrical Inspector (Building Inspector III)	\$115/hour
Electrical Inspector (Building II)	
Electrical Inspector (Building I)	\$95/hour
Permit Manager	\$95/hour
Senior Permit Technician	\$85/hour
Permit Technician	\$70/hour
Clerk / Administrator	\$64/hour
Civil Plan Review (Grading, Improvement Plans)	\$165/hour
Inspector of Record	\$160/hour
GoFormz Software	\$50/user monthly

Code Enforcement

Code Enforcement Director	\$160/hour
Code Enforcement Manager	\$145/hour
Code Enforcement Senior Officer	\$115/hour
Code Enforcement Officer II	\$105/hour
Code Enforcement Officer I	\$95/hour
Code Enforcement Officer	\$85/hour

Attachment B Page 1 of 3

Fire Protection Engineer (FPE)	\$225/hour
Fire Prevention Officer	\$155/hour
Fire Plans Examiner	\$148/hour
Fire Inspector II	\$110/hour
Fire Inspector I	
Project Management	
Project Manager	\$175/hour
Principal-in-Charge	\$225/hour
Planning	
Housing Policy Director	\$210/hour
Planning Director	\$175/hour
Principal/Planning Manager	\$155/hour
Senior Planner	
Associate Planner	\$125/hour
Assistant Planner	\$110/hour
Planning Technician	
Engineering, Public Works, Inspection & Construction Management (Prevails	ing Wage)
Civil Plan Review (Grading, Improvement Plans)	\$165/hour
Traffic Engineer	\$175/hour
Construction Manager	
Public Works Inspector (Regular Time)	
	φ====

BASIS OF CHARGES

Rates are inclusive of "tools of the trade" such as forms, telephones, and consumables.

- All invoicing will be submitted monthly, and payment is due as detailed in the Agreement Section 3.
- Staff Augmentation work (excluding plan review) is subject to actual hours worked.
- Most plan reviews will be done in 10 business days or less and 5 business days or less for re-checks. This is not inclusive of holidays or the day of the pick-up of plans.
- Expedited reviews will be billed:
 - Scenario #1 (Applicant requested): at 1.5x the plan review fee listed in the Fee Schedule.
 - Scenario #2 (City requested): at no additional cost to the City.
- Plan review of deferred submittals and revisions will be billed at the hourly rates listed above.
- All plan review services will be subject to a \$265.00 minimum fee if percentage-based fee or two 2-hour minimum charge if hourly rates apply.
- All plan review services are billed on a percentage basis and includes the initial review and 2 rechecks.
 - Plan reviews will be billed on an hourly basis only after the initial review and 2 rechecks unless otherwise agreed upon on a case-by-case basis.
 - Fire and Civil Reviews are billed on an hourly basis and are not included in the percentage.
- These rates are effective for the initial 2-year Agreement duration expiring December 31, 2026. Rate escalation (if applicable) will be negotiated at time of renewal.
- Overtime and Premium time will be charged as follows:
 - Regular time (work begun after 5AM or before 5PM)

1 x hourly rate

- Nighttime (work begun after 5PM or before 5AM)

1.125 x hourly rate

Attachment B Page 2 of 3

Overtime (over 8-hour M-F or Saturdays)
 Overtime (over 8 hours Sat or 1st 8-hour Sun)
 Overtime (over 8 hours Sun or Holidays)
 3 x hourly rate

- Overtime will only be billed with prior authorization of the designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- All billable expenses will be charged at cost plus 10%.

Attachment B Page **3** of **3**



Report to the City Council

Meeting Date: October 1, 2024

Agenda Item: Consideration of 2025 – 2026 Human Services Grant Funding: O'Neill

Staff Contact: Kevin O'Neill

<u>Issue:</u> Shall the City Council consider and allocate funding for the human

services grant program for the upcoming 2025/2026 biennium?

Alternatives: 1) Postpone the review of applications and recommendations for

funding to a later date.

Recommended Motions: I MOVE THAT THE CITY COUNCIL ALLOCATE FUNDING FOR 2025-

2026 HUMAN SERVICES GRANT AS REFLECTED ON THE DISCUSSED SPREADSHEET TOTALING \$_____ AND AUTHORIZE THE CITY MANAGER TO TAKE THE NECESSARY ACTIONS TO IMPLEMENT THIS

DECISION.

Staff Report

Agenda Item Number: 5.



CITY OF WOODINVILLE, WA REPORT TO THE CITY COUNCIL

17301 133rd Avenue NE, Woodinville, WA 98072 www.ci.woodinville.wa.us



To: Honorable City Council **Date:** October 1, 2024

By: Kevin O'Neill, Assistant to the City Manager

Subject: Consideration of 2025 – 2026 Human Services Grant Funding

Expenditure Required	Proposed 2025-2026 Budget	Additional Amount Required
	\$150,000	

^{*} The budget for 2025/2026 is still in development but is currently anticipated to be \$150,000 for the biennium.

ISSUE: Shall the City Council consider and allocate funding for the human services grant program for the upcoming 2025/2026 biennium?

RECOMMENDATION: Approve 2025/2026 human services grant funding allocations.

BACKGROUND/DISCUSSION: Every two years the City opens its Human Services Grant program application period per the City's Human Services Policy (Attachment 1). The Human Services grant program was instituted to ensure that adequate levels of human services are available to the people of Woodinville. At its inception, the program was created as a reflection of the City's desire to assist those persons in our community who possess special needs, lack adequate income, are physically or mentally vulnerable, or lack the skills and abilities necessary to maintain self-sufficiency.

Programs and organizations wishing to apply for a grant through the Human Services Grant program must meet the following eligibility requirements:

- 1. Each agency must submit a completed application within the time period defined by the city. Applications received after the posted date will not be accepted.
- 2. Human service organizations must have obtained nonprofit status and serve residents of Woodinville.
- 3. Applicants must demonstrate a nondiscriminatory policy.
- 4. The City of Woodinville will not fund services that are legally the responsibility of another public agency or funding source. However, the City reserves the right to help support such services if it is deemed to be in the best interest of Woodinville citizens.
- 5. Applicants must adhere to sound and accepted management, business, and accounting practices.

For the upcoming grant cycle, funding for selected applications is allocated from the anticipated 2025/2026 biennial budget. For the 2025/2026 grant/budget cycle, the City solicitated applications from eligible organizations with the application until August 26, 2024. In total, the City received 16 applications for funding. 9 of the 16 applications received were awarded grant funding in 2023/2024.

In the 2023/2024 biennium, the City of Woodinville allocated a total of \$140,000 (\$70,000 each year of the two-year program) in Human Services Grant funding to agencies that serve the Woodinville community. The grants funded nine different organizations/programs that provide youth and family programs, services to seniors, support for homeless individuals, support for individuals with disabilities, legal assistance programs, food assistance programs, and victim advocate resources. Grant awards to organizations ranged from \$3,000 to \$56,000 for the biennium.

A second funding amount of \$60,000 was used in 2023/2024 for Human Services COVID Recovery grant programs. This funding was a one-time increase to acknowledge and respond to the extraordinary demand for

human serves as a result of the COVID-19 pandemic. This one-time extra funding is not being continued for the 2025/2026 funding period.

DISCUSSION:

For the upcoming 2025/2026 budget cycle, staff evaluated each of the 16 applications for eligibility and completeness. Because the total requested funding amount is \$461,373, which is far more than the proposed 2025/2026 program budget of \$150,000, the City Council must consider whether to fund organizations/ programs partially, in full, or choose not to allocate funding at all.

The working draft of the Preliminary 2025/2026 Budget anticipates a \$75,000 per year allocation for grant funds for a total grant amount of \$150,000 for the biennium. Given larger budget constraints, it is not anticipated that additional funding for this program will likely be available.

Special Consideration

For the 2023/2024 cycle, homeless-related grants that received City funding were passed to King County Regional Homeless Authority (KCRHA) to be managed. For the upcoming biennium, KCRHA will not be managing City homelessness human services grants, and is instead requesting direct funding from the City without pre-selected program funding decisions. Due to this change, staff recommends not funding homeless related grant applications and instead direct those applicants to apply with KCRHA, the regional expert on response to homelessness, who will be managing their own program utilizing the funding Woodinville is supplying. Applications in this category would include HS-6: Porchlight, HS-8: Friends of Youth, and HS-13: The Sophia Way. Should Council decide to accept this recommendation, the total Human Services Grant Program requests, less homeless programs, total \$302,873.

2025/2026 Human Services Grant Applicants

A description of each grant request can be found in Attachment 2. Below is the breakdown of previous awards, and current requests for funding.

Regular Funding Requests:

App.	Organization	Amount Approved 2023-2024	Amount Requested 2025	Amount Requested 2026	Total Reg. Requested 2025-2026
HS-1	Northshore Senior Center-Senior Center Transportation Program	\$13,200	\$12,500	\$12,500	\$25,000
HS-2	Northshore Senior Center- Wranglers Program	\$11,000	\$10,000	\$10,000	\$20,000
HS-3	King County Sexual Assault Resource Center	\$10,717	\$10,000	\$10,000	\$20,000
HS-4	Community Homes	\$0	\$8 <i>,</i> 750	\$9,625	\$18,375
HS-5	Sound Generations Meals on Wheels	\$6,903	\$5,249	\$5,249	\$10,498
HS-6	Porchlight (Congregations for the Homeless)	\$56,000	\$35,000	\$42,000	\$77,000
HS-7	Catholic Community Services of Western Washington – New Bethlehem Programs	\$0	\$10,000	\$10,000	\$20,000
HS-8	Friends of Youth	\$0	\$30,000	\$31,500	\$61,500
HS-9	Kindering Developmental Evaluation Services for Woodinville's Children	\$15,853	\$10,000	\$11,000	\$21,000
HS-10	Northshore Schools Foundation - Backpacks for Kids	\$3,000	\$2,000	\$2,000	\$4,000
HS-11	Northshore Schools Foundation - McKinney/Vento	\$3,000	\$3,000	\$3,000	\$6,000
HS-12	Northshore Schools Foundation - Removing Barriers Fund	\$0	\$3,000	\$3,000	\$6,000

HS-13	The Sophia Way - Sophia's Place & Helen's Place	\$0	\$10,000	\$10,000	\$20,000
HS-14	YMCA of Greater Seattle/Woodinville Community Meals	\$20,400	\$10,000	\$10,000	\$20,000
HS-15	Vision House (New for 2025-2026)	\$0	\$25,000	\$25,000	\$50,000
HS-16	Center for Human Services (New for 2025- 2026)	\$0	\$40,000	\$42,000	\$82,000
	TOTAL:	\$140,073	\$224,499	\$236,874	\$461,373
			Anticipated Budget		\$150,000
			Shortfall		(\$311,373)

^{*}Yellow highlighted applications may be appropriate to direct to KCHRA for possible funding

As has been the practice for at least the last several grant allocation discussions, Staff will help facilitate the allocation discussion with real-time calculations during the meeting. Once modifications to this spreadsheet are complete, approving motions can simply reference the allocations shown on the spreadsheet.

ALTERNATIVES:

1) Postpone the review of applications and recommendations for funding to a later date.

RECOMMENDATION:

I MOVE THAT THE CITY COUNCIL ALLOCATE FUNDING FOR 2025-2026 HUMAN SERVICES GRANT AS REFLECTED ON THE DISCUSSED SPREADSHEET TOTALING \$_____ AND AUTHORIZE THE CITY MANAGER TO TAKE THE NECESSARY ACTIONS TO IMPLEMENT THIS DECISION.

ATTACHMENTS:

- 1) Resolution No. 478: Human Services Policy
- 2) Summary of Grant Requests
- 3) Human Service Grant Program Applications

RESOLUTION NO. 478

A RESOLUTION OF THE WOODINVILLE CITY COUNCIL, AMENDING THE HUMAN SERVICES GRANT POLICY.

WHEREAS, the City of Woodinville wishes to ensure its citizens are able to meet their basic human needs, including physical survival, assisting with gainful employment, providing social support and interaction, and providing access to available and appropriate services; and

WHEREAS, the City Council finds it in the best interest of the citizens to establish and periodically amend policies to facilitate an efficient and effective grant program; and

WHEREAS, the City Council regularly reviews existing policies and establishes additional policies to promote fiscal responsibility and the efficient transaction of City business;

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

<u>Section 1.</u> The City hereby amends the policies (Attachment A) as the Human Services Grant Policy of the City of Woodinville.

RESOLVED THIS 21st day of June 2016.

Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:

Jennifer Kuhn, CMC, City Clerk

Passed by the City Council: 6-21-2016

Resolution No. 478

CITY OF WOODINVILLE HUMAN SERVICES POLICY

Effective Date: August 23, 1993 (Resolution No. 53) Revised: June 21, 2016 (Resolution No. 478)

Purpose:

The Human Services Policy was instituted to ensure that adequate levels of human services were available to the people of Woodinville. Woodinville's Human Services Policy attempts to institute a system for planning, funding, monitoring, and evaluating community human service needs, that is effective, fair, and equitable. The policy is a reflection of the City's desire to assist those persons in our community who possess special needs, lack adequate income, are physically or mentally vulnerable, or lack the skills and abilities necessary to maintain self-sufficiency.

Definitions:

Human Services may be defined as those services provided directly to individuals or families experiencing difficulty in meeting their basic human needs. These needs include:

- Physical survival (food, shelter, protection from abuse/neglect)
- Gainful employment
- Social support and interaction
- Access to available, appropriate services (transportation, information, and referral services)

City's Role:

The City's role in human services is as a funder, facilitator, and coordinator, but not as a direct provider of human services. The City will administer General Fund allocations to organizations providing human services to help meet the City's unmet human service needs.

The City's Human Services Policy calls for a biennial budget allocation for discretionary human services purposes. This discretionary amount is funding in addition to mandatory costs currently paid to King County Health Department for health-related services provided to City of Woodinville residents.

Working in conjunction with human service agencies, the private sector, the state, and other pertinent groups, the City of Woodinville can coordinate a more effective human services delivery system which is not bounded by geography. The City of Woodinville remains committed to the human services with both financial support and collaborative efforts.

In addition, the City staff works closely with neighboring jurisdictions to review and prepare similar human services funding applications, general processes, and policies to help meet the needs of human service agencies.

Basic Eligibility Requirements:

The Human Service Policy establishes the following eligibility requirements for all agencies requesting human service funding:

- 1. Each agency must submit a completed application within the time period defined by the City. Applications received after the posted date will not be accepted.
- 2. Human service organizations must have obtained nonprofit status and serve residents of Woodinville.
- 3. Applicants must demonstrate a nondiscriminatory policy.
- 4. The City of Woodinville will not fund services that are legally the responsibility of another public agency or funding source. However, the City reserves the right to help support such services if it is deemed to be in the best interest of Woodinville citizens.
- 5. Applicants must adhere to sound and accepted management, business, and accounting practices.

Selection and Funding Criteria:

Human Service provider applications will be reviewed by the Emergency Preparedness and Public Safety Commission (EPPSC) to:

- 1. Ensure conformance with the City's Human Service Policy's basic eligibility requirements.
- 2. Make selection and grant funding recommendations to City Council based on the criteria below.

If the basic eligibility requirements are satisfied, the human service applications will be reviewed, utilizing a subjective rating system, using the following factors:

- Priority will be given to those agencies which provide physical survival services to City of Woodinville residents; however, services which are preventative in nature are also eligible.
- Priority will be given to those agencies which provide an appropriate solution to a need or problem in the community.
- Priority will be given to those agencies providing services which promote self-sufficiency and independent living.
- Priority will be given to those agencies which provide direct services.
- Priority will be given to those agencies which demonstrate a reasonable cost per unit of service or a high cost/benefit ratio.
- Priority will be given to those agencies which will provide a good identification of client population served, particularly with regard to City of Woodinville residents.
- Priority will be given to those agencies which can meet the City of Woodinville's management and performance standards to ensure appropriate use of City funds.
- Priority will be given to those agencies which provide services benefiting poverty, low and moderate income residents.
- Agency services should be accessible to elderly, physically and developmentally disabled, and low income residents.
- Priority will be given to those agencies that charge fees based on the ability to pay for providing services to support gainful employment, social support and interaction, and access to services over other like services.
- Priority will be given to those agencies which have an established process for generating alternative sources of funding or services.

The City may use its funds to supplement funds from other public and private sector sources; however, if other funds are withdrawn, the City will not be committed to increased support of a program.

Application Process:

Human Service Grants will be funded on a biennial basis. Application forms for human service organizations requesting funding from the City will be made available in May, and must be returned to the City no later than August 31 of every even numbered year. As a matter of policy, the City Council will not accept late and/or direct appeals to the City Council that have not gone through the preliminary application review process.

Specific allocations for funding human service organizations will be made by the Woodinville City Council during adoption of the Annual City Budget. Human services contracts will be implemented in January immediately following budget adoption.

Application Overview:

- 1. A human service organization applying for funds is required to complete a separate application form for each service it intends to provide. The application requires that the organization answer specific questions relating to such things as:
 - a. The precise nature of services it intends to provide
 - b. The geographical area and specific client populations (e.g., number of City of Woodinville residents) to be served
 - c. Alternative sources of funding should City funds be awarded at a reduced level
 - d. The manner in which the organization charges its clients, if applicable
- 2. Incoming applicants will be reviewed by the EPPSC which will evaluate the merits of each application using basic eligibility requirements and general funding criteria established by the City. Organizations meeting the basic eligibility requirements and general funding criteria may be invited to an interview session only if it is necessary to clarify proposals. The Committee will evaluate the information collected and then make specific funding recommendations to the City Council.

Summary of 2025-2026 Human Services Grant Requests

ID	Applicant	Description	2023-2024 Funded	2025 Request	2026 Request	2025-2026 Request
HS-1	Northshore Senior Center- Senior Center Transportation Program	Demand-response transportation services to seniors and persons with disabilities in Woodinville with trained drivers operating fleet of lift-equipped vehicles.	\$13,200	\$12,500	\$12,500	\$25,000
HS-2	Northshore Senior Center- Wranglers Program	Provides inclusive recreation, socialization and life skills activities to special needs individuals of all ages.	\$11,000	\$10,000	\$10,000	\$20,000
HS-3	King County Sexual Assault Resource Center	Provides Legal Advocacy and General Advocacy Services to child, youth & adult victims of sexual violence and their families	\$10,717	\$10,000	\$10,000	\$20,000
HS-4	Community Homes	Provides housing, meals, and support for men with disabilities in their late 20s to early 30s	\$0	\$8,750	\$9,625	\$18,375
HS-5	Sound Generations Meals on Wheels	Nutritious home-delivered meals for older persons unable to leave home.	\$6,903	\$5,249	\$5,249	\$10,498
HS-6	Porchlight (Congregations for the Homeless)	Support the operation of the EMS shelter/Day Center services/Outreach for men experiencing homelessness.	\$56,000	\$35,000	\$42,000	\$77,000
HS-7	Catholic Community Services of Western Washington – New Bethlehem Programs	These funds would allow the emergency assistance program to help residents living within the city of Woodinville with basic needs like rent assistance, eviction prevention, housing move-in fee costs and utility assistance	\$0	\$10,000	\$10,000	\$20,000
HS-8	Friends of Youth	24/7 shelter and resource hub for young adults ages 18-24 experiencing homelessness and non-shelter based support services	\$0	\$30,000	\$31,500	\$61,500

Summary of 2025-2026 Human Services Grant Requests

HS-9	Kindering Developmental Evaluation Services for Woodinville's Children	Provide pediatric evaluation for children in Woodinville to assess whether they have developmental delays or disabilities and are eligible for support services.	\$15,853	\$10,000	\$11,000	\$21,000
HS-10	Northshore Schools Foundation - Backpacks for Kids	Backpacks and school supplies for Woodinville students experiencing homelessness and/or financial limitations to support their academic success	\$3,000	\$2,000	\$2,000	\$4,000
HS-11	Northshore Schools Foundation - McKinney/Vento	Provides emergency temporary lodging and support for basic needs to help families find or keep longterm, safe housing	\$3,000	\$3,000	\$3,000	\$6,000
HS-12	Northshore Schools Foundation - Removing Barriers Fund	Provides funding for programs, services, and fees that students in need	\$0	\$3,000	\$3,000	\$6,000
HS-13	The Sophia Way - Sophia's Place & Helen's Place	Funds will go to a 40-bed emergency shelter (Helen's Place) and a 21-bed extended-stay shelter (Sophia's Place) and resource center	\$0	\$10,000	\$10,000	\$20,000
HS-14	YMCA of Greater Seattle/Woodinville Community Meals	Deliver monthly meal packs to residents and community members	\$20,400	\$10,000	\$10,000	\$20,000
HS-15	Vision House (New for 2025-2026)	Provide both diversion and transitional housing for families in crisis.	\$0	\$25,000	\$25,000	\$50,000
HS-16	Center for Human Services (New for 2025- 2026)	Behavioral health services related to mental health and substance use, family support services related to adult/parent education, and early learning parents/caregivers and children.	\$0	\$40,000	\$42,000	\$82,000
		Totals:	\$140,073	\$224,499	\$236,874	\$461,373
					Total Budget	\$150,000
					Difference	\$(311,373)

HS-1 Northshore Senior Center

Transportation Program

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Cliff Perry
Title / Role:	Transportation Manager
Organization Name:	Northshore Senior Center
Program Name:	NSC Transportation Program
Address:	10201 E Riverside Dr, Bothell, WA 98011
Phone Number:	425-487-2441
E-mail Address:	information@mynorthshore.org
Website (if applicable):	www.northshoreseniorcenter.org
Secondary Contact Info (if applicable, include	Nathan Phillips, CEO, 425-286-1023
name, phone number & e-mail address):	nathanp@mynorthshore.org
Legal Tax Status of your Organization (example: 501(c) (3)):	NSC is a 501(c)(3) non-profit organization
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	Northshore Senior Center (NSC) promotes healthy living and well-being in our community through programs, services, resources, and civic engagement. The organization envisions a community where everyone leads full, healthy, and inspired lives.
General description of services provided by organization:	NSC provides a comprehensive suite of programs and services for people in our community, with an emphasis on older adults, people with disabilities, and their family caregivers. Services include health & wellness, social services & mental health, social/recreational, day health/respite, transportation, health education, and meal programs.
Does the organization have a nondiscrimination policy?	NSC has a non-discrimination policy in place and is committed to serving the broad diversity of the community, and ensuring services are both accessible and welcoming. The center has made diversity and inclusion efforts a priority by committing resources and staff time to community outreach with a focus on engaging racial and ethnic communities underrepresented in current NSC demographics.

Funding Request and Program Description
Please complete the following questions:
Total funding amount requested:
Human services funding 2025-2026: \$25,000
2025: \$12,500 2026: \$12,500
(Total grant funding available is to be determined.)
3. What is the funding request(s) for? Please be specific and clear.
Northshore Senior Center Transportation will provide demand-response service to seniors and people with disabilities in Woodinville with trained Drivers operating our fleet of lift-equipped vehicles
4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.
Northshore Senior Center Transportation will provide on-demand mobilities services to older adults and people with disabilities who live in the City of Woodinville. Riders may request transportation to any number of locations the local (Northshore) service area. This includes locations in Woodinville and in the cities of Bothell, Kenmore, and Kirkland. NSC provides service to and from our Northshore Senior Center and our Health and Wellness Building in Bothell, our Kenmore Senior Center, and to Adult Family Homes, medical facilities, grocery stores, salons, fitness centers, and other destinations in our service area.
5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
☐ Physical Survival (food, shelter, protection from abuse/neglect) (specify):
Gainful Employment (specify):
☐ Social Support and Interaction (specify):
☐ Access to available, appropriate services (transportation, information, referral services) (specify): On-demand, accessible transportation and mobility services

☐ Other
(specify):
6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?
NSC's accessible transportation program provides access to transportation for older adults and people with disabilities in the region. We utilize an in-house fleet of paratransit vehicles in conjunction with travel training, volunteer transportation, ride share vouchers and free bus passes when appropriate. All riders are screened to ensure they are receiving the accessible transportation option that best meets their specific needs. NSC contracts with King County Metro to provide mobility services to Access-qualified individuals, and utilizes funding supports from other entities—including local cities—to provider services to individuals in need who aren't Access-qualified.
7. Describe how and when services will be provided, and how this addresses the needs identified above.
Services are provided Monday through Friday throughout the year, with closures on some holidays. Riders may call the Northshore Senior Center dispatch line to schedule a ride, and then are picked up at their door at the time of their choosing. Riders are generally taken to medical appointments or to access food resources (including grocery stores, congregate meal sites and food pantries) but can also be transported to social engagements, the homes of family/friends, to the senior center and to the Adult Day Health Center.
8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.
NSC's Transportation Program focuses on two target populationsolder adults over the age of 65 and people of all ages with disabilities. Basic demographic information is gathered upon initial screening and is entered into an agency database to allow for easy reporting of the number of individuals served from local communities and target populations.
9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)
2025:Serve 50 Woodinville residents with approximately 1,800 one-way trips
2026:Serve 55 Woodinville residents with approximately 1,900 one-way trips

10. How will you accommodate people with special or functional needs?

NSC's Transportation Program is designed to serve people with special needs. Our staff are highly trained in how to serve differently-abled individuals with both developmental and physical needs and our program was created with this goal in mind. Our large vehicles are equipped with lifts that accommodate people using wheelchairs, and those who are challenged by stairways

11. What factors demonstrate your agency's ability to manage this program successfully?

NSC's Transportation Program has been serving Woodinville residents for over twelve years. NSC's program collaborates with all major mobility partners in the region (see question #12 below), and is part of the Puget Sound Regional Council's area mobility plan. NSC's Transportation Program has the stability of a long successful track record, but also remains nimble enough to adapt quickly to changes in demands and community needs.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

Northshore Senior Center and our Transportation programs partners with the following entities variously by receiving funding, equipment, vehicles, and software, by reporting data, by providing rides and meal deliveries, by collaborating on services, by sharing information and expertise, and by participation in meetings involving partners across the local transportation landscape.

King County / Metro Transit
Snohomish County
WSDOT
City of Seattle
City of Bothell
City of Kirkland / Peter Kirk Community Center
City of Kenmore
Sound Generations / Community Dining
Sound Generations / Hyde Shuttle
Sno Valley Transportation
Hopelink

13. What is your vision of success for the program?

Success is determined by how many riders we can accommodate in our region. Each ride represents access to a community resource or service that the individual might not otherwise have had access to. The program also provides more than just a ride; our team of trained drivers meet people at their residence, get to know riders, and can often spot potential risks that are emerging for vulnerable adults and can help them and/or their caregivers connect to appropriate resources.

Additionally, NSC gauges success on our ability to connect people to the most appropriate form of transportation. For some people, having a volunteer who can drive them to dialysis twice a week is better than having our staff do this work, as it is more cost effective but also helps to build up that individual's own network of personal support and friendship. We continue to look for ways to expand our program by stratifying the various transportation options we can offer to individuals in need

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

In 2025, NSC anticipates providing at least 1,800 one-way rides to Woodinville residents, with that number climbing to at least 1,900 rides in 2026.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- **B. Minimum Amounts of Insurance** Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

- The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it
- o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D. Acceptability of Insurers** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-2 Northshore Senior Center Wranglers

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Judi Pirone
Title / Role:	Director of Inclusion & Adult Day Health
Organization Name:	Northshore Senior Center
Program Name:	NSC Inclusion Program (Wranglers)
Address:	10201 E Riverside Dr, Bothell, WA 98011
Phone Number:	425-487-2441
E-mail Address:	information@mynorthshore.org
Website (if applicable):	www.northshoreseniorcenter.org
Secondary Contact Info (if applicable, include name, phone number & e-mail address): Legal Tax Status of your Organization (example:	Nathan Phillips, CEO, 425-286-1023 nathanp@mynorthshore.org NSC is a 501(c)(3) non-profit organization
501(c) (3)): Please provide documentation of tax status when submitting this application form	Noe is a sortenes, non-pront organization
Purpose or mission statement of organization:	Northshore Senior Center (NSC) promotes healthy living and well-being in our community through programs, services, resources, and civic engagement. The organization envisions a community where everyone leads full, healthy, and inspired lives.
General description of services provided by organization:	NSC provides a comprehensive suite of programs and services for people in our community, with an emphasis on older adults, people with disabilities, and their family caregivers. Services include health & wellness, social services & mental health, social/recreational, day health/respite, transportation, health education, and meal programs.
Does the organization have a nondiscrimination policy?	NSC has a non-discrimination policy in place and is committed to serving the broad diversity of the community, and ensuring services are both accessible and welcoming. The center has made diversity and inclusion efforts a priority by committing resources and staff time to community outreach with a focus on engaging racial and ethnic communities underrepresented in current NSC demographics.

Funding Request and Program Description			
Please complete the following questions:			
2. Total funding amount requested:			
Human services funding 2025-2026: \$20,000			
2025: \$10,000 2026: \$10,000			
(Total grant funding available is to be determined.)			
3. What is the funding request(s) for? Please be specific and clear.			
Funding will support the Northshore Senior Center's "Wranglers" Inclusion program, formerly a program of the City of Woodinville. This program provides recreation, social and life skills opportunities for special needs individuals of all ages to help them to remain fully included in all aspects of life. Many of the people in the program are young adults who have "aged out" of high school at 21 years old and no longer have the social network associated with school. Funding supports the general operations of this program, including staff time, payment to independent instructors, Special Olympics fees, equipment, sports uniforms, and payments for activities such as field trips.			
4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.			
NSC's Inclusion Program is headquartered at the Northshore Health and Wellness facility in Bothell (10212 E. Riverside Drive). Many activities take place offsite at various locations in the region, including Woodinville's Home Court basketball facility.			
5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):			
☐ Physical Survival (food, shelter, protection from abuse/neglect) (specify):			
Gainful Employment (specify):			
Social Support and Interaction (specify): NSC's Inclusion Program is primarily designed to provide social, recreational, and skill-building opportunities for special needs individuals; however secondary functions include transportation mobility, independent living training, support assistance and respite services for caretaking families, referral services, and prevention of abuse/neglect.			

☐ Access to available, appropriate services (transportation, information, referral services) (specify):
☐ Other (specify):
6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?
The NSC Inclusion Program provides inclusive recreation, socialization and life skills activities to special needs individuals of all ages in our region. Many of the individuals participating are young adults who have lost the social network and activities associated with high school. The Inclusion Program gives them an opportunity to continue to participate fully in the community. While there are some other programs providing similar activities, the Wranglers are one of the largest such programs and are differentiated by their "team" structure, such that all participants and their families feel unified and connected under one banner.
 Describe how and when services will be provided, and how this addresses the needs identified above.
Services are provided throughout the year, both during the day and evenings depending on the specific activity. Activities are generally organized into quarters, with brief breaks between sessions. Some activities align with the schedules for Special Olympics Washington so that participants can train and participate in Special Olympics activities. The wide array of activities includes basketball, drama with Seattle Theater Group, circuit training, day camps, karaoke, bowling, sign language, tennis, and more. Each activity in the program also promotes skill building for independent living and self-sufficiency.
8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.
NSC's Inclusion Program is a recreation and socialization program targeting special needs individuals of all ages. Most of the individuals in the program have cognitive, development and/or behavioral disabilities caused by Down's Syndrome, autism, traumatic brain injury or others. While many of the individuals enrolled in the program are young adults, this program serves youth as young as 7 years old, and adults up through senior citizens. Demographic data is collected upon program enrollment and is tracked in NSC's internal database to facilitate reporting and analysis.
9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)
2025:17

2026:	20	
2020:	20	

10. How will you accommodate people with special or functional needs?

NSC's program was originally designed specifically by the City of Woodinville's adaptive recreation team to serve people with special needs. NSC took over the program with a staff team that is highly trained in serving differently-abled individuals with both developmental and physical needs.

11. What factors demonstrate your agency's ability to manage this program successfully?

Northshore Senior Center assumed responsibility for the Inclusion Program from the City of Woodinville in 2011 and has been operating the program since that time. The program has seen growth and transition in the past four years as the disability community was particularly impacted by the social isolation and health challenges of the pandemic. The Wranglers/Inclusion Program continues to be a model program that others in the community refer to as a best practice standard.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

NSC has executed agreements, contracts, and Memorandums of Understanding with several partners who collaborate on programming, including Home Court, Seattle Theater Group, Woodinville Running Company, Special Olympics Washington, and many more.

13. What is your vision of success for the program?

NSC recently developed a strategic vision for the Inclusion Program, which aims to expand services for differently-abled individuals in the community while continuing to serve as an expert resource to parents and families as they navigate the challenges of care for their loved ones as they age. Expanding the Inclusion Program's scope should help attract other municipal and adaptive recreation funding so the program is less financially reliant on the city of Woodinville.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Success for the Inclusion program is measured by the number of individuals participating in the program, and the number of unique programs individuals participate in in total.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D.** Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-3 King County Sexual Assault Resource Center

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Kate Krug
Title / Role:	Chief Executive Officer
Organization Name:	King County Sexual Assault Resource Center (KCSARC)
Program Name:	Direct services that provide critical support and comprehensive services to children, teens and adults who have experienced sexual assault.
Address:	707 South Grady Way, Suite 300, Renton, WA 98057
Phone Number:	<u>425.496.0288</u>
E-mail Address:	kkrug@kcsarc.org
Website (if applicable):	www.kcsarc.org
Secondary Contact Info (if applicable, include name, phone number & e-mail address): Legal Tax Status of your Organization (example: 501(c) (3)): Please provide documentation of tax status when	Jenny Daniels Freese; jdaniels@kcsarc.org; 425.282.0349 501(c) (3)
Purpose or mission statement of organization:	King County Sexual Assault Resource Center's (KCSARC's) purpose is to alleviate, as much as possible, the trauma of sexual assault for victims and their families. Our mission is to give voice to victims, their families, and the community; create change in beliefs, attitudes, and behaviors about violence; and instill courage for people to speak out about sexual assault.
General description of services provided by organization:	KCSARC provides sexual assault specific services for victims and families: 24-hour crisis intervention & referrals; legal advocacy through the criminal justice system; advocacy/case management; parent education for caregivers whose children have been sexually abused; trauma-specific therapy; training for service providers; prevention programming targeting high risk youth. All services are provided in English and Spanish, with interpreter services available for other languages. Programs are built on empirically supported practices. Advocacy services are provided free of cost to program participants. In 2023, KCSARC served 4,805survivors and their families through direct services and we reached

1	
	53,176 individuals through prevention &
	community advocacy (in person & online).
Does the organization have a nondiscrimination	Nondiscrimination policy: KCSARC does not
policy?	discriminate against individuals based on race,
	color, national origin, sex, pregnancy, religion, age,
	political ideology, marital status, sexual
	orientation, gender, gender identity, gender
	expression, physical, mental or sensory disability,
	military status. INCLUSIVE SERVICES: We do not
	discriminate against individuals who are eligible
	for services based on race, color, national origin,
	sex, pregnancy, religion, age, marital status, sexual
	orientation, gender, gender identity, gender
	expression, military status, physical, mental or
	sensory disability, political ideology. KCSARC is
	committed to an employment environment that is
	free from all aspects of illegal discrimination. We
	always employ, retain, promote, terminate, and
	otherwise treat all employees and job applicants
	based on merit, qualifications, competence, and
	talent.

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services	s funding 2025-2026: \$20),000	
2025: \$	_10,000	2026: \$	_10,000

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

Funding will support program staff salaries and benefits and some indirect costs. Program staff will provide Legal Advocacy and General Advocacy Services to child, youth & adult victims of sexual violence and their families. Services will help victims navigate the criminal justice system, access needed services and (for family members) gain skills to protect and support their children or other loved ones who have been victimized. KCSARC will serve at least 12 Woodinville clients per year for 2024/25, providing approximately 56 advocacy hours per year.

Approximately 75% of the King County Sexual Assault Resource Center's \$8.8 million 2023 budget was funded by federal, state and local governments. Our two largest sources of government funding – which together represent half of KCSARC's budget – are expected to make massive cuts to victim services in the coming year. In addition, state funding that has supported our prevention education pilot expires next year with no likelihood of replacement. KCSARC is facing these cuts as more survivors than ever seek support, and demand escalates from schools and community groups for prevention education. Every \$100,000 cut reduces our staff by one. Each staff reduction risks turning away 70 sexual assault survivors or reducing our prevention education by 1/3. KCSARC is mobilizing with partners statewide to call on leaders at the federal, state and county levels to alert them to the "perfect storm" ahead and ask them to work at all levels to sustain funding to stave off cuts to services.

Sustainable funding from Woodinville for years 2025 and 2026 would mean reliable guaranteed resources to continue to support survivors in Woodinville. Each partner that commits to future funding efforts are committing resources to survivors in their own communities. We are grateful for Woodinville's past support and this opportunity to apply for funding once more.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

KCSARC's Main Office is located at 707 S. Grady Way, Ste 300 Renton, WA 98057. North King County benefits from KCSARC's Redmond Office (8980 161st Ave NE, Redmond). Legal advocacy for Woodinville residents will be provided at the King County Court House (516 3rd Ave., Seattle) and King County Juvenile Court (1211 E. Alder Ave., Seattle), as well as at the Woodinville police department & dependent upon where the assault occurred, with the King County Sheriff Dept. Staff also work remotely to serve our clients. For assaults that occur within Woodinville, those cases are heard at the King County Courthouse in Seattle. Therapy services (not part of this application) are free to all if insurance is not available and is provided via telehealth and in person in Redmond.

5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):

Physical Survival (food, shelter, protection from abuse/neglect) (specify): advocacy, including 24hr response to victims of sexual assault- children, teens and adults	<u>k</u>
☐ Gainful Employment (specify):	
☐ Social Support and Interaction (specify):	
☐ Access to available, appropriate services (transportation, information, referral services) (specify):	
□ Other (specify):	

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

Despite continued improvements victims of sexual assault continue to face barriers in accessing trauma specific and informed services and in navigating the complex legal and service delivery system. KCSARC is uniquely positioned to provide informed assistance and access to services via the

only 24hr resource line for sexual assault victims in the county, through specialized legal advocacy, and family support, and combines this with unique programing for the Spanish speaking community. We coordinate with Harborview Abuse and Trauma services for clinical services for Woodinville residents.

- 7. Describe how and when services will be provided, and how this addresses the needs identified above.
 - KCSARC addresses needs through trauma informed, empirically supported advocacy, treatment and prevention services provided in English and Spanish in a culturally appropriate manner. Children and teens accounted for 45% of victims served in 2023.
 - A 24-hour resource line staffed by professional counselors and a comprehensive website with information for victims and those who want to support them and prevent sexual assault.
 - Legal Advocacy in Superior & Juvenile Courts: Advocates partner with victims so they feel supported & informed to have the courage to seek legal remedies against offenders.
 - General advocacy and case management, including linkages to needed services and support, such as housing, emergency resources (e.g., food, clothing), employment, safety planning, forensic medical exams, and other resources for victims and their families.
 - Family Services programs to help parents support healing for children and teen victims and improve safety in the future. Includes Parent Child Interaction Therapy (PCIT), an evidence-based practice.
 - Specialized services for Spanish-speaking victims/families, and youth who are homeless and victims of sexual assault and commercial sexual exploitation.
 - Therapy (not part of this application) is provided by specialized clinicians with extensive training and supervision.
 - Services are provided via telehealth as well as in person.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Primary target population is victims of sexual assault and their families. Secondary populations are those who provide support, information and referrals to victims which includes friends/family as well as professionals such as school counselors and administrators and faith leaders.

Demographic information is collected typically at the time of first contact, when on-going services are provided (legal advocacy) additional information may be gathered. KCSARC maintains a proprietary database which includes demographic and service-related information.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: __12_____ 2026: __12____

10. How will you accommodate people with special or functional needs?

KCSARC's offices are ADA compliant, with our main office housing a TTY machine. KCSARC staff also make use of ASL interpreters as needed and coordinate with ADWAS. If a client has difficulties in using a phone or a mobility-related disability (for example, elderly victims or those with disabilities), KCSARC will work with other caregivers to allow for confidential communication; staff will meet with clients in an appropriate setting. One of KCSARC's Legal Advocates specializes in serving the unique needs of vulnerable populations, such as the elderly and those with physical, mental or developmental disabilities. Another legal advocate is ASL certified.

11. What factors demonstrate your agency's ability to manage this program successfully? KCSARC has successfully developed, improved and provided these specialized advocacy services for the past 48 years. We continually adapt our services to meet new and emerging needs of the many communities we serve, all of our services are available via HIPPA compliant Zoom, video and phone. We have successfully held contracts with 20 King County cities including Woodinville.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

Multiple partnerships including:

- Evergreen Health for Sexual Assault Forensic Exams and related advocacy
- Woodinville police department, King County Sheriff and KC Prosecutor for legal advocacy through the criminal justice system
- Youth serving organizations including Youth Care and Friends of Youth for specialized services to homeless youth who are victims of sexual assault
- Harborview Abuse and Trauma services to coordinate clinical needs
- Partnerships to increase services to Spanish speaking clients including El Centro De La Raza, Casa Latina, Consejo and other organizations.
- KCSARC is also a member of NUSHA

13. What is your vision of success for the program?

KCSARC uses standardized measures to assess effectiveness. Resource line callers are asked outcomefocused questions at the conclusion of the call. Advocates administer legal advocacy and general advocacy surveys at various service points as a check-in to assess whether clients are getting the support and information they need. Outcome data is entered into KCSARC's Client Tracking System.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Outcome Goals: Human Services Grant: 56 hours of advocacy services to 12 Woodinville residents.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

A. Minimum Scope of Insurance - Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.

- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - o The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D.** Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-4 Community Homes

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Marci Muhlestein
Title / Role:	Executive Director
Organization Name:	Community Homes
Program Name:	Housing Stability for Adults Experiencing Developmental Disabilities
Address:	P.O. Box 1240, Bothell, WA 98041
Phone Number:	(425) 233-6930
E-mail Address:	marci@community-homes.org
Website (if applicable):	https://www.community-homes.org
Secondary Contact Info (if applicable, include name, phone number & e-mail address):	N/A
Legal Tax Status of your Organization (example: 501(c) (3)):	501(c)(3) nonprofit organization
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	Our mission is to provide exceptional community- based housing for adults with developmental disabilities where residents live rich full lives.
General description of services provided by organization:	Founders John and Ann Therrien started Community Homes in 1995 for their daughter, Jenny, who experiences intellectual and developmental disabilities (I/DD). Her family wanted her to have every opportunity to live more independently. Our first Adult Family Home in Bellevue still serves Jenny and four other women. Today, Community Homes owns eight licensed Adult Family Homes (AFHs) and three Shared Living (SL) homes located in Bellevue, Redmond, Bothell, Shoreline, and Woodinville, serving 49 residents ranging from 26-60 years old. As a leading community organization with expertise and understanding of the complex housing services system, Community Homes is uniquely positioned to educate and help families navigate complex housing systems, options, and regulations to increase housing access for adults experiencing developmental disabilities.

Funding Request and Program Description

Ple	Please complete the following questions:				
2	Total founding amount required				
2.	Total funding amount requested:				
	Human services funding 2025-2026: \$ <u>18,375</u>				
	2025: \$ <u>8,750</u> 2026: \$ <u>9,625</u>				
	(Total grant funding available is to be determined.)				
3.	What is the funding request(s) for? Please be specific and clear.				
	Funding will support 70 care management hours from the Community Homes Case Manager to provide quality care management for five residents in one Woodinville home. The cost of additional care management is required for residents' safety and is not funded through Medicaid funding or benefits. Community Homes continues to provide quality care management through knowledgeable and experienced Community Homes staff members for our residents, care providers, and families. Care management is vital for these homes to be sustainable, safe, and successful, and it requires funding assistance. City grants throughout King County, including Bellevue, Bothell, and Redmond (where the majority of our homes are located) are critical sources of funding to support care management for residents, care providers, and families. We are grateful for the City of Woodinville's consideration of our request.				
4.	Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.				
	Community Homes' Woodinville home is located at following address: 12911 NE 147 th PI, Woodinville 98072. The care manager supports the residents in accessing the community and creating routine safety measures. As such, activities funded by this grant will occur both in the home and in the broader Woodinville community. For example, with the support of the Care Manager, residents can access the Kingsgate Five Pool, local restaurants, grocery stores, public transportation, and various other locations throughout the community.				
5.	Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):				
	☐ Physical Survival (food, shelter, protection from abuse/neglect) (specify):				

(specify):_City funding will fund care management hours to ensure residents experiencing

☐ Gainful Employment

 $\ensuremath{\mathbb{Z}}$ Social Support and Interaction

(specify): _____

stability in housing. Caregivers will support community engagement for Woodinville residents by helping them navigate employment and enrolling and maintaining supportive community programming.
Access to available, appropriate services (transportation, information, referral services) (specify):
Other (specify):

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

Appropriate housing is scarce for individuals with intellectual and developmental disabilities in King County. Over 25,000 adults with intellectual and developmental disabilities (I/DD) currently live in Washington State (over 6,000 in King County alone), and this number is continuing to increase by 300-500 individuals each year. Although Medicaid and Social Security help individuals pay for housing, they only cover approximately 50% of the total cost to provide that housing. This underfunding severely limits the number of housing providers. This crisis is compounded by the overall scarcity of affordable housing in King County, especially for those who earn less than 30% of the area median income (AMI). Without affordable options that meet their needs and preferences, individuals experiencing I/DD and their families are often left to navigate limited choices for housing with little to no support.

As a leading community organization with expertise and understanding of the complex housing services system, Community Homes is uniquely positioned to educate and help families navigate complex housing systems, options, and regulations to increase housing access for adults with I/DD. For over 27 years, Community Homes has provided permanent and supportive housing to 50+ adults, today owning and operating eight accredited Adult Family Homes and three Shared Living homes that embrace best practices and values of respect, dignity, safety, independence, life-long learning, community connection, and social interaction.

Our key programs and services include:

Adult Family Homes

Our accredited AFH (Adult Family Homes) include a highly qualified and licensed live-in care provider who supports the residents in living their best lives. Most residents are able to work, enjoy their community, and experience long-term and stable residency at home with their housemates. Community Homes owns and operates eight licensed adult-family homes in Bellevue, Redmond, Bothell, and Woodinville.

Shared Living

Our three shared living homes support residents and their families with the day-to-day life of living more independently. Each home has an experienced live-in caregiver and several built-in supports to empower our residents to live their best lives. We continue to support others in their shared living experience with near future plans to assist more families with building and maintaining shared living households.

Housing Education

Affordable and quality housing for people experiencing developmental disabilities is scarce, and the system is complex. Community Homes provides education designed to help demystify the housing process and to educate families about what is needed, including how to prepare and what steps to take so they are empowered to engage in housing for their family members.

7. Describe how and when services will be provided, and how this addresses the needs identified above.

Community Homes is creating change in our community by providing sustainable exceptional community-based housing for adults experiencing developmental disabilities. Community Homes purchases existing single-family homes renovates them for accessibility, and creates affordable, supportive-community-based housing. The organization owns and operates eleven licensed adult family homes (AFHs) and shared living homes located in Bellevue, Redmond, Bothell, Shoreline, and Woodinville. Live-in care providers assist residents with daily activities to increase independence and maintain quality of life. A strong internal community is also developed and maintained to provide wrap-around support and a network of stakeholders. Partnerships in the community are developed to support the success of our residents and care providers.

Services under this grant will occur at our Woodinville accredited Adult Family Home (AFH) serving five residents experiencing developmental disabilities. Our organization is facing a unique challenge as several of our residents age into the 45-60 age range. For many of our residents living with Down Syndrome, which results in early-onset dementia, there is a growing need for housing support and stability as well as more care management hours. City funding will fund care manager hours to ensure residents stay safely engaged with the community, a key element of stability in housing, by supporting caregivers in navigating employment for residents and enrolling and maintaining a more supportive community programming.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Community Homes serves adults experiencing developmental disabilities who qualify as very low-income (30% AMI). DSHS/DDA determines the monthly room and board amount for each AFH resident based on their income. For Shared Living homes, Section 8 determines each resident's monthly rent and utilities (30% of their income). In both models, personal care and supervision are provided through the resident's Medicaid waiver services.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: 5

2026: 5

10. How will you accommodate people with special or functional needs?

Community Homes only serves adults experiencing developmental disabilities and their families.

11. What factors demonstrate your agency's ability to manage this program successfully?

After many years of establishing and maintaining households, Community Homes has developed a streamlined model that promotes stability and sustainability. Many adults who experience developmental disabilities require live-in support to help with personal care, daily living activities, transportation, and decision-making; however, it can be very difficult for family members alone to find, pay, and retain quality caregivers. Although Medicaid and Social Security help individuals pay for housing, they only cover approximately 50% of the total cost to provide that housing. This underfunding severely limits the number of housing providers. This crisis is compounded by the scarcity of affordable housing in King County, especially for those earning less than 30% of the area median income (AMI).

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

N/A

13. What is your vision of success for the program?

Our program results have demonstrated that if a resident is more active in the community outside of the house, housing stability is more likely to be sustainable over time. Our goal is for all current Community Homes residents to either work or participate in community activities outside of the home for five or more hours a week.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Community Homes will measure and report on the number of residents who require support in transitions or support in work or community activities outside of the home in Woodinville. This will vary throughout the year as circumstances change for a resident. Community Homes will conduct phone follow-ups every six months with the caregiver to learn about residents' needs and find ways to fill these needs so housing and community participation can continue.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - o The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D. Acceptability of Insurers** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-5 Sound Generations

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Adam Porter
Title / Role:	Director, Meals on Wheels
Organization Name:	Sound Generations
Program Name:	Meals on Wheels
Address:	2208 2 nd Ave, Suite 100 Seattle, WA 98133
Phone Number:	206.727.6242
E-mail Address:	adamp@soundgenerations.org
Website (if applicable):	www.soundgenerations.org
Secondary Contact Info (if applicable, include name, phone number & e-mail address):	Melissa Pallanes, Program Manager, 206.727.6251, melissap@soundgenerations.org
Legal Tax Status of your Organization (example: 501(c) (3)):	501(c)(3)
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	We partner with older adults to provide accessible and inclusive services so they can age their way.
General description of services provided by organization:	We are a multiservice nonprofit partnering with older adults to remove the inequities that impact aging by providing accessible, essential and inclusive services that support people through their life's journey.
Does the organization have a nondiscrimination policy?	Yes.

Please complete the following questions: 2. Total funding amount requested: Human services funding 2025-2026: \$ \$10,498

(Total grant funding available is to be determined.)

2025: \$ \$5,249

3. What is the funding request(s) for? Please be specific and clear.

The funding request is to cover the cost of providing 577 meals in 2025 and 577 meals in 2026 to homebound elders who live in Woodinville.

2026: \$ \$5,249

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

Administration for the program is located at our main office in the Lillian Rice building, 2208 2nd Ave, Seattle, WA 98121. Meals are distributed from our main program warehouse, located at 620 S. Spokane St, Seattle, WA 98134. From there, meals are distributed directly to the homes of clients in the city of Seattle. In the rest of the county, including in Woodinville, meals are distributed by volunteers through satellite sites around the county. Woodinville clients are served through the Northshore Senior Center, located at 10201 East Riverside Drive, Bothell, WA 98011.

5.	Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
	☑ Physical Survival (food, shelter, protection from abuse/neglect) (specify):
	☐ Gainful Employment (specify):
	☐ Social Support and Interaction (specify):
	☐ Access to available, appropriate services (transportation, information, referral services) (specify):
	☐ Other (specify):

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

King County's growing senior population struggles with hunger and isolation, negatively impacting health and quality of life. According to Meals on Wheels America, older adults (age 60+) currently represent 23% of Washington's population, or 1,781,596 older adult residents, with the majority living in King County. Of the state population, 190,184 (11%) are threatened by hunger (marginally food secure), 77,853 (4.5%) are low food secure, and 35,436 (2.1%) are very low food secure. In addition, there are 392,119 seniors (23%) living alone. Other factors that can make seniors even more vulnerable are living below the poverty line (8.5%), being non-white racial and /or an ethnic minority (18%), experiencing falls with injury (10.6%), having self-rated health as "fair to poor" (21%), and living with a disability (30%).

Throughout the suburban cities we serve (including Woodinville), many of the older adults we work with struggle to maintain their independence as rising property taxes, rent, and food prices combine with mobility challenges, significant distance to grocery stores and services, and lack of a support network. An Age Wise King County articles states that between 2020 and 2040, King County's population of people aged 60 and above is projected to grow by 44%. We are already seeing evidence of this growth as the need for MOW continues to grow while funding has remained stagnant. One day in the hospital (\$3,806 avg) costs more than one year of meals for an older adult in the MOW program, so MOW is a cost-effective program to improve the lives of older adults in our community.

Lifelong Chicken Soup Brigade is another program helping to fulfill this need in the region. They are a much smaller program and focus on medically tailored meals.

7. Describe how and when services will be provided, and how this addresses the needs identified above.

Within two business days of application receipt, the client (or their advocate) is contacted via phone for the initial eligibility assessment, enrollment and nutritional screening by the Client and Community Coordinator. Language Line interpretation is used as needed, to ensure clear and effective communication with non-English speaking clients. The coordinator gathers any incomplete information, confirm clients have a way to keep meals frozen and to heat them, and review how the program works, including ordering, delivery, and donations. Eligible clients are enrolled, assigned a weekly order day based on geographic location, and sent a welcome packet that includes program procedures, the meal menu, heating instructions, contact information, grievance procedures, and other available services. Clients are able to place their first order within a week of eligibility screening and enrollment.

Within three weeks of first meal delivery, the client has an in-home assessment by an assessor. Assessors review the program logistics as needed, verify the client has a way to freeze and heat meals, and help identify other needs for referrals. Clients are reassessed at least annually thereafter to determine ongoing eligibility.

Meals on Wheels delivers frozen meals to clients' homes once per week. Services are provided through a combination of paid and 320 volunteer staff. Outside of the city of Seattle our satellite sites, located in senior community centers, are run by (mostly) volunteers. Our volunteer coordinators at each site are responsible for coordinating the team of volunteers for the weekly ordering, packing, and delivery of meals. Our satellite sites are supported by our full-time staff located in the main Seattle office. Using frozen meals makes weekly deliveries possible and allows the program to save on transportation and delivery costs, which is important as fuel costs continue to fluctuate. Frozen meals also help minimize concerns regarding food borne illness, because frozen meals can be kept at proper temperatures during handling and delivery much more easily than hot or refrigerated meals. Additionally, because meals arrive frozen, clients are not bound by the program's delivery schedules, and may heat and eat the meals whenever they are ready. This is particularly important for clients who take medications that must be taken with food.

This addresses the needs identified by providing food to homebound elderly clients.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

The program's target populations are King County residents, aged 60 or older, who are homebound & unable to shop for groceries or prepare meals for themselves. Meals on Wheels prioritizes folks with the highest economic and social needs, including older adults with low-incomes, ethnic or cultural minorities (including individuals with limited English proficiency) & rural residents.

We have a successful track record of partnering with & serving many of the focus populations and priority communities including aging adults of color, those with limited English proficiency, those who suffer cultural, social or geographic isolation, and those with severe disabilities. In 2023, we served 2,220 unduplicated King County homebound older adults. Approximately 74% live alone, and 94% reported having a disability. One in four are veterans. In addition, 68% of all the clients we served live outside of Seattle in other cities in King County. Of all MOW clients served in 2023, 97% reported having low incomes, and 73% reported extremely low incomes, defined as less than 30% of area median income. Ethnicities represented include Asian/Pacific Islander (5%), African American/African (21%), Hispanic/Latinx (2%), Caucasian (66%), Native American (3%), and those who are multi-racial or of other races represented 3%.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: ____10____

2026: ____10____

10. How will you accommodate people with special or functional needs?

Meals on Wheels has communication capability for persons with disabilities and those with special or functional needs. The agency utilizes the WA state relay system to communicate with people who are deaf or have hearing impairment. There is both a local phone number and a toll-free number. Our application is available by phone, mail, on the internet and via email. Meals on Wheels is physically accessible to our clients because our meals are delivered directly to participants' homes. In order to reduce mobility barriers, our volunteer drivers will place the meals in an area designated by the client.

11. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

Meals on Wheels has formal MOA's with the 20 community and senior centers that help provide meals throughout King County. The satellite sites are key program partners. Each one provides in-kind space, recruits and trains volunteers, and ensures that meals get delivered on schedule. To deliver meals to homebound Woodinville clients, we partner with Northshore Senior Center. Our other key partnerships include, Airline Catering and Kline Galland. These two organizations create 38 different meals including cultural, kosher, vegan and vegetarian that are within our budget and nutritional requirements. Combined, they create over 450,000 meals a year for Meals on Wheels and the clients we serve.

12. What is your vision of success for the program?

Sound Generations envisions a responsive, multigenerational community that recognizes and fulfills the diverse and changing needs of everyone as we age.

Meals on Wheels vision for success is for every homebound elder over the age of 60 who resides in the City of Woodinville and needs home delivered meals will have access to the program for as long as they need it.

13. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Each year a satisfaction survey is mailed to clients served in the last twelve months. We ask clients several questions including satisfaction levels regarding meals, service and delivery. Our most recent outcome results from our 2023 survey showed that 97% of respondents indicated that receiving Meals on Wheels makes it easier for them to have enough food in the house and to get enough to eat. Our survey also showed that 93% of the respondents indicated that their health has either improved or been maintained since receiving Meals on Wheels. Finally, our survey showed that 96% of our respondents said that receiving Meals on Wheels helps them to remain independent. In 2025 and 2026, these measurements will show that at least 90% of clients will indicate that being on Meals on Wheels makes it easier to get enough to eat, and that their health has remained stable or improved since receiving Meals on Wheels.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- **B. Minimum Amounts of Insurance** Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D.** Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-6 Porchlight

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Shirley Tolstykh
Title / Role:	Director of Finance and Operations
Organization Name:	Porchlight
Program Name:	Shelter EMS/Outreach
Address:	13668 SE Eastgate Way Bellevue WA 98005
Phone Number:	206-388-7675
E-mail Address:	shirleyt@porchlightcares.org
Website (if applicable):	(porchlightcares.org)
Secondary Contact Info (if applicable, include name, phone number & e-mail address):	Jose Medrano
Legal Tax Status of your Organization (example: 501(c) (3)):	<u>501(c)3</u>
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	Partnering with men and the community to create a path from homelessness to stable living.
General description of services provided by organization:	Porchlight runs various programs to support men experiencing homelessness in East King County. Our low-barrier Eastside Men's Shelter offers 100 beds nightly, providing 24/7 services, including meals, laundry, showers, and sanitation supplies. Additionally, on-site supportive services like case management, housing navigation, mental health, addiction support, and employment assistance help men achieve stability.
Does the organization have a nondiscrimination policy?	<u>Yes</u>

3. What is the funding request(s) for? Please be specific and clear.

The general funding will go to support the operation of the EMS shelter/Day Center services/Outreach. This gives each man access to a safe place to sleep each night, showers, laundry, medical support, haircuts, and three meals a day. In addition, the men will have access to transformative supportive services including, case management, housing navigation, mental health support, addiction support, and employment services. This program supports an average of 125 men each day.

This grant will facilitate the provision of bed nights, offering men access to essential services that promote personal well-being and housing stability. Additionally, the funding will support our Outreach Coordinator, whose foremost objective is to link men, women, and families affected by homelessness with vital resources. These resources are instrumental in guiding them from a state of homelessness to one of stability and, ultimately, permanent housing. Our Outreach Coordinator dedicates approximately 8 to 12 hours a month in the Woodinville area, actively engaging with the community and responding to calls.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

The Emergency Men's shelter is located at our new building at <u>13668 SE Eastgate Way Bellevue WA</u> 98005.

5.	Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
	Physical Survival (food, shelter, protection from abuse/neglect) (specify):Food and Shelter
	Gainful Employment (specify):Employment Case Management
	Social Support and Interaction (specify):We provide support groups to our clients
	Access to available, appropriate services (transportation, information, referral services) (specify):We provide bus tickets, information and referral services
	☐ Other (specify):
6.	What needs will your program(s) address? Are there other organizations fulfilling this need in the region?
	Homelessness has been designated an emergency crisis in King County. Porchlight is the only provider of shelter and supportive services in all East King County for adult men. Furthermore, Porchlight serves single men experiencing homelessness, which made up 2/3rds of the homeless population in our county. Porchlight is crucial to the efforts to address and alleviate homelessness in East King County. Porchlight programs create a path from homelessness to stable living for the men needing shelter and support.
7.	Describe how and when services will be provided, and how this addresses the needs identified above.
	The EMS provides shelter, day services, and supportive services 365 days a week, 24 hours a day. This means that when a man falls into homelessness, he has a safe supportive place to find shelter and professional support immediately. Our shelter means that men, the largest segment of those suffering from homelessness, will not get stuck on our streets and in our woods.
8.	Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Our target population is men experiencing homelessness. 100% of the project will serve single individuals, age 18 or older, experiencing homelessness with the majority having a connection to East King County. This is a low-barrier shelter, so we do not screen or prioritize based on specific set-asides. In 2023, 62% of the men served had a disability, 55% were POC, and many were trans and/or other identities within the LGBTQ+ community. We collect demographic data during client intake, as well as annual assessments.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: _	13	
2026: _	16	

Our Outreach coordinator may spend around 8 to 12 hours per month in Woodinville, responding to calls, attempting to make contact, etc. The aim is to establish connections, although the number of clients who are actively engaged varies significantly.

It may be worthwhile to report on time spent in areas and more of the indirect work that is not directly tied to a known client to speak to the work we do in their community.

10. How will you accommodate people with special or functional needs?

Our new building is 100% ADA compliant. For those with language needs, we have bilingual staff, and for languages we don't cover, we use interpretive services. For individuals who struggle to be in a congregate setting for special reasons (trans-men, certain physical/medical disabilities, etc.) we have individual respite rooms, each with their own bathroom facilities.

11. What factors demonstrate your agency's ability to manage this program successfully?

Porchlight has been operating the shelter successfully since 1993. Over the years we have expanded our programs to more adequately meet the needs of the men we serve. We have done this very successfully for the Eastside Community.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

Bellevue PD, Bellevue FD, Bellevue CARES, Bellevue CCAT, Plymouth Housing (for Plymouth Crossing), multiple local churches (for the rotating shelter), many community groups and individuals (for meals for all locations)

13. What is your vision of success for the program?

PorchLight aims to expand outreach to the Eastside's men experiencing homelessness, prioritizing transitioning men to permanent housing, especially those with disabilities, while assisting others in securing affordable housing as they gain steady income.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Porchlight tracks the number of men served, number of bed nights, services accessed, and what successes they achieve (such as housing and employment). This year we are introducing Individual Service Plans to track progress to client-defined outcomes. We also track the number of people our Outreach coordinator has an interaction with, including available resources.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - o The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D. Acceptability of Insurers** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-7 Catholic Community Services

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

No. 10 Control	IZ-L-CARGIE
Name of Primary Contact:	Kelsi Williamson
Title / Role:	<u>Program Manager</u>
Organization Name:	Catholic Community Services
Program Name:	Emergency Assistance
Address:	100 23 rd Ave S Seattle, Wa 98144
Phone Number:	<u>253-850-2505</u>
E-mail Address:	Kwilliamson@ccsww.org
Website (if applicable):	Homepage Catholic Community Services of Western Washington (ccsww.org)
Secondary Contact Info (if applicable, include name, phone number & e-mail address):	Andrea Mendoza Division Director 206-963-3153 AMendoza@ccsww.org
Legal Tax Status of your Organization (example: 501(c) (3)):	501(c)(3) Corporations and Charities System (wa.gov)
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	Rooted in Catholic Social Teaching and the Gospel imperative, Catholic Community Services and Catholic Housing Services are outreaches of the Catholic Church in Western Washington, under the leadership of the Archbishop of Seattle and the Boards of Trustees.
	CCS and CHS answer the Gospel call to loving and compassionate service with particular concern for the sanctity of human life from conception to natural death and the dignity of the human person.
	Our employees and volunteers come from many faith traditions to serve and support poor and vulnerable people through the provision of quality, integrated services and housing.

	Our focus is on those individuals, children, families, and communities struggling with poverty and the effects of intolerance and racism. We actively join with others to work for justice.
General description of services provided by organization:	CATHOLIC COMMUNITY SERVICES IS A MULTI- SERVICE SOCIAL SERVICE AGENCY PROVIDING PROGRAMS, SERVICES AND HOUSING TO LOW INCOME CHILDREN, FAMILIES AND INDIVIDUALS IN WESTERN WASHINGTON. SERVICES ARE PROVIDED WITHOUT REGARD TO RACE OR RELIGIOUS AFFILIATION.
Does the organization have a nondiscrimination policy?	Yes

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services funding 20)25-2026: <u>\$</u>	20,000	
2025: \$10,000	2026: \$10,000		

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

These funds would allow the emergency assistance program to help residents living within the city of Woodinville with basic needs like rent assistance, eviction prevention, housing move-in fee costs and utility assistance. The EA program responds quickly to the needs of individuals and families experiencing a housing or income crisis throughout King County. This money will specifically help residents within the city of Woodinville by preventing eviction and stabilizing families and individuals in their housing, preventing homelessness. Funds are paid directly to the resident's landlord or utility company.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

The King County emergency assistance team is based in our Kent Family Center, at 1229 W Smith Street, Kent, WA 98032. During the pandemic, EA shifted its operation to offer appointments remotely to serve a wider range of individuals without adding an additional transportation barrier. Most elements of the service are provided over the phone or electronically, making the program accessible to households that do not live close to our office location. Those interested and able can still schedule an in-person appointment to be seen at our main office. If needed, EA can support transportation needs with bus tickets to assist those that come to the office.

5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):

☑ Physical Survival (food, shelter, protection from abuse/neglect) (specify): The Emergency Assistance program (EA) helps low-income individuals and families throughout King County with emergency and basic needs such as rental assistance and eviction prevention. While the number one focus of the program is shelter assistance through preventing homelessness, the program also assists households with utility shutoff notices and food support through gift cards or holiday meals. ☐ Gainful Employment (specify):

(specify):	
Social Support and Interaction (specify):	
Access to available, appropriate services (transportation, information, referral services) (specify):)
Other (specify):	

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

Due to the 8.5% poverty rate and continued population growth in King County, the need for low-income housing is at an all-time high. The lack of affordable housing results in rent-burdened individuals and families being forced to move to/live in units that they simply cannot afford, constantly on the edge of a housing crisis. According to the King County Regional Homelessness Authority, 34,866 people were homeless at some point in 2023. This is a staggering number and shows that King County is a leader in homelessness throughout the country.

The effects of the COVID-19 pandemic continue to impact the community, exacerbated by high inflation increasing the cost of everyday items, such as gas, groceries, and diapers. Residents are forced to choose how to spend their limited funds, resulting in an increase of individuals and families seeking support to remain housed. EA sees this need firsthand, speaking with hundreds of people who call the intake line every single week seeking assistance. Program staff listen to stories about individuals being behind on their rent due to lost jobs, the high cost of groceries and bills, missed work from being sick with COVID, and many other factors out of their control. Until recently, renters throughout King County were protected from being evicted due to the pandemic; but during that time, those unable to pay any or their entire rent are now thousands of dollars behind with no way to catch up on payments. EA is experiencing record volume of incoming calls from individuals seeking assistance. However, due to resource limitations, EA can only provide meaningful assistance to a fraction of those reaching out for support. Historically, the program received the most calls from Seattle residents, but now EA has seen calls increase from all over King County.

Another issue in the community is a gap in resources offered to prevent homelessness. There is an

important emphasis on funding allocated to support individuals experiencing literal homelessness. However, there is a significant drop-off in available funds designated to prevent individuals and families from falling into homelessness in the first place. The EA program is uniquely designed to meet this community need by providing housing assistance to households before they lose their housing. The importance of preventing homelessness for those on the verge of losing housing cannot be overemphasized. Homelessness is harmful to individuals and families physically, financially, and emotionally. Families, especially, have strong roots in the community, working essential jobs that benefit the community and often have children enrolled in the neighborhood school. The EA program does not believe that families facing an unforeseen short-term crisis deserve the compounded trauma of being uprooted, losing their belongings, and being behind on rent all on top of their financial crisis.

7. Describe how and when services will be provided, and how this addresses the needs identified above.

The EA program at Catholic Community Services serves low income and at-risk individuals with emergency financial assistance. The EA program quickly responds to the needs of individuals and families throughout King County by providing emergency rental and/or utility assistance. Additionally, EA can provide individuals with move-in assistance to help people regain stability by exiting homelessness. On occasion, EA can also provide individuals with grocery cards and bus tickets at their appointment to help get food in the household and reduce associated barriers to transportation. During the pandemic, EA shifted its operation to provide these services via phone call appointments so those in need can still be served without going to the office.

The EA program is staffed by two people: one program manager and one case manager who are overseen by a division director. The team of two provide strengths-based case management and have each been trained in trauma informed care and motivational interviewing. Using this person-centered approach allows the team, namely the case manager, to build rapport with clients, alleviate some of their stress, and better help individuals with budgeting and connecting with other community resources. In general, the EA program operates on a first-come, first-served basis, providing direct financial assistance for rental assistance, utility assistance and move-in cost assistance. Individuals seeking assistance call an intake line the case manager answers on a weekly basis, who then screens callers based on need and their ability to retain their housing with assistance. In every community in King County, the requests for Emergency Assistance far exceed the available funds, but having an intake line provides the most equitable way to distribute available funds. On occasion, the EA program can receive direct referrals for assistance, particularly from staff of our funded cities. For families to qualify and receive services, the total household income from all sources must be at or below 50% of the Area Median Income (AMI). EA utilizes different fund sources to meet the needs of individuals throughout King County, both in incorporated and unincorporated areas as determined by King County parcel viewer.

Knowing those seeking our services are in crisis, the EA team operates quickly and efficiently, scheduling an appointment within the week of call or referral, and issuing payment as soon as all necessary documentation is received. The program has strong and open communication with those receiving services, payment, and city staff as needed. Landlords often appreciate their experience working with the EA program and will refer other tenants for services.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

The EA program focuses on preventing homelessness but also helps people exit homelessness as needed. To best serve households facing these issues, the EA program focuses on low-income individuals and families residing in King County. To qualify, the total household income from all sources must be at or below 50% AMI. This allows the EA program to help the people who are most severely rent burdened and at the highest risk of potentially losing housing.

When individuals contact the program to schedule an appointment, the case manager initially determines eligibility by first asking for their address. They then use King County parcel viewer to ensure that the address provided is within the correct region to match funding availability and source. By not limiting services to a small group of people, EA is able to provide assistance to community members of all ages, races, cultures, demographics and geographic locations, as long as they meet the basic geographic and income criteria.

In 2023, of the total individuals served, 59% identified as female, while 42% were children under 18. EA also served 70 clients over the age of 55 in 2023, many of whom are on a fixed income, which equaled 9% of those assisted. With the main priority of EA being housing retention and helping families avoid homelessness, 99% of clients in 2023 were housed, seeking rental or utility assistance to avoid an eviction.

EA tracks all demographic information in our database for every client that we serve so that we can run reports to be able to see certain trends in the population we are serving such as race, age, sex, socio economic status etc.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025:	30	
2026:	30	

10. How will you accommodate people with special or functional needs?

All program facilities are accessible to individuals with disabilities according to the ADA Accessibility Guidelines. The EA staff is also open to having early or late appointments, and scheduling remote appointments so that the household's schedule and needs are always prioritized. For more accessibility, CCS, as a larger agency, also has many staff who speak additional languages, along with a partnership with a phone interpreting service to serve everyone.

11. What factors demonstrate your agency's ability to manage this program successfully?

The Emergency Assistance program has been around for over 20 years and successfully spent down funds from a variety of sources and requirements. This includes federal funding, such as CHG and ARPA, which have more rigorous tracking and reporting requirements. Due to the program's efficiency in spending down funds accurately, funders will often reach out to the program if they have been

unsuccessful in spending down all their funds across other partners and agencies. The EA program has a high standard of data tracking quality. Additionally, the program recently went completely paperless this year which has served to increase efficiency and turnaround time even more.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

The EA program recently gained the ability to refer clients and non-clients directly to the CCS Tenant Law Center if they mention having landlord issues or questions. Through this partnership, the EA program can educate clients on their landlord-tenant rights, while allowing clients to receive answers directly from attorneys specializing in housing law. This intervention is effective and cost efficient because it informs individuals of other avenues available to them to prevent evictions and utility shut offs, empowering them to learn more about their rights in the process. The program is also a long-term subcontractor of Solid Ground for the Housing Justice Project, assisting households across King County through four different fund sources (VSHSL Human Services, CHG, City of Bellevue, and CDBG).

13. What is your vision of success for the program?

EAs vision of success for the program would be that 93% of the individuals that are helped with rent assistance avoid eviction and remain housed. EA would enjoy partnering with the City of Woodinville to be able to offer these services to residents, becoming an added and necessary resource to prevent homelessness. It is the program's hope to be able to spend all of the funds.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Outcome 1: The desired outcome of engaging with our program is to help individuals remain stably housed and avoid eviction or utility shut-off.

The percentage of clients who will achieve this result is: 93%

How we collect the outcome data: The case manager will call/email the landlord and/or utility company to ensure that payment from the Emergency Assistance program is going to prevent eviction and retain housing and/or keep the utilities on in their home. This outcome is then documented in the agency's client database system; noting the amount of money EA assisted with, where it was paid, the date it was paid, and for which month.

Outcome 2: The desired outcome of engaging with our program is to have longer term housing stability and prevent homelessness.

The percentage of clients who will achieve this result is: 70%

How we collect the outcome data):Six months after receiving services, each household will receive an email to verify housing status. If no email is returned, the program will attempt contacting the household two more times by phone call for a housing verification update.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- **B. Minimum Amounts of Insurance** Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - o The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D.** Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-8 Friends of Youth

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Jessica Matheson
Title / Role:	Director of Government and Community Grants
Organization Name:	Friends of Youth
Program Name:	Willows Youth Services Center (WYSC)
Address:	Agency Admin: 13116 NE 132 nd St. Kirkland, WA 98034
	WYSC: 12735 Willows Rd NE Kirkland, WA 98034
Phone Number:	425-979-8281
E-mail Address:	grants@friendsofyouth.org
Website (if applicable):	www.friendsofyouth.org
Secondary Contact Info (if applicable, include	Modou Nyang, Senior Director of Homeless Youth
name, phone number & e-mail address):	Services, modou@friendsofyouth.org, 425-869-6490
Legal Tax Status of your Organization (example: 501(c) (3)):	501(c) (3)
Please provide documentation of tax status when submitting this application form	Please see our IRS Tax Exempt Letter attached to this application.
Purpose or mission statement of organization:	Friends of Youth's mission is to partner with youth and families to provide the relationships, resources, and skills they need to attain personal growth and success.
General description of services provided by organization:	Friends of Youth provides a range of wraparound services to support youth and families in our community. Our programs include emergency shelter, Transitional Living Programs (TLPs), mental health services, foster care services, employment support, and more.
	If awarded, City of Woodinville funds will support the Willows Youth Services Center, our emergency shelter and drop-in facility for youth ages 18-24 experiencing homelessness.
Does the organization have a nondiscrimination policy?	Yes, please see the nondiscrimination policy attached to this application.

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services funding 2025-2026: \$60,000

2025: \$30,000 2026: \$31,500

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

City of Woodinville Human Services funding will support Friends of Youth's Willows Youth Services Center (WYSC). The WYSC provides emergency shelter and wrap-around services to youth ages 18-24. Here, youth experiencing homelessness can meet their basic needs through access to showers, laundry facilities, meals, clothing, and a safe place to sleep. They can also connect to our range of internal services, including case management, employment services, housing navigation, and mental health/substance use disorder counseling.

In early 2024, Friends of Youth moved its shelter and drop-in services from a leased space in Redmond, The Landing, to the WYSC, an owned and newly constructed facility in Kirkland. This move represented a significant increase in service capacity. While The Landing provided 15 emergency shelter beds in a congregate setting, the WYSC can serve 26 young people per evening and offers semi-private sleeping rooms. The new facility can also increase its shelter capacity to 35 during instances of inclement weather. Additionally, the WYSC has increased confidential meeting space for counseling appointments, a commercial kitchen, a dedicated nursing station for physical health care, and more.

General drop-in and shelter services are provided by our team of Youth Specialists (YS). All YS work to develop rapport with clients accessing the WYSC. They ensure youth have what they need to meet their basic needs, including food, water, hygiene supplies, and access to shelter beds. Through the process of helping clients meet their basic needs, YS are often the first to establish trust with youth. These connections then serve as the gateway to more in-depth services, including case management, mental health/substance use disorder services, housing navigation, employment services, and more. By providing integrated and co-located services, we ensure that youth can meet a variety of needs in one, centralized location.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

The Willows Youth Services Center (WYSC) is located at 12735 Willows Rd NE Kirkland, WA 98034.

- 5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
 - X Physical Survival (food, shelter, protection from abuse/neglect) (specify): The WYSC provides emergency shelter, meals, hygiene supplies, and safety planning for all guests.
 - **X** Gainful Employment

(specify): All WYSC clients have access to our organization's Youth Employment Program.

Onsite Employment Case Managers (ECMs) host a weekly Job Club and work one-on-one with youth to establish employment goals, develop resumes, build interview skills, connect to employment/apprenticeship opportunities, and more.

X Social Support and Interaction

(specify): The WYSC's congregate drop-in space, shared mealtimes, and independent living skills groups provide ample opportunity for social interaction amongst peers. Our dedicated Case Managers, Mental Health Professionals, and Youth Specialists provide support and connection to resources.

X Access to available, appropriate services (transportation, information, referral services) (specify): The WYSC serves as a resource hub with both on-site wraparound services and referrals to community-based services. WYSC employees provide clients with King County Metro bus tickets to help them access external resources. Additionally, the WYSC operates a daily shuttle service that picks youth up near the Redmond Transit Center and brings them to the program.

Other			
(specify):		 	

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

The WYSC recognizes that youth in crisis have different needs than their adult counterparts. As opposed to older adults, unhoused youth have limited rental history, do not have traditional work experience, and are still undergoing cognitive development¹. Despite these differences, there is a shortage of youth-specific housing resources in our region. According to the 2022 Point in Time Count, there were 1,129 unaccompanied youth experiencing homelessness in King County² and only 214 youth-specific emergency shelter beds available to serve this population³. Additionally, 49% of individuals experiencing chronic homelessness in King County were first unhoused under the age of 25⁴. This underscores the need for youth- and young adult-specific support services.

Research has shown that youth who experience homelessness are more likely to develop mental illnesses and substance use disorders⁵. According to national statistics, they experience major depression, conduct disorder, and post-traumatic stress disorder at rates three-times that of their housed peers⁴. Additionally, rates of substance use have been reported to be as much as three times higher among homeless youth than among non-homeless individuals of the same age⁶. King County continues to see rising rates of overdose related deaths, many of which are attributed to

¹ Understanding the teen brain. University of Rochester Medical Center. (n.d.).

 $https://www.urmc.rochester.edu/encyclopedia/content.aspx?ContentTypeID=1\&ContentID=3051\#: \sim : text=The \%20 rational \%20 part \%20 of \%20 a, cortex \%20\%20 the \%20 brain's \%20 rational \%20 part.$

² U.S. Department of Housing and Urban Development. (2022, December 7). HUD 2022 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations.

³ U.S. Department of Housing and Urban Development. (2022, December 19). HUD 2022 Continuum of Care Homeless Assistance Programs Housing Inventory Count Report.

⁴ Seattle/King County Continuum of Care. (2020). Count Us In 2020. Seattle.

⁵ National Sexual Violence Resource Center. (2019, March). Homeless Youth and Sexual Violence. Harrisburg.

⁶ Gomez, R., Thompson, S. J., & Barczyk, A. N. (2010, January). Factors associated with substance use among homeless young adults. Substance abuse.

fentanyl use. People experiencing homelessness are disproportionately impacted by overdose deaths, as are Black and Indigenous individuals⁷.

The youth served by WYSC also often face challenges related to navigating complex social services systems. Most of them have experienced discriminatory treatment in places like emergency rooms, urgent care clinics, and benefits offices. This often leads to a general mistrust of providers and can cause youth to avoid seeking services to support their needs. Also, without consistent access to things like food, a safe place to sleep, showers, laundry, and technology such as cell phones and computers, these youth also struggle to schedule and prioritize appointments with various providers.

The WYSC is the only young adult emergency shelter in our 600 square mile service area, which encompasses north and east King County. In our region, youth experiencing homelessness face challenges specific to our service area, including geographic isolation and limited access to public transportation. If left without east side services, many youth in our community would need to travel to Seattle to receive support.

Friends of Youth's WYSC addresses these needs by offering comprehensive services in one central location, decreasing barriers to access for youth in all surrounding communities including Woodinville.

7. Describe how and when services will be provided, and how this addresses the needs identified above.

WYSC is accessible to youth 21 hours per day, seven days per week. Each day, we have three brief, one-hour closures that allow us to clean and complete shift-change duties. These closures occur from 8:00-9:00 AM, 2:00-3:00 PM, and 8:00-9:00 PM. Youth can remain on premises in designated outdoor areas and still have access to building restrooms during these closures.

By consistently remaining open and operational, the WYSC ensures youth experiencing homelessness always have access to food, personal hygiene supplies, laundry and shower facilities, computers, and a safe place to rest. Daytime drop-in hours also allow clients to access case management services, mental health/substance use disorder counseling, employment services, housing navigation, and more. Additionally, the WYSC's Manager of Kitchen Services uses the facility's commercial kitchen to prepare three nutritious, homecooked meals per day.

WYSC services are provided on a first come, first served basis. All WYSC services are free of charge. The drop-in space can accommodate all clients seeking services and does not utilize a waitlist. Thus far, WYSC has not needed to utilize a waitlist for shelter beds. However, we have an established lottery protocol for use if there are more youth in need of overnight shelter than there are beds available. The logistics of the lottery system are: 1) over the course of each day, clients who need shelter are added to a list; 2) clients can be added to the list by attending drop-in or by calling the WYSC; 3) clients in need of shelter must have their name added by 7:45pm; 4) if at 7:45pm there are more names than beds, folks are assigned a number; 5) numbers are drawn and beds are assigned; 6) youth who do not receive a bed are given referrals to other shelters and transportation support.

Additionally, the WYSC shelter is home to Friends of Youth's Branch Out Program (BOP). Through BOP, 10 of our total available shelter beds are reserved for guests in 30-day increments. To receive a bed through BOP, clients complete a short application and establish goals to work toward while

⁷ Public Health Seattle & King County. (2022, November). 2022 Overdose Death Report. Seattle.

enrolled in the program. This transitional bed approach improves client stability by guaranteeing them a consistent bed for 30 days. This also provides them with a stable place to store their belongings and allows for more schedule flexibility as they do not have to be on the shelter list by 7:45pm each day. This increases youth capacity to work toward their housing, mental health, and/or employment goals.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

The Willows Youth Services Center (WYSC) serves young people ages 18-24 experiencing homelessness. Age is verified using government-issued identification, such as a driver's license or ID card. If a guest does not have identification, they are connected to a Case Manager who will support them in obtaining one. Youth may access services while the document request is processed. Homelessness status is self-reported and may be verified through the Homelessness Management Information System (HMIS) for guests who have previously accessed homelessness services at any location within our continuum of care.

Friends of Youth utilizes an electronic client database called Youthforce. Youthforce is a secure, customized Salesforce platform and serves as the repository for all client data, including enrollment details, demographics, outcomes, and service units. WYSC employees are trained to request and enter client information into Youthforce. This process includes asking youth to self-report their city of residence. Residency information is stored alongside all other client demographics and can easily be pulled for inclusion in required reports.

9.	How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each
	year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025:	2	
2026.	2	

10. How will you accommodate people with special or functional needs?

Our facility is ADA compliant and clients are offered reasonable accommodations to address any operational concerns pertaining to their special or functional needs. Reasonable accommodations can be requested at any time and are available, except in extreme circumstances, without any paperwork or documentation required. We offer on-site mental health counseling for all youth, including those with psychiatric disabilities. We also provide referrals to community-based health care providers and disability advocacy groups to ensure residents are supported as they transition out of our care.

11. What factors demonstrate your agency's ability to manage this program successfully?

Friends of Youth employs best practices in program development, service delivery, and organizational oversight. This work is evidenced by our national accreditation through the Council on Accreditation (COA), an international organization that assesses human services organizations. We maintain a robust system of supervision to ensure best practices are utilized and program expectations are met. We also utilize an outcomes-based, continuous Performance and Quality Improvement (PQI) process to regularly re-evaluate and improve services.

Our finances are managed by a professional Finance Department which utilizes sound financial management systems and fiscal controls. Finance ensures the preparation and validation of all required

financial reporting and oversees compliance with all grant requirements, including federal requirements. Our agency operates in accordance with Generally Accepted Accounting Principles, has documented fiscal policies, and utilizes up-to-date accounting software. An annual federal single audit is conducted by an independent audit firm, in accordance with Generally Accepted Auditing Practices and Government Auditing Standards issued by the U.S. Comptroller General in The Uniform Guidance (2 CFR § 200). Finance activities are segregated so that transaction entry, authorization, and reconciliation are performed by different individuals.

While these factors are vital to the program, the WYSC's greatest demonstration of success is its impact on the youth we serve. Our program began as a one night per week operation and has grown into an enhanced shelter and resource center that serves over 250 individuals annually. Just last year, we provided 5,012 bed nights of safe shelter and 6,059 drop-in visits to the youth in our community—figures we expect to increase alongside our expanded service capacity at the WYSC.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

Friends of Youth is the sole operator of the Willows Youth Services Center (WYSC). However, the WYSC also partners with regional service providers, including HealthPoint. Through this partnership, WYSC clients have weekly access to an on-site Registered Nurse (RN) who utilizes the facility's dedicated nurse's station to complete primary care appointments. The HealthPoint RN's services are highly utilized, and many clients plan their drop-in visits to correspond with her availability.

Our organization also partners with many other providers including YouthCare, ROOTs, New Horizons, Therapeutic Health Services, City of Redmond's Homeless Outreach Administrator, and more. We work closely with our partners to ensure a high-quality continuum of care is available for youth. We share best practices, maintain reciprocal referral pathways, discuss strategies/approaches to effective housing, conduct collaborative advocacy, and problem-solve regional issues that require a coordinated community response.

13. What is your vision of success for the program?

As an agency, Friends of Youth envisions all youth having every opportunity to succeed. At the Willows Youth Services Center (WYSC) this means ensuring that all clients can consistently meet their basic needs and connect with wraparound support services to help them achieve their goals.

We are committed to operating the WYSC in alignment with the coordinated regional response to homelessness. To that end, we work to ensure our program meets several performance commitments, including:

- 365 nights of shelter service per year
- 26 shelter beds available per night
- 95% of shelter units are occupied
- 40% of clients exit to permanent housing
- 90% of clients that exit to permanent housing do not return to homelessness within six months
- 14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

We expect the WYSC to provide the following service units:

Friends of Youth will serve 310 unduplicated youth at the WYSC per year. We estimate these youth will access 5,610 bed nights of safe shelter and utilize 6,830 drop-in visits.

We expect clients will meet the following outcomes:

- 80% of youth accessing the WYSC will improve their safety and stability by completing two or more meaningful engagements with a program employee.
 - A meaningful engagement occurs anytime a client actively engages with an employee to seek additional or increased support. Often, meaningful engagements occur when youth have built enough trust with employees to share information about their experiences, request assistance in meeting a need, and/or connect to an additional service such as case management. Meaningful engagements are recorded and tracked in our internal, electronic client management database, Youthforce. This customized Salesforce platform is managed by our dedicated Data and Systems Analysis Team.
- 80% of youth accessing the WYSC will improve their overall health and wellbeing by accessing hygiene services such as showers and laundry.
 - Each day, shelter and drop-in employees record clients' shower and laundry usage in our internal, electronic client management database, Youthforce.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.

- Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D. Acceptability of Insurers** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-9 Kindering

APPLICATION

Name of Primary Contact:	Gaylene Vaden
Title / Role:	Director of Grants
Organization Name:	Kindering
Program Name:	Pediatric Developmental Support & Resource
Address:	Connection 16120 NE 8 th Street, Bellevue, WA 98008
Address.	10120 NE 8 Street, Bellevue, WA 98008
Phone Number:	425.653.4282
E-mail Address:	gaylene.vaden@kindering.org
Website (if applicable):	kindering.org
Secondary Contact Info (if applicable, include	Alison Morton, 425.653.4331,
name, phone number & e-mail address):	alison.morton@kindering.org
Legal Tax Status of your Organization Please provide documentation of tax status when submitting this application form	501c3
Purpose or mission statement of organization:	We embrace children of diverse abilities and their families by providing the finest education and therapies to nurture hope, courage, and the skills to soar. We work towards a more equitable and inclusive world, where all children can reach their fullest potential, regardless of their race, ethnicity, language, or income status. No family is turned away due to their financial or insurance status.
General description of services provided by organization:	Kindering supports children with disabilities and developmental delays (ages 0-10) through pediatric therapies, early learning and family education/support. Our programs help children reach developmental milestones by narrowing or closing their knowledge and skills gap with typically developing peers. Each year we reach 10,000 children, families and caregivers through developmental evaluations; physical, speech, feeding, and infant mental health therapies; special education; inclusive preschool; childcare consultation; family counseling; parent education; training; consultation; and support groups. To support marginalized populations, we provide highly effective, specialized programs for children experiencing homelessness, in the child welfare system, and in immigrant/refugee families.
Does the organization have a	Yes
nondiscrimination policy?	

Funding Request and Program Description

2. Total funding amount requested:

Human services funding 2025-2026: \$	521,000
2025: \$ 10,000	2026: \$ 11,000
(Total grant funding available is to be dete	ermined

3. What is the funding request(s) for? Please be specific and clear.

We will provide free developmental evaluations and comprehensive pediatric therapies for at least 140 Woodinville children up to age 11 each year during 2025-2026. To support those farthest from opportunity, we also will provide outreach, connection to resources, case management, tailored services for those experiencing homelessness, and services in English or Spanish, with interpreters to support other languages. This program would specifically support uninsured, underinsured, and low to moderate income residents through uncompensated care for those with limited financial resources, including one-quarter of the Woodinville residents we serve who rely on Medicaid. At Kindering, we make it our mission to provide services to all families, regardless of their life circumstances or their ability to pay.

Our trauma-informed, healing-centered programming will include:

Evaluations

Decades of research confirm that early support (formerly known as early intervention) is crucial for a child's growth and development. Kindering provides developmental evaluations free of charge for children from birth to age three, ensuring that all families have access to the early support their children may need.

A developmental evaluation is a thorough assessment conducted by trained professionals who evaluate how a child is learning and growing. This is used to determine if a child has developmental delays or disabilities and qualifies for early intervention services. If a child qualifies, they can access support at Kindering or our neurodevelopmental partners. No doctor's referral is required.

Older children are evaluated for support needs through our Kids Clinic.

Pediatric Therapies

- Speech and language therapy to enhance communication skills, with an AAC clinic for children who benefit from devices that augment or generate speech.
- Physical and occupational therapy to help children reach motor milestones (sitting, walking, grasping, etc.), functional skills (dressing, eating) and improve sensory processing.
- Infant and early childhood mental health therapy to foster healthy social-emotional relationships between children and their caregivers. This is crucial for children with significant special needs and those with adverse childhood experiences such as homelessness, child welfare system involvement, poverty, or immigrant/refugee status.
- Specialized programing for children with autism, including family support.
- KidsClinic supplements school-based therapies, which are limited to skills that impact a child's
 academic success at school. For example, Kids Clinic can increase support for children with
 complex medical issues, coach skills to increase independence and assist with community
 mobility (such as adaptive biking or wheelchair use).

Additional Services: Connection to resources, case management and outreach

- Connection to resources for basic needs of the family such as food, shelter and transportation, behavioral health, and culturally specific services through organizations that partner with Kindering in serving children.
- Coordination of care and case management services through a Family Resources Coordinator, partnered with each family in early support.
- Outreach in partnership with community organizations, government agencies, medical facilities, school districts, community health workers and more to share information about developmental delays, disabilities, free evaluations, and support options.

Value Provided

Your grant of \$10,000 in 2025 amounts to just under \$71.50 per child per year and would represent less than 1% of the cost of Kindering providing services to the families of Kindering. On average, the annual gap between our cost and revenues is \$1,450 per child, which is covered through fundraising such as events, individual giving and unrestricted grants.

The hours of service per child ranges greatly. We will include in our count only children who at minimum receive an evaluation, which encompasses 6.75 hours of staff time. This only would break down to \$10.60 per hour. Children who qualify for and enroll in services can receive from dozens to more than 100 hours of services per year, with a minimum of one hour per month, reducing the cost even further. Our staffing costs are 85% of our total expenses.

Furthermore, we count only the child in reporting numbers to you although parents and caregivers also receive coaching, parent education, connection to resources and other supports.

Your grant would help cover the cost of this critical care, ensuring that more families in Woodinville can access the pediatric supports they need helping their children close the gap with their typically developing peers, improve their day-to-day functioning and reap benefits throughout their lifetime. Not only would your grant help Kindering cover the funding gap, it would also benefit the community through outcomes such as these for our 2022-23 class that graduated at age 3 when most children who entered services below developmental age expectations substantially increased their rate of growth by exit, measured across three developmental skills areas and no longer qualified for special education.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

Our families tell us how to best meet their needs. We provide services at a safe location of their choice: their home, a community location or one of our four campuses. While most services are provided in family homes, our Woodinville families who receive services on campus typically chose our Bothell campus (19801 N Creek Pkwy), followed by our Redmond campus (16225 NE 87th St), and then our Bellevue campus (16120 NE 8th St). Families also chose whether to engage in services in-person, virtually or hybrid, with devices, hotspots and tech support provided when needed.

	5.	Please indicate and describe the Funding Priority Goal(s) addressed by your prog	ram/	(s):
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✓	Physical Survival (food, shelter, protection from abuse/neglect) (specify): Families who are experiencing homelessness or lack financial resources are connected to needed community resources for physical survival (food, housing, etc.).
	Gainful Employment (specify): NA

- ✓ Social Support and Interaction (specify): Occupational therapy supports children in developing social-emotional skills and in interacting with others. Infant Mental Health therapy supports intrafamily interactions. In addition, Kindering provides a variety of specialized group supports/Co-Op classroom programs for children with disabilities and their families, unique caregiver supports for those supporting children with autism, and parent education.
- ✓ Access to available, appropriate services (transportation, information, referral services) (specify): Each family whose child has a disability or developmental delay is assigned a family resource coordinator (case worker) to connect them to community resources such as school district services, transportation, employment, behavioral health, recovery and rehabilitation, child care and other wrap-around support services.
- ✓ Other (specify): This grant would fund developmental evaluations and comprehensive early support services for Woodinville residents so that children with developmental disabilities and delays can qualify for pediatric therapies, special education and comprehensive supports that will help them close the gap with their typically developing peers, improve their day-to-day functioning and reap benefits throughout their lifetime.

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

There is an observable uptick in eligibility for early support services. The percentage of children qualifying for services at their developmental evaluation at Kindering has risen from 81% pre pandemic to 89%. Furthermore, there is latent unmet need in our community where fewer than 6% receive early support services (Department of Children, Youth and Families), although the Centers for Disease Control and Prevention estimates that 16% of the children in the U.S. have one or more developmental disabilities or other developmental delays.

The need for early support in our area over the past decade has grown about 10% each year. Kindering helps address this unmet need through focused outreach to families, partnering with community-based groups to promote early support and continuing to ensure that we have capacity to meet community need through targeted expansion efforts.

Current research confirms what we see. "The infants born during the pandemic scored lower, on average, on tests of gross motor, fine motor and communication skills compared with those born before it ... It didn't matter whether their birth parent had been infected with the virus or not; there seemed to be something about the environment of the pandemic itself." (The COVID generation: how is the pandemic affecting kids' brains? Nature, 1/12/22). In King County, these impacts are especially prevalent among marginalized communities. (Impacts of the COVID pandemic on parents and young children in King County, June 2021, Best Starts for Kids)

To improve access, we are focused on addressing systemic barriers for low-income families and children of color, who are too often left out of the early support system. As one striking indicator, Black and Latino children are 78% less likely nationally to receive needed early support services. (https://edtrust.org/rti/increasing-equity-in-early-intervention/)

With early support services, children with developmental delays or disabilities can be active and successful in settings such as their homes, child care, preschool/school programs and communities. Early supports under the Individuals with Disabilities Act are designed to:

• Enhance the development of infants and toddlers with disabilities

- Save school districts by reducing the need for special education
- Minimize the likelihood of institutionalization, and maximizing independent living
- Enhance the capacity of families to meet their child's needs

(dcyf.wa.gov/services/child-development-supports/esit)

Network of Support Providers

Kindering is a formally designated neurodevelopmental center for families living in East King and South Snohomish County. Because of location, insurance constraints and other factors, families often have few options when it comes to early support. As the largest, and most comprehensive neurodevelopmental center in our community, we offer 23 programs and services, including specialized services that other providers do not offer. Even for services that are offered elsewhere, we are often the only local program that accepts Medicaid. We are proud to partner with families to support their child's care, particularly families who face disproportionate challenges and outcomes. All services are provided without regard to a family's finances.

Agencies that support the children of Woodinville's developmental needs through services that overlap with Kindering's include Northshore Pediatric Therapy (private, primarily speech/occupational therapy, no Medicaid on website), Children's Therapy of Woodinville (primarily Speech/Physical/Occupational Therapy, different service geography for Part C early supports) and MeBe Seattle (primarily private, Applied Behavior Analysis, Speech/Occupational Therapy, no Medicaid on website).

7. Describe how and when services will be provided, and how this addresses the needs identified above.

No door is the wrong door at Kindering. Children come to us through referrals by family caregivers, pediatricians, community partners, teachers, child welfare system, self-referral, and other pathways. We also use outreach to help identify children who may need support but face obstacles to accessing services. While most of our services are home-based, we can also provide our core services wherever our families are at – whether that be the home, a community center, child care facility, or at a Kindering campus. Furthermore, while most services are provided during normal business hours, our providers are highly flexible in meeting family needs, including during other hours.

Our skilled clinical team sets up an evaluation using standardized assessment tools so they may provide an informed clinical opinion as to whether the child has disabilities or delays in areas of development and learning including cognitive, communication, physical/motor, and social/emotional. Some children who come to Kindering with a variety of physical or mental conditions such as Down syndrome, cerebral palsy or fragile x syndrome have high probabilities of delays. Others are at elevated risk because of adverse experiences such as homelessness, poverty, abuse/neglect or immigrant/refugee status.

The evaluation provides information about the child's strengths and areas where they need specialized support for their development, instruction or behavior. Children who qualify receive services outlined in their Individualized Family Service Plan developed in partnership between the family and team of therapists, child development specialists, social workers and others. Services may include speech, physical and infant mental health therapy, special education, parent coaching and support groups. Each family has their own Family Resource Coordinator who helps coordinate services, maintains regular contact with families to discuss progress and their concerns/needs, and connects them to dozens of needed community resources such as food, formula, diapers, housing, transportation, employment, behavioral health care and many more.

To break down barriers to services, we provide many programs in Spanish, do intentional outreach with underserved communities, and tailor services to each child and family's strengths, goals, and needs.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

We will provide comprehensive services to children (birth to 10) and their families who live in Woodinville.

We anticipate they will have characteristics like the Woodinville children Kindering served in 2023, many of whom had significant delays due to autism; cerebral palsy; chromosomal abnormalities; Down syndrome; metabolic disorders; the effects of prematurity; seizures; visual and/or hearing impairments; prenatal substance exposure; and abuse or neglect. In 2023, 40% identified as Children of Color, 34% spoke a language other than English at home with 16 distinct languages, and 24% utilized Medicaid for therapies. Based on recent census data, we would estimate that 436 of Woodinville's children are under age 3. We plan to optimize the number who receive evaluations and subsequent early support in 2025-26. The stated number of 140 is children only because that is who we track, although support extends to their parents, caregivers and family so at least one extra per child.

Kindering maintains detailed records for the families we serve including city of residence, use of Medicaid, race, ethnicity and preferred language. We can report in a variety of formats using data first collected in our electronic medical record system and then analyzed using Power BI. Additionally, we maintain records of individual diagnosis, treatment plan, services provided and outcomes, although these typically are not shared due to privacy laws.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025:	140	
2026:	140	

10. How will you accommodate people with special or functional needs?

Kindering was founded to serve children with special needs and our staff are highly trained in supporting a range of needs through a range of therapies, some of which employ specialized equipment. To support under resourced families and make sure all families can test equipment or borrow equipment for short-term therapy needs, we keep a lending library of specialized equipment such as walkers, sensory vests, adaptive seating, weighted blankets, feeding devices and oral-motor sensory tools.

Our facilities are accessible.

11. What factors demonstrate your agency's ability to manage this program successfully?

Since 1962, Kindering has provided proven, effective services to the children of our region with proven outcomes. Our Board of Directors provides strong fiscal oversight and our Excellence

Committee, Chief Program Officer, data analysis and IT team partner with program staff to continuously review and improve our services.

Kindering has been recognized through numerous awards/designations, such as:

- Neurodevelopmental Center of Excellence (WA Department of Health)
- Center of Excellence for Autism Spectrum Diagnosis (WA Healthcare Authority)
- 2019 Washingtonian of the Year (Office of the Lt. Governor)
- 2018 Nonprofit of the Year Community Impact Award (Seattle Business Magazine)
- GuideStar Platinum Seal of Transparency

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

Partnerships are key to enriching our work, as well best understanding and meeting the needs of those we serve. This work is handled by leaders at all levels, program staff and dedicated outreach staff. We partner to identify families who have children in need of early support and provide outreach to help them receive a developmental evaluation for their child, and any subsequent services.

Kindering has long established partnerships with local school districts; public health; physicians and pediatricians; Department of Health and Human Services; Early Intervention Agency Councils of King and Snohomish County (where our staff hold positions); King County Housing Authority and local community courts. In addition, we partner with fellow nonprofits and support providers including:

- Human Services Commissions of Bellevue, Bothell, Issaquah, Kirkland, Redmond, Renton and Woodinville
- Other early support agencies such as Boyer, Encompass, Children's Therapy Center and Northwest Center, each with their own geographies and program mix
- University of Washington Center for Child & Family Well-Being
- Public Health Seattle & King County
- Alliance of Eastside Agencies
- Eastside Pathways
- North Urban Human Services Alliance
- Basic needs providers such as Special Delivery, KidVantage (fka Eastside Baby Corner) and food banks

Furthermore, Kindering has a long history of partnering with culturally specific agencies to ensure that we are meeting our commitment to designing and delivering programs that are relevant for those we serve. Examples include Manos Unidas, Chinese Information and Service Center, Muslim Association of Puget Sound, El Centro de la Raza, Open Doors for Multicultural Families and NISO Promotores.

To reach children in families who are experiencing housing instability we work with McKinney Vento school districts liaisons, community courts and organizations such as You Belong, Friends of Youth, Housing Hope, Sophia Way, Mary's Place, Avondale Park, Vision House, Hopelink, Imagine Housing, Lifewire, YWCA and New Bethlehem Day Center.

We have formal MOUs with several early support agencies in relation to our training and consultation of such agencies to share best practices in supporting children involved in the child welfare system. We are currently establishing MOUs with a few culturally specific agencies around training their staff as community health workers with autism specialization.

13. What is your vision of success for the program?

Our work ensures that children engaged in Kindering services make measurable progress towards their developmental goals. Our 3-year-olds who graduated in 2023 demonstrate our strong outcomes, which hold true across the diverse range of social-economic conditions, races and ethnicities represented by the children we serve:

- most children who entered services below developmental age expectations substantially increased their rate of growth by exit, measured across three developmental skills areas.
- 94% of parents reported Kindering therapy staff were aware of and sensitive to home culture
- 77% of parents reported improvement in their skills and confidence in meeting their child's needs
- Kindering saved local schools \$59 million in special education costs

And, just as impressive, children who completed services within our KidsClinic pediatric therapy program met their developmental goals with strong results and parent satisfaction.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Each year 140 children will receive early learning services defined as Developmental Evaluations and Early Support Services (speech, occupational, physical & infant mental health therapy; together with outreach; resource connection; and family coaching), which will be provided in home or another family-chosen location.

Our quarterly reports will include the unduplicated number of Woodinville's infants and children evaluated or engaged in Kindering services, with quarterly and year-to-date totals.

Our annual reports will include progress towards developmental goals for children in early supports as measured by the Child Outcomes Summary. As background, Child Outcomes Summary scores measure developmental skills acquisition and are analyzed to determine the need for further support. These are reported annually on an organization-wide basis for all children as a group, and so are not city specific. This is due both to the need for medical privacy and the difficulty in disaggregating individual results. We do, however, disaggregate results by race and ethnicity to ensure these achievements hold true across the diverse range of social-economic conditions, races and ethnicities represented by the children we serve.

We will also report annually on aggregate parent satisfaction measures.

As part of our narrative reports, we will report on the progress of children in KidsClinic. We are currently working on developing standardized outcome measures for children older than 3 to provide consistent reporting.

Our work will be successful if we serve 140 children in Woodinville in 2025 and 2026 through evaluations, early supports and connection to resources, and our organization reports child outcomes and parent satisfaction like those from 2023.

Program Budget

Please use Application Form A: Human Services Grant Funding Program Budget 2025-2026 to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

HS-10 Northshore Schools Foundation Backpacks for Kids

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Kim Rickelton
Title / Role:	
Title / Role.	Grant Services Manager
Organization Name:	Northshore Schools Foundation
Program Name:	Backpacks for Kids
Address:	13110 NE 177th Place B101-103 Woodinville, WA 98072
Phone Number:	(425) 408-7680
E-mail Address:	kim@nsdfoundation.org
Website (if applicable):	Home Northshore Schools Foundation
Secondary Contact Info (if applicable, include	Cara Anderson-Ahrens, (425) 408-7680,
name, phone number & e-mail address):	cara@nsdfoundation.org
Legal Tax Status of your Organization (example:	501(c) (3)
501(c) (3)):	Please see attached IRS document
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	The mission of the Northshore Schools
	Foundation (NSDF) is to raise funds and build
	community partnerships that enhance and inspire
	learning potential, remove barriers, and build
	skills for life, thereby amplifying District priorities
	skills for life, thereby amplifying District priorities for student and teacher education and
General description of services provided by	skills for life, thereby amplifying District priorities for student and teacher education and excellence.
General description of services provided by organization:	skills for life, thereby amplifying District priorities for student and teacher education and excellence. We are a 501(c)(3) non-profit organization
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	Our support falls among three main pillars to serve the Northshore community, schools, and partners: Enhance & Inspire Learning through Classroom and District Grants, Removing Barriers in Education, and Building Skills for Life.
Does the organization have a nondiscrimination policy?	<u>Yes</u>

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services funding 2025-2026: \$4,000

2025: **\$2,000** 2026: **\$2,000**

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

The Northshore Schools Foundation (NSDF) provides backpacks and school supplies for Woodinville students experiencing homelessness and/or financial limitations to support academic success. In August, backpacks and school supply kits are delivered to each school in the district where students/families have requested one. Leading up to this initiative, NSDF requests donations from the community, both in supplies and monetary donations.

We welcome and appreciate this support from the Northshore community. However, by relying solely on these donations, we're not able to acquire the necessary volume and ensure the quality of the products we distribute.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

Families with students who need school supplies can apply for them directly by submitting an online request at: <u>Backpacks For Kids Supply Request 2024-2025 (office.com)</u> This form is updated annually.

During the school year, service delivery is available at each school. Requests during the school year come from Care Team Liaisons who receive deliveries from NSDF.

5.	Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
	☐ Physical Survival (food, shelter, protection from abuse/neglect) (specify):
	☐ Gainful Employment (specify):
	X Social Support and Interaction (specify): Supplying backpacks and school supplies provides necessary support for families whose income is below or close to the poverty line. Currently there are 3,600 families on the free and reduced lunch roles in the Northshore School District (NSD) for the 2024/2025 school year. Our priority is to serve as many of these families as we can with backpacks and school supplies so that they're ready for school.
	☐ Access to available, appropriate services (transportation, information, referral services) (specify):
	☐ Other (specify):

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

Given the economic hardships faced by many NSD families in the aftermath of the pandemic, there is a growing need for backpacks and essential school supplies among students and their families. This is exemplified in our estimated vs actual numbers for 2023: we estimated between 35 - 40 backpacks per year for 2023-2024 for Woodinville families, and the actual was 148 for 2023 alone. Continued financial support from the City of Woodinville will allow us to meet this increased demand and ensure that every student has access to the necessary tools for academic success.

No other organization in our community is offering this service.

7. Describe how and when services will be provided, and how this addresses the needs identified above.

In August, backpacks and school supply kits are delivered to each school in the district where students/families have requested one. For this school year, requests came in June, July and August. Every single school had at least one request and some had as many as 50. Woodinville High School alone, for example, requested 30 backpacks and Woodin Elementary requested 45.

If a student needs school supplies during the school year, they will receive them within 3 days of their request.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Our target population are low-income students/families as well as those students' experiencing homelessness. We use a registration process to plan for the number of backpacks and school supplies we need, to ensure we're serving our target population and to collect demographic information. Currently, this form is in English and Spanish. During distribution in August, we do not require someone to be registered to receive a backpack.

In the past, we collected only School and City demographics on the registration form. This year we added the following demographic information: Household Income; Numbers of Adults in Household; Number of Single Parents; Number of Children in the Household; Chosen or Assigned Gender; and Ethnic Background of each child. All demographic questions are optional. To date, 95% participated in questions regarding Income; 90% answered questions about Ethnic Background and 20% filled out the questionnaire in Spanish. We anticipate adding translations for more languages for the 2025-2026 school year.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: 160

2026: 170

10. How will you accommodate people with special or functional needs?

This program is not set up to accommodate students who may need special supplies to access learning. We have the ability for teachers to get specialized supplies for students with differing abilities through our Classroom Grant program.

11. What factors demonstrate your agency's ability to manage this program successfully?

Backpacks for Kids was initiated as a partnership with the Woodinville Chamber over 20 years ago. NSDF has run the Backpacks for Kids program for 10 consecutive years with a steady track record of success, especially as both the student population and need has increased annually.

The success of this program lies in our strong partnership with each individual school. Educators play a crucial role in connecting us with families by promoting the registration link, nominating families to receive it directly from NSDF, and allowing students and families to pick up backpacks and school supplies directly from their school the week before classes begin. This approach has made accessing these resources much easier, especially for high school students. For example, we've noticed a significant increase in participation from Woodinville High School students compared to previous years.

Within the first month of school, we typically distribute more backpacks than initially requested. Over the past 10 years, families have come to recognize their home school office as a valuable resource. Even if they miss the registration link, they know they can still visit their school office to receive a backpack.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

NSDF works very closely with the Northshore School District. We are also a trusted funding partner for the City of Bothell and the City of Kenmore with responsibilities to provide funding for residents in need who are experiencing homelessness or barriers to their educational success. We also partner with the Assistance League of the Eastside. They contract with NSDF to distribute Operation School Bell funds to Northshore students.

13. What is your vision of success for the program?

We track the number of backpacks requested and delivered. Success is determined by getting the request for services link to families in need, meeting or exceeding previous year's final delivery numbers, and ensuring a seamless distribution of backpacks to schools throughout the year.

Our desired result of this program is to fulfill 100% of the requests we receive and have some stock leftover to deliver to schools throughout the school year.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

We track the number of requests for backpacks and school supplies by student/family and the number fulfilled. This year, for the first time, we're adding demographic information to the request form so that we are tracking family income, ethnicity, chosen or assigned gender, and single parent households.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- **B. Minimum Amounts of Insurance** Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - o The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by

- the City shall be excess of the Agency's insurance and shall not contribute with it.
- o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D. Acceptability of Insurers** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-11 Northshore Schools Foundation Mckinney Vento

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

No. 1 of Division Control	W D. I. II.
Name of Primary Contact:	Kim Rickelton
Title / Role:	Grant Services Manager
Organization Name:	Northshore Schools Foundation
Program Name:	McKinney Vento
Address:	13110 NE 177th Place B101-103 Woodinville, WA 98072
Phone Number:	<u>(425) 408-7680</u>
E-mail Address:	kim@nsdfoundation.org
Website (if applicable):	Home Northshore Schools Foundation
Secondary Contact Info (if applicable, include	Cara Anderson-Ahrens, (425) 408-7680,
name, phone number & e-mail address):	cara@nsdfoundation.org
Legal Tax Status of your Organization (example:	501(c) (3)
501(c) (3)):	Please see attached IRS document
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	The mission of the Northshore Schools Foundation (NSDF) is to raise funds and build community partnerships that enhance and inspire learning potential, remove barriers, and build skills for life, thereby amplifying District priorities for student and teacher education and excellence.
General description of services provided by organization:	We are a 501(c)(3) non-profit organization dedicated to serving the Northshore School District in Bothell, WA. Funded exclusively by private donations, we operate independently from the school district. Since our founding in 1995, we have established strong partnerships within the district, the local community, and various organizations. We are honored to have been voted the best local non-profit 501(c)(3) organization in the Best of Northshore. Additionally, we have received the Top-Rated Great Nonprofits Award and hold Gold Participant status on Candid. Our mission is to enrich the educational experience for students, support teachers, and make a meaningful impact on Northshore education and the community.

	Our support falls among three main pillars to serve the Northshore community, schools, and partners: Enhance & Inspire Learning through Classroom and District Grants, Removing Barriers in Education, and Building Skills for Life.
Does the organization have a nondiscrimination policy?	<u>Yes</u>

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services funding 2025-2026: \$6,000

2025: \$3,000 2026: \$3,000

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

The McKinney-Vento Act (MVA) is federal legislation that has supported children and youth experiencing homelessness since 1987. The Northshore School District (NSD) allocates the majority of its federal funds to provide transportation and food support, with all MVA students eligible for free and reduced lunch.

For the past several years, the Northshore Schools Foundation (NSDF) has partnered with the district to offer additional funding. This collaboration enables the NSD MVA staff member to address other barriers to education caused by homelessness, such as providing hotel vouchers, food, clothing, laundry services, and covering school activity fees.

We work closely with the district's McKinney-Vento staff to determine the most effective use of these funds.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

Our support for McKinney-Vento programming is directed through the Northshore School District staff member who allocates McKinney-Vento funding. She receives information from schools across the district regarding families facing homelessness. The unrestricted funds provided by NSDF allow her flexibility in meeting the needs of individual families as federal funds come with many restrictions.

5.	Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
	X Physical Survival (food, shelter, protection from abuse/neglect) (specify): The main priority of federal McKinney –Vento funding is transportation for displaced students so that they can remain in their home school while experiencing homelessness. NSDF's priority is to provide McKinney-Vento staff with funds that can be spent to support temporary shelter and other basic needs for the family.
	Gainful Employment (specify):
	Social Support and Interaction (specify):
	☐ Access to available, appropriate services (transportation, information, referral services) (specify):
	☐ Other (specify):
6.	What needs will your program(s) address? Are there other organizations fulfilling this need in the region?
wł off su	nding for this program will go towards supplementing McKinney-Vento support beyond nat the Northshore School District can do. No other organization in our community/region fers the same direct services as NSDF. There is an assumption that federal funds are fficient to support Northshore students and families experiencing melessness. Therefore, no other organizations are funding this need.
7.	Describe how and when services will be provided, and how this addresses the needs identified above.

NSD's McKinney-Vento staff services everyone who qualifies and meets with them in person

or over the phone either at school or their current place of residence. All NSD staff can refer unhoused families for services. If students/families self-identify as needing services, they will be referred to McKinney-Vento staff directly.

NSDF works closely with McKinney-Vento staff to determine the best use of dollars. Funds may be used for lodging, food, gas, clothing, transportation and other financial support to help families get back on their feet and/or avoid permanent loss of housing.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Our target population is students whose families are experiencing homelessness and qualify for McKinney-Vento aid. Roughly 3,600 Northshore students are on free and reduced lunch, and 200 are documented as experiencing homelessness, some of them Woodinville students. We are currently a City of Woodinville Human Services Grant recipient to serve families experiencing homelessness – you have seen our most recent report that documents 28 Woodinville families met this criterion in 2023.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: **30**

2026: **35**

10. How will you accommodate people with special or functional needs?

As a supplemental funding partner with the district, NSDF relies on the district's capacity to service students with many types of needs. Where our partnership is most helpful is around language and cultural services. Our funding can be used for translation services if needed.

11. What factors demonstrate your agency's ability to manage this program successfully?

The Northshore School District is uniquely located spanning 2 counties, 3 cities and several legislative districts. Many social services resources are not available within our community. When possible, NSDF steps in to provide gaps in funding to support our students' academic success. NSDF has partnered with the Northshore School District McKinney-Vento program for 5 consecutive years with a steady track record of success.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

NSDF works very closely with the Northshore School District. We are also a trusted funding partner for the City of Bothell and the City of Kenmore with responsibilities to provide funding for residents in need who are experiencing homelessness or barriers to their academic success.

13. What is your vision of success for the program?

In order to more accurately report the numbers of Woodinville families served, we are implementing a new shared data form to allow better communication and collaboration between the district and NSDF. Beginning in the 2024-2025 school year, NSDF will track both Removing Barriers and McKinney-Vento families to better understand the crossover between those experiencing homelessness and those who are being referred to NSDF by Care Team Liaisons for basic needs support. This form will be accessible to both NSDF and District staff, enhancing efficiencies for serving families and reporting to donors and funders.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

We measure our services by tracking the number of students and families served. Additionally, we collaborate with the district's McKinney-Vento staff member to assess outcomes based on the types of support provided. For example, we track the next steps for a family after a five-day hotel stay funded by McKinney-Vento, as well as the participation of students whose activity fees were covered.

The desired outcome of this program is to provide short-term resources to homeless families, giving them the necessary breathing room to apply for long-term support from nonprofit and governmental human services agencies.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - o The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D.** Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-12 Northshore Schools Foundation Removing Barriers

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

No. 1 of Division Control	W D. I. II.
Name of Primary Contact:	Kim Rickelton
Title / Role:	Grant Services Manager
Organization Name:	Northshore Schools Foundation
Program Name:	McKinney Vento
Address:	13110 NE 177th Place B101-103 Woodinville, WA 98072
Phone Number:	<u>(425) 408-7680</u>
E-mail Address:	kim@nsdfoundation.org
Website (if applicable):	Home Northshore Schools Foundation
Secondary Contact Info (if applicable, include	Cara Anderson-Ahrens, (425) 408-7680,
name, phone number & e-mail address):	cara@nsdfoundation.org
Legal Tax Status of your Organization (example:	501(c) (3)
501(c) (3)):	Please see attached IRS document
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	The mission of the Northshore Schools Foundation (NSDF) is to raise funds and build community partnerships that enhance and inspire learning potential, remove barriers, and build skills for life, thereby amplifying District priorities for student and teacher education and excellence.
General description of services provided by organization:	We are a 501(c)(3) non-profit organization dedicated to serving the Northshore School District in Bothell, WA. Funded exclusively by private donations, we operate independently from the school district. Since our founding in 1995, we have established strong partnerships within the district, the local community, and various organizations. We are honored to have been voted the best local non-profit 501(c)(3) organization in the Best of Northshore. Additionally, we have received the Top-Rated Great Nonprofits Award and hold Gold Participant status on Candid. Our mission is to enrich the educational experience for students, support teachers, and make a meaningful impact on Northshore education and the community.

	Our support falls among three main pillars to serve the Northshore community, schools, and partners: Enhance & Inspire Learning through Classroom and District Grants, Removing Barriers in Education, and Building Skills for Life.
Does the organization have a nondiscrimination policy?	<u>Yes</u>

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services funding 2025-2026: \$6,000

2025: \$3,000 2026: \$3,000

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

The McKinney-Vento Act (MVA) is federal legislation that has supported children and youth experiencing homelessness since 1987. The Northshore School District (NSD) allocates the majority of its federal funds to provide transportation and food support, with all MVA students eligible for free and reduced lunch.

For the past several years, the Northshore Schools Foundation (NSDF) has partnered with the district to offer additional funding. This collaboration enables the NSD MVA staff member to address other barriers to education caused by homelessness, such as providing hotel vouchers, food, clothing, laundry services, and covering school activity fees.

We work closely with the district's McKinney-Vento staff to determine the most effective use of these funds.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

Our support for McKinney-Vento programming is directed through the Northshore School District staff member who allocates McKinney-Vento funding. She receives information from schools across the district regarding families facing homelessness. The unrestricted funds provided by NSDF allow her flexibility in meeting the needs of individual families as federal funds come with many restrictions.

5.	Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
	X Physical Survival (food, shelter, protection from abuse/neglect) (specify): The main priority of federal McKinney –Vento funding is transportation for displaced students so that they can remain in their home school while experiencing homelessness. NSDF's priority is to provide McKinney-Vento staff with funds that can be spent to support temporary shelter and other basic needs for the family.
	Gainful Employment (specify):
	Social Support and Interaction (specify):
	☐ Access to available, appropriate services (transportation, information, referral services) (specify):
	☐ Other (specify):
6.	What needs will your program(s) address? Are there other organizations fulfilling this need in the region?
wh off suf	nding for this program will go towards supplementing McKinney-Vento support beyond at the Northshore School District can do. No other organization in our community/region ers the same direct services as NSDF. There is an assumption that federal funds are ficient to support Northshore students and families experiencing melessness. Therefore, no other organizations are funding this need.
7.	Describe how and when services will be provided, and how this addresses the needs identified above.

NSD's McKinney-Vento staff services everyone who qualifies and meets with them in person or over the phone either at school or their current place of residence. All NSD staff can refer unhoused families for services. If students/families self-identify as needing services, they will be referred to McKinney-Vento staff directly.

NSDF works closely with McKinney-Vento staff to determine the best use of dollars. Funds may be used for lodging, food, gas, clothing, transportation and other financial support to help families get back on their feet and/or avoid permanent loss of housing.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Our target population is students whose families are experiencing homelessness and qualify for McKinney-Vento aid. Roughly 3,600 Northshore students are on free and reduced lunch, and 200 are documented as experiencing homelessness, some of them Woodinville students. We are currently a City of Woodinville Human Services Grant recipient to serve families experiencing homelessness – you have seen our most recent report that documents 28 Woodinville families met this criterion in 2023.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: 30

2026: 35

10. How will you accommodate people with special or functional needs?

As a supplemental funding partner with the district, NSDF relies on the district's capacity to service students with many types of needs. Where our partnership is most helpful is around language and cultural services. Our funding can be used for translation services if needed.

11. What factors demonstrate your agency's ability to manage this program successfully?

The Northshore School District is uniquely located spanning 2 counties, 3 cities and several legislative districts. Many social services resources are not available within our community. When possible, NSDF steps in to provide gaps in funding to support our students' academic success. NSDF has partnered with the Northshore School District McKinney-Vento program for 5 consecutive years with a steady track record of success.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

NSDF works very closely with the Northshore School District. We are also a trusted funding partner for the City of Bothell and the City of Kenmore with responsibilities to provide funding for residents in need who are experiencing homelessness or barriers to their academic success.

13. What is your vision of success for the program?

In order to more accurately report the numbers of Woodinville families served, we are implementing a new shared data form to allow better communication and collaboration between the district and NSDF. Beginning in the 2024-2025 school year, NSDF will track both Removing Barriers and McKinney-Vento families to better understand the crossover between those experiencing homelessness and those who are being referred to NSDF by Care Team Liaisons for basic needs support. This form will be accessible to both NSDF and District staff, enhancing efficiencies for serving families and reporting to donors and funders.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

We measure our services by tracking the number of students and families served. Additionally, we collaborate with the district's McKinney-Vento staff member to assess outcomes based on the types of support provided. For example, we track the next steps for a family after a five-day hotel stay funded by McKinney-Vento, as well as the participation of students whose activity fees were covered.

The desired outcome of this program is to provide short-term resources to homeless families, giving them the necessary breathing room to apply for long-term support from nonprofit and governmental human services agencies.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - o The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D.** Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-13 The Sophia's Way

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Marc Vermouth
Title / Role:	Development Director
Organization Name:	The Sophia Way (TSW)
Program Name:	Shelter & Support for Women Experiencing Homelessness
Address:	1100 Bellevue Way NE, #8A-110 Bellevue, WA 98004
Phone Number:	425-463-6285
E-mail Address:	grants@sophiaway.org
Website (if applicable):	www.sophiaway.org
Secondary Contact Info (if applicable, include	Dietra Clayton, Executive Director,
name, phone number & e-mail address):	<u>Dietra@sophiaway.org</u>
Legal Tax Status of your Organization (example: 501(c) (3)):	<u>501(c)3</u>
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	The mission of TSW is to be a place of hope and change for women. We support them on their journey from homelessness to safe and stable living. We help each client define and make progress on their individual goals, leading to greater stability and ultimately a home to call their own.
General description of services provided by organization:	The Sophia Way was founded in 2008 in response to a serious service gap identified in King County's Eastside – the lack of shelter and support for unhoused women. Today, The Sophia Way is the only organization in East King County that focuses exclusively on women experiencing homelessness. The Sophia Way's core programs facilitate women's transition out of homelessness through a comprehensive array of services including emergency shelter, extended-stay shelter, a resource center, transitional and permanent housing, and vehicle outreach.
Does the organization have a nondiscrimination policy?	Yes

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

2025: \$10,000

Human services funding 2025-2026: \$20,000 2026: \$10,000

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

Funding will support The Sophia Way's shelter and support services, which are designed to help unhoused women stabilize and end their homelessness. Services include:

- Helen's Place, a 40-bed emergency shelter and day center that provides 24/7 services 365 days a year.
- Sophia's Place, a 21-bed extended-stay shelter that allows women to stay for six months while they set and work toward achieving long- and short-term goals.
- A Resource Center, located at Sophia's Place, is open to clients as well as women in the community.

All women can access the full range of resources and case management services required to overcome barriers to stability and end or prevent their homelessness. They also have access to hot meals, laundry, showers, computers, phones, and resource referrals through the shelters and Resource Center.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

Services take place at the following locations:

Helen's Place Emergency Shelter 8045 120th Avenue NE, Suite 200 Kirkland, WA 98033

Sophia's Place Extended-Stay Shelter & Resource Center 3032 Bellevue Way NE Bellevue, WA 98004

5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s): ✓ Physical Survival (food, shelter, protection from abuse/neglect) (specify): TSW provides emergency and extended-stay shelter to women experiencing homelessness, along with two hot meals a day. ☑ Gainful Employment (specify): TSW's case managers link women with employment and employment training resources. The Resource Center includes computers and other employment resources. ☑ Social Support and Interaction (specify): The Sophia Way offers women a number of social interaction opportunities through health and wellness programs such as group exercise, artistic and creative expression, and social mixers. We have often witnessed women supporting one another, rebuilding their trust in others, and learning that they can build a support network both in shelter and when they leave. We also have a resident council that advises on shelter operations. Access to available, appropriate services (transportation, information, referral services) (specify): TSW case managers and other staff link women with an array of services needed to help them stabilize and address issues that may have contributed to their homelessness. These include mental, physical and dental health care; benefits enrollment; employment services; substance abuse care; legal assistance; transportation; obtaining identification documents; and more. TSW also provides women with bus vouchers for employment,

□ Other (specify):

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

medical, and other appropriate appointments.

Using a new method of integrating and analyzing data to estimate homelessness, the King County Department of Community and Human Services estimates that over 40,000 individuals are experiencing homelessness in King County. This far exceeds the number reported using the more common Point-in-Time (PIT) counting method, which experts long suspected was a vast undercount. Nonetheless, according to the 2024 PIT Count, the number of individuals experiencing homelessness in King County rose a shocking 23% between 2022 and 2024.

Lack of affordable housing and income inequality are strong contributors to the current crisis in homelessness. With most eviction prevention efforts ended, TSW is seeing a rise in local homelessness.

TSW specializes in the unique needs of women. We understand and respond to the traumas women experience on the streets as well as trauma that may have contributed to their homelessness. TSW also has expertise in the unique needs of older women, including helping them access specialized services and benefits.

Although there are other shelter programs, TSW is the only organization focused exclusively women. Women at TSW benefit from the supportive environment that comes with a community of women caring for one another. We have witnessed the impact of this caring time and again as women help and care for each another, creating a sense of community that helps them re-build trust and an understanding that they can rely on others both in shelter and when they leave.

7. Describe how and when services will be provided, and how this addresses the needs identified above.

Both the Helen's Place emergency shelter and the Sophia's Place extended-stay shelter operate 24 hours a day, 365 days a year. Women can stay at Sophia's Place for up to six months as they work with their case manager to create and implement a plan to obtain housing and end their homelessness. The Resource Center, located at Sophia's Place, is open seven days a week. It is available to clients as well as other women in the community. Women have access to computers, phones, resource and referral information, showers, and laundry facilities.

All women can access the full range of services required to overcome barriers to stability and end or prevent their homelessness. This includes case management and linkage to resources such as mental, physical and dental health care; benefits enrollment; employment services; substance abuse care; legal assistance; transportation; obtaining identification documents, and more.

At The Sophia Way, we understand that engagement in services is critical if we are to truly help women begin to overcome the trauma they have experienced and end their homelessness. Every woman benefits from the compassionate, individualized guidance of our case managers. Staff use the five guiding principles of trauma-informed care – safety, choice, collaboration, trustworthiness, and empowerment – to build a compassionate relationship with each woman.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Most of the women served at The Sophia Way have deep emotional scars from childhood trauma or abusive relationships. Roughly 50% are unable to work due to a debilitating disability and a shocking 70% of women shared that domestic or sexual violence contributed to their homelessness. In recent years we have experienced a tremendous surge in the number of older women receiving services – more than 30 % of all women served. These are largely women who have lost their homes for the first time, primarily due to economic factors.

Homelessness disproportionally impacts ethnic minority populations and TSW sees this in those served at TSW. The ethnic breakdown is approximately: 54% Caucasian, 23% Black/African American, 5% American Indian/Alaska Native/Indigenous, 4% Asian/Asian American, 4% Multiple Races, 3% Native Hawaiian/Pacific Islander, and 7% Unknown.

TSW will add Woodinville as a residency option in our client data base so we can track Woodinville residents during intake and client management services.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: _	4	
2026:	5	

10. How will you accommodate people with special or functional needs?

The Helen's Place emergency shelter includes accessibility ramps, an elevator, wide hallways and handicap accessible cubicles and bathrooms to accommodate individuals with physical disabilities. Sophia's Place, located in an older facility, includes accessibility ramps and accessible bathrooms.

Our partnerships also support people with disabilities. These includes IKRON and Alliance of People with DisAbilities, two partner organizations that provide specialized support on a regular basis for our clients. Bridge Ministries provides medical equipment and supplies to clients free of charge.

The Sophia Way staff participate in trainings by The Arc of King County, which cover a variety of disability related topics. Staff also have access to community trainings such as Mental Health First Aid at NAMI Eastside (National Alliance of Mental Illness) and other offerings provided by partner agencies and city/county staff. All direct-service staff must complete a minimum of 40 hours of cultural, safety and case-management care training annually, including person-centered language and trauma-informed care to increase their skill levels and experience.

11. What factors demonstrate your agency's ability to manage this program successfully?

The Sophia Way has provided shelter and food services since its inception, when we began with eight shelter mats on the floor of a church. We have managed county and city grant contracts for over a decade. We have a strong history of meeting our goals, along with accurate fund reporting and documentation of contract outputs and results.

Our dedicated program staff, which includes 4 case managers, 2 program managers, 2 shelter leads, 19 shelter staff, and a behavioral health specialist, have extensive experience working with populations experiencing homelessness. In line with the ethnicity of those we serve, 60% of our staff come from minority backgrounds and some have lived experience with homelessness. This, along with extensive BIPOC training, enables us to successfully serve an ethnically diverse population. Our managing executive director has been with the organization since 2017. Starting as a shelter worker and rising to her current role in 2021, she is knowledgeable in all aspects of the homeless system and now leads a staff of 41 FTEs.

Staff are trained in best practices focused on engaging women in treatment. This includes trauma-informed care, motivational interviewing, and de-escalation techniques. All staff understand and respond to the linkages between trauma and homelessness that clients face. Case managers use a strengths-based approach to engage clients in problem-solving.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

As part of a regional effort to end homelessness and avoid duplication, TSW collaborates with other agencies in the Eastside Homelessness Advisory Council. TSW also collaborates with King County Regional Homeless Authority and participates in the Committee to End Homelessness Single Adult Advisory Group, working to implement client care coordination in King County.

TSW partners with a number of local agencies to provide services to address all aspects of a client's needs, helping them to retain housing or quickly end their homelessness. Organizations include Farms for Life, Valley Cities, Health Point, Sound Mental Health, Eastside Legal Assistance Program, Medical Teams International, City of Bellevue Mediation Program, King County Public Health, Worksource, TRAC, and Goodwill.

Through our Housing Assistance program, TSW also collaborates with local landlords, public utilities and businesses.

13. What is your vision of success for the program?

Our vision is that all women, including City of Woodinville women, who come to The Sophia Way are able to define and make progress on their individual goals, leading to greater stability and ultimately a home to call their own. Specific Outcomes include:

Emergency Shelter:

Success is measured by 40% of women served achieving housing placement within a year.
 However, access to low-income and affordable housing is not keeping pace with the increasing number of people experiencing homelessness. This is an important caveat to the metric.

Extended-Stay Shelter:

- Success is measured by 40% of women served achieving housing placement within a year.
 However, access to low-income and affordable housing is not keeping pace with the increasing number of people experiencing homelessness. This is an important caveat to the metric.
- 14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Client data is tracked through King County's Homeless Management Information System (HMIS). In addition, case managers document ongoing progress toward goals with each client while in the program. Each woman's progress is be documented in her case file, including participation in case management, mental health services, along with employment/ benefits assistance, health/dental care, legal assistance, etc.

The Sophia Way will measure the following outputs and outcomes:

- Number of women served, including the number of City of Woodinville women served
- Number of women with reported disabilities, including City of Woodinville women
- Number of bednights provided
- Number of meals served
- Number of women who participate in case management services
- Number of women who transition to stable housing

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all

revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D.** Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-14 YMCA of Greater Seattle

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Nicole Lowe
Title / Role:	Senior Director of Education Enrichment, School Age Child Care
Organization Name:	YMCA of Greater Seattle
Program Name:	Woodinville Meal Pack Program
Address:	909 4 th Ave, Seattle, WA 98104
Phone Number:	1 206-223-1639
E-mail Address:	ygsgrants@seattleymca.org
Website (if applicable):	https://www.seattleymca.org/
Secondary Contact Info (if applicable, include name, phone number & e-mail address):	nlowe@seattleymca.org
Legal Tax Status of your Organization (example: 501(c) (3)):	501(c) (3))
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	Building a community where all people, especially the young, are encouraged to develop their fullest potential in spirit, mind, and body
General description of services provided by organization:	The YMCA of Greater Seattle (the Y) offers childcare, hunger programs, behavioral health services, employment and education support, foster care services, kids and family activities, and health and fitness opportunities.
Does the organization have a nondiscrimination policy?	Yes

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services funding 2025-2026: \$_20,	000	
2025: \$_10,000	2026: \$10,000	

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

The YMCA of Greater Seattle (the Y) seeks to continue its community meal program in Woodinville. In partnership with the city of Woodinville, the Northshore YMCA operated programs out of the Carol Edwards Center (CEC) and served as a recreation hub and community center since 2011. The Y offered a monthly community meal program until the building closed for renovation, relocating the parking lot underground. This makes the facility significantly harder to access for our disabled community members and those who rely on public transportation.

To make our hunger programming more accessible, the Northshore YMCA shifted programming to partner with several affordable housing communities in Woodinville to deliver monthly meal packs to residents and community members. Participants receive a meal pack which includes ingredients and a recipe card so that they can prepare the meal at home. The meal pack consists of a mix of shelf-stable pantry items and fresh produce/ other perishable items (when available and/or depending on the recipe). The contents of the meal packs and recipes change and we consider participant preferences and feedback when planning each month.

Funding from the City of Woodinville would allow the Northshore YMCA to continue its existing Meal Pack Program and expand in the next years. The Northshore Y Meal Pack Program is the first step in a larger initiative to expand our hunger programming to serve Woodinville residents. We are identifying additional partners who work with the vulnerable populations we intend to serve, including grassroots organizations, elementary schools, libraries, and aging communities. Funding from the City of Woodinville for the Meal Pack Program would allow us to strengthen and continue the first stage of our expansion and address the needs of community members experiencing food insecurity.

4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

The meal packs will be assembled at the Carol Edwards Center at 17401 133rd Ave NE, Woodinville, WA 98072 and delivered to:

Greenbrier Senior Housing (14390 NE 189th Pl, Woodinville, WA 98072) Wells Wood Apartments (18100 142nd Ave NE, Woodinville, WA 98072) Woodcreek Lane Apartments (18105 142nd Ave NE, Woodinville, WA 98072)

5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):

F Physical Survival (food, shelter, protection from abuse/neglect) (specify): _To Go Community Meal Packs	
r Gainful Employment (specify):	
r Social Support and Interaction (specify):	
r Access to available, appropriate services (transportation, information, referr (specify):	
r Other (specify):	

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

Rising housing, food, and gas prices disproportionately impact low-income and working families. While middle-income families can switch to generic brands or stock up on discounted goods, low-income households, which were already relying on generic brands, do not have the same flexibility. In February 2023, pandemic-related benefits that allowed low-income families to receive extra monthly SNAP (food stamp) allotments came to an end, even though food insecurity persisted statewide. This resulted in a \$96 million monthly drop in federal grocery aid, leading to rising food insecurity among families and a lack of inventory for many food assistance programs statewide.

While often known for its affluent residents and wineries, 16% of Woodinville students qualify for free or reduced lunch, and it is estimated that 4% of Woodinville residents live in poverty. The Meal Pack Program will be a way to mitigate hunger by offering a reliable meal without stigma or judgment.

The YMCA's Hunger Initiatives and programs are designed to align with the USDA definitions of food insecurity and hunger. Hunger is an individual-level physiological condition that may result from food insecurity. Food insecurity is a household-level economic and social condition of limited or uncertain access to adequate food.

The Y's Community Program compliments other food system efforts in the area, including the Woodinville Storehouse Food Bank. The Y's program provides to go meal packs that families and participants can access. By partnering with housing communities and other partners, we work to collaboratively meet the needs of the community, identify families who may be experiencing food insecurity, and ensure they are linked accessibly to meals and resources.

7. Describe how and when services will be provided, and how this addresses the needs identified above.

Meal Packs are delivered every third Tuesday of the month. Y staff facilitate food donations and purchase items needed for the meal. Y staff and volunteers prepare and distribute the meals at the appropriate time as well as clean-up the kitchen and serving area.

The Meal Pack Program provides residents with nutritious meals and encourages a well-balanced and nutritious diet by introducing people to new recipes that they can adopt to support a healthy lifestyle. Community members will be able to anticipate and plan meal deliveries, which enables them to consider the meal into their monthly budget and meal plans, encouraging and supporting their self-sufficiency.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

The YMCA's Hunger Initiatives Program does not collect demographic information on its participants, allowing for families to receive food with low barriers. Many of the families reached through similar programs are distrustful of systems and institutions due to their unique identities, including immigration status and economic circumstances, and would not participate in a program that required them to disclose confidential information. In recognizing these institutional barriers faced by marginalized populations, the YMCA does not collect information that could further distance or disenfranchise Black, Indigenous, and other People of Color (BIPOC), immigrants, and other marginalized community members.

For our Meal Pack Program, the Y provides food packs to families experiencing food insecurity and hunger, residing in low-income housing properties, all deemed "highly vulnerable." Low-income requirements are verified annually by each housing property at which the program operates, so the YMCA's partnership does not require additional reverifications for families to receive food packs.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025:	_30_	
2026:	_35_	

10. How will you accommodate people with special or functional needs?

The Y Hunger programs recognize that everyone eats. These programs see the full spectrum of community engagement—from those with a chronic behavioral health condition to young children. Staff occasionally see individuals arrive to their programs with caregivers, and they maintain the same welcoming approach all while adapting to any individual's specific needs. Volunteers and staff are prepared to serve anyone that arrives at a meal program.

As an organization, the Y is open to all people and welcomes all genders, races, ethnicities, religions, abilities, sexual orientations, and financial circumstances. In compliance with the Americans with Disabilities Act, ensuring equity and inclusion for all can include a range of things for Y programs and facilities, including a ramp through a doorway; adjusting staff to child ratios to ensure a child with different abilities has the support required to participate in activities; a financial scholarship; meal accommodations that enable participants to fully nourish themselves in harmony with dietary restrictions, culture, and religion; closing a pool to the public to allow Muslim women access to swim in accordance with their faith; and to embarking on capital campaigns to provide camp housing and bath facilities that accommodate all abilities and cultures.

11. What factors demonstrate your agency's ability to manage this program successfully?

As a large agency with significant infrastructure, the Y is well-equipped, accustomed, and highly capable of launching and maintaining high-quality programs. The Y is nationally accredited by the Council on Accreditation (COA), reflecting a time-honored commitment to operating high-quality programs that meet or exceed the standards for industry best practices.

Y staff have knowledge of the communities they serve and work with and receive feedback from community members about what they need. Thousands of individuals volunteer at Y locations and program each year. The Y's hunger programs are heavily volunteer-based with nearly 300 volunteers at its community-based sites.

The Y requires all staff to attend comprehensive training to gain skills that will improve their service delivery, de-escalation skills, resource knowledge, and fidelity to the Y's best practice approaches. The Y also trains staff to understand how to effectively support marginalized populations, including young people of color, LGBTQ+, people with disabilities, and those disenfranchised by the criminal justice system. Through an understanding of the history, origins, and structures that support racism and intergenerational poverty, staff are more equipped to develop anti-racist practices and effectively support program participants from marginalized groups. The Y schedules and tracks staff training hours to ensure that staff have the skills and knowledge needed to effectively build strong relationships with program participants.

The Equity Statement of the YMCA of Greater Seattle is:

"The Y actively promotes a culture free from bias and injustice. We are dedicated to removing institutional and systemic barriers that result in oppression and racism. We will be accountable to marginalized communities for creating equitable and sustainable environments where social justice is woven into every facet of our programs, and by caring for our communities in a culturally versatile and respectful manner."

The Y regularly collaborates with other food system efforts and organizations. We are a member of the King County Backpack Coalition and the South King County Food Bank Coalition. While attending those meetings, our representatives work with stakeholders to identify both gaps in service and potential partnership opportunities we can participate in to support food access in our community. The Y leads the King County Sponsor Work Group, which strategically supports other organizations in identifying and assessing child nutrition and food access in King County, filling in gaps as needs. Some other members of the King County Sponsor Work Group include school districts, the American Heart Association, the Boys and Girls Club, several food banks, and the City of Seattle.

The YMCA maintains an extensive and diversified fundraising plan that leverages earned income from membership dues to support our wide-ranging programs. We receive support from Federal, State, and Local government sources, corporations, foundations, and individuals. In 2023, we

received more than 14,000 donations to support our programs. Our fundraising teams are supported by our YMCA of Greater Seattle Board of Directors.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

The Y's hunger programs actively engage in partnerships to reach people in need. The Y partners with local elementary and middle schools to reach students on free/reduced lunch or experiencing food insecurity—Y branches acquire food and coordinate volunteers to prepare all the food a child would need for a weekend. The Y also partners with local organizations like community centers and other drop in spaces to reach communities in need. During the pandemic, the Y started delivering meals to affordable housing communities.

The Y's other community meal sites are operated in partnership with other nonprofits for space and volunteers, including local churches. The Community Meal Program operates in partnership with the Carol Edwards Center ownership as the Y rents the space.

13. What is your vision of success for the program?

The vision of success for this program involves offering monthly meal packs delivered to our affordable housing partners with an initial goal of serving 30 individuals a month. We are working with Council member Sarah Arndt to identify additional opportunities to serve the Woodinville community, and we added another affordable housing community that has been very excited and grateful for the monthly meal deliveries. Overall, we hope to improve the food security of Woodinville residents through this program by continuously providing fresh and nutritious meals that promote a higher quality of life.

We also hope to expand this project's presence and serve more community members each month, identifying additional partners who work with the vulnerable populations we intend to serve, including grassroots organizations, elementary schools, libraries, and aging communities. One of the key components of this expansion is the Weekend Backpack Program, which provides two-to-three days' worth of fresh, shelf-stable snacks and meals for elementary students ages 5-12. Each backpack contains 11 pounds of kid-friendly, healthy, and culturally relevant food; including breakfast, lunch, a component of dinner, and snacks for the weekend.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

We expect to track the number of families we serve, pounds of food distributed, number of meals provided, and number of resources we connect residents to. We also track the zip codes of program participants and the number of people in their families.

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, in-kind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- **B. Minimum Amounts of Insurance** Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - o The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - o The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D.** Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-15 Vision Center

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Michelle Nelson
Title / Role:	Grant Coordinator
Organization Name:	Vision House
Program Name:	Transitional Housing and Diversion Services for Families Experiencing Homelessness
Address:	P.O. Box 2951, Renton, WA 98056
Phone Number:	425-228-6356
E-mail Address:	michellen@visionhouse.org
Website (if applicable):	www.visionhouse.org
Secondary Contact Info (if applicable, include name, phone number & e-mail address):	Derek Sciba, Executive Director 425-228-6356, dereks@visionhouse.org
Legal Tax Status of your Organization (example: 501(c) (3)):	501 c 3
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	To work with marginalized families who are experiencing homelessness - the hidden homeless in our community.
General description of services provided by organization: Does the organization have a nondiscrimination	We address the severe lack of safe and stable housing options by providing families with support and services to break the generational cycle of homelessness. Families in our care are all experiencing homelessness, working to find stable housing while overcoming the trauma they have experienced. Vision House provides a continuum of services and care, including safe housing, along with the building and restoring of relationships, learning (or relearning) life skills, access to community resources and services, mental and physical health support, creating stability for these families and their future, and the time needed to accomplish their goals.
policy?	

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services funding 2025-2026: \$50,000

2025: \$25,000 **2026**: \$25,000

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

Vision House requests funding for our two focus areas of our continuum of care: transitional housing and diversion services. Vision House is unique in that we provide both diversion and transitional housing for families in crisis. We are uniquely equipped to partner with families in many different life circumstances.

Transitional housing helps families experiencing homelessness move from crisis to stability and permanent housing. Families need the time and space to resolve the crises in their lives that led them to homelessness to begin with. This isn't a handout. This is a way for individuals and families to deal with the root causes of their homelessness. When you deal with the root, the problem goes away. For good.

Our transitional program has grown from initially serving a few single mothers and their kids to now serving over 700 families a year. The work we do is infused with the commitment and passion to see lives changed and the cycle of homelessness broken for the next generation. We place emphasis on providing housing to equip families with opportunities for transformation and life change. The gap that Vision House is filling is preparing a family for long term stability to prevent a return to homelessness. Program staff work with each family as they design a plan for themselves where they can stand on their own feet and hold themselves accountable. We are client-centered: this is their work while our staff provides a community of friendship, support, love and grace and the chance to try and try again to recover and find stability.

Our programs for families are trauma-informed, strengths-based, and client-driven. We desire to empower and equip each family member to find their voice, identify their strengths, develop their own goals and dreams, and work towards long-term stability in permanent housing. We provide opportunities for each family to experience life change and overcome trauma, generational poverty, food insecurity, legal issues, educational gaps, and situational homelessness.

We work with each family to tailor a program to meet their specific needs, including education assistance, obtaining employment, childcare, life skills, and mental health support. While the federally preferred solution to end homelessness has changed over the past 20 years, Vision House has maintained a strong program of transitional housing for families with children. We have strong evidence of a program that works to equip families for long-term stability. As the number of families struggling with homelessness continues to increase, we have been adaptable to add additional services and partnerships to increase our impact.

Our transitional housing program provides critical resources to homeless families transitioning into permanent housing and families on the brink of homelessness. Services include case management and guidance, as well as life skill classes and training that leads to transformation in each family member's life. Most importantly, we can provide time and a safe place for families who face complex challenges, including severe trauma, as they work to rebuild their lives. Our program is also unique in how we want to keep families together and we are happy to

accept teenage boys and men. Many agencies will not do that. **We want all families to succeed.**

Our diversion program - a casework to help families avoid the shelter system - engages families early in their homeless crisis. Through an initial exploratory conversation with a family, a Vision House staff member skilled in problem solving works with that family to see beyond their current crisis and identify realistic housing options based on their own resources. Encouraging families to define specific barriers they face in securing safe housing is a key component of our diversion program. We help families determine and create ideas and solutions to move beyond those barriers.

We know that diversion is an effective and efficient approach to resolve, not just prevent, homelessness for families. For some families, tapping into their own connections represents their best shot at becoming housed quickly. Diversion staff listen carefully and ask questions, engaging families as they identify realistic options to move forward and develop a plan to move out of homelessness and crisis.

At our Diversion Centers, we provide one-on-one, in-person assistance by appointment including:

- access to computers for housing and employment searches
- guidance in navigating community resources
- laundry and shower facilities
- tangible items such as clothing, bus tickets, grocery gift cards, etc.
- 4. Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.

Vision House provides transitional housing in both Renton and Shoreline, Washington:

- 450 Bremerton Avenue NE, Renton, WA 98059
- 501 Union Avenue NE, Renton, WA 98059
- 19630 20th Avenue NE, Shoreline, WA 98155

We provide our diversion program the following locations:

- 12646 24th Avenue South, Burien, WA 98168
- 410 Olympia Avenue NE, Renton, WA 98056
- 20318 19th Avenue, Shoreline, WA 98155

All of these locations are kept **confidential** for the safety of our clients.

- 5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
 - X Physical Survival (food, shelter, protection from abuse/neglect)

(specify): Vision House provides transitional housing for families experiencing homelessness. Families are often with us for approximately one year and participate in case management, life skills classes, mental health support and youth and family advocacy – all in an effort to support families as they work to achieve their goal of long-term stability.

X Gainful Employment

(specify): Program staff assist parents with resumes, interviewing skills and prep as well as employment searches. We partner with Connections with Career Path, Neighborhood House, Community College programs-especially Renton Tech and Shoreline CC, as well as other resources depending upon the specific needs. We also coordinate frequently with our immigrant families to ensure work permits are current and they have all legal support needed to continue their process towards permanent

residency, help with connections to ESL classes. These program components are done through both our transitional housing and diversion services.

X Social Support and Interaction

(specify): Case managers provide individual guidance for each family member as well as coordinating life-skills classes and training for all families in our care. These classes are designed to address and remove the friction points that cause tension within a family, as well as build resilience and promote transformation within the family. We also provide youth and family advocacy for our younger clientele, promoting stability and positive mental health. Advocates ensure that kids and teens are reaching age-appropriate social, emotional, and academic goals.

X Access to available, appropriate services (transportation, information, referral services) (specify): One of the most important components of our program is mental health support for parents and children, together and separately. Counselors provide mental health support to address the extreme health disparities that homeless individuals and families face when they do not have access to safe mental health services. Counselors engage clients in being a part of the plan that is created for them to overcome trauma.

X Other

(specify): Diversion. We provide a positive approach to encourage families in identifying solutions to their housing crisis. We know families experiencing homelessness are often overwhelmed and anxious about what to do next and how to find help. Our trained diversion staff work with families to focus on the big picture and understand that solutions are available. As we work with these families, we listen attentively and ask questions. Staff communicate ideas and solutions with the family to find the most positive, safe and equitable options to obtain safe housing.

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

Vision House, and its programs, address the need for transitional housing and services for families experiencing homelessness. An additional important component of our services is our diversion program, helping families in crisis find sustainable and safe housing options to avoid homelessness and shelter living.

We strengthen family relationships by looking at the issues between parents and children, acknowledging why it is happening and reinforcing relationships with the formation of trust and love. Improving communication, solving family problems, understanding, and handling special family situations, and creating a better functioning home environment are also significant parts of a family's journey to stability.

When Vision House invests in the process of change for the whole family – for example a family of four – we are investing in four lives not just one. Our success rate, historically, in moving families from transitional housing to permanent housing has been 90%. We provide not only a roof over their heads but provide families with a program to follow and be a part of. We encourage them to be a part of their own efforts to experience change. We walk alongside them, but they do the work to overcome their trauma. Our vision is to provide access to a **healthy home for all families**.

There are numerous organizations throughout King County working to end homelessness. Vine Maple Place provides an integrated approach that offers single moms and kids facing homelessness the resources and tools needed to become safe and stable. Their programs and services are much the same as ours: housing stability; behavioral health, life skills & counseling; workforce development; budgeting; child and youth services. They are different from us in that they specifically work with single mothers and children only.

Mary's Place in Seattle works to provide a community where all families have safety, stability, and housing. While also coordinating emergency family shelters in King County, they do also provide diversion services, helping to keep families in their homes, in the hope of preventing homelessness in the first place.

Hopelink has locations throughout King County, providing a network of critical social services, including housing, transportation, family development, financial assistance, employment programs, adult education and financial literacy. Hopelink is similar to our organization in that we both provide transitional housing support and diversion services. We are meeting families in both instances – those who need on-site support of case management, classes, and housing and/or families who are working to stay in their home.

We believe we are unique in that we provide transitional housing, family programs, youth and child advocacy, mental health support and diversion.

7. Describe how and when services will be provided, and how this addresses the needs identified above.

Services are provided every day. Program staff work with each family to tailor a program to meet their specific needs, including education assistance, obtaining employment, childcare, life skills, and mental health support. While the federally preferred solution to end homelessness has changed over the past 20 years, Vision House has maintained a strong program of transitional housing for families. We have strong evidence of a program that works to equip families for long-term stability. As the number of families struggling with homelessness continues to increase, we have been adaptable to add additional services and partnerships to increase our impact.

We strengthen family relationships by working with families to recognize and understand the issues between parents and children, acknowledging why it is happening and reinforcing relationships with the formation of trust and love. Improving communication, solving family problems, understanding, and handling special family situations, and creating a better functioning home environment are also significant parts of a family's journey to stability.

Funding would support our transitional housing program for families as well as our diversion program. we can provide time and a safe place for families who face complex challenges, including severe trauma, as they work to rebuild their lives.

Diversion gives us the opportunity to work with families in distress prompting them to identify alternative housing options, services and resources they need to find stability in their lives. This is all done in an effort to keep families in crisis from entering the shelter system in the first place.

Our emphasis goes beyond providing housing to equipping families with opportunities for transformation and life change. The gap that Vision House is filling is preparing a family for long term stability to prevent a return to homelessness. Program staff work with each family as they design a plan for themselves where they can stand on their own feet and hold themselves accountable. We are client-centered: this is their work while our staff provides a community of friendship, support, love and grace and the chance to try and try again to recover and find stability. Our programs provide the opportunity for families to transform from the inside out. Vision House is confident in the work we have been providing for over 32 years as we strive to end family homelessness in our community. Our approach works as it is highly relational providing access for support for immediate needs.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Our target population is marginalized families who are experiencing homelessness. We serve these families through our transitional housing program (housing, case management, mental health support and youth and family advocacy) and diversion program. Vision House case management staff track the demographic information of families in our care. We keep track of demographic and population information in Apricot, a social work case management software program. Last year, our demographics equaled - 38% Caucasian and 62% BIPOC.

9. How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: 15-20

2026: 15-20

10. How will you accommodate people with special or functional needs?

Case managers assist parents in walking through the process to obtain an IEP for kids (assessments through the school, helping advocate for needed services, empowering parents to advocate for their children). We also assist in referring children to counseling, tutoring, other needed resources like Kindering or Wonderland (for children under age 3).

We are serving many immigrant and refugee families, so helping families to better connect and communicate with the schools takes a little extra support. We often need the help of an interpreter (we pay for a service over the phone) and we advocate to make sure that families receive this support from schools, medical providers, etc. We also provide additional support helping families learn about cultural differences and how to navigate various support systems.

- 11. What factors demonstrate your agency's ability to manage this program successfully? In 2023, Vision House provided 178 homeless individuals with safe housing and support services as they worked towards overcoming their barriers to obtaining and maintaining permanent housing. We also had 24 families transitioning to stable housing. Additional highlights last year include:
 - Completing first full year of providing individual counseling for 37 residents in both Renton and Shoreline as well as family counseling, support groups and classes and conflict resolution
 - Increasing our level of engagement in the program as residents start experiencing healing and growth as a result of their hard work in counseling
 - Increasing our focus on tracking barrier resolution and personal growth goals for individuals and families

We also continue to expand our capacity to serve a greater number of families through diversion services. This approach provides face to face conversation to prevent homelessness for families by identifying immediate, safe, and stable housing solutions. In 2023, we received 749 applications and served 257 families at our two diversion centers. 33 families diverted to permanent housing.

Within our diversion program last year, several highpoints include:

- Starting a partnership with Doug Baldwin's Family First Community Center
- Starting a partnership with Communities in Schools
- Creating and piloting a Diversion Matrix to measure goals to outcomes
- Experiencing 114% staffing growth including new Diversion Center Lead positions

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

Vision House partners with numerous organizations in King County working to end homelessness, including Hopelink, New Beginnings, FareStart, Olive Crest, Center for Human Services, Eastside Baby Corner, and Atlantic Street Center. As partners, we complement each other by doing much of the same work. We continue to engage in more in-depth work from families who come to us from shorter term programs such as Mary's Place and Vine Maple Place.

Community is built amongst staff and different departments as well as amongst partners in the service provider community. Our transitions director has created a community network with two service providers over five years ago that has grown to include 15 partner relationships. We know we cannot be all things for all people, but we know that we can make an effective impact. As a learning organization, we seek to provide leadership development opportunities with all staff. We strive to promote diversity, equity, and inclusion to continue to grow a high performing culture that reflects the organization's values of humility, people-first, growth, and hospitality.

13. What is your vision of success for the program?

As we provide a trauma informed care plan for each family, program staff work with them to develop a framework of wellness that produces improved outcomes. Success for our program would highlight our vision for the organization, including:

- A decrease in mental health symptoms and reduction in intensive services allowing for families to recognize the impact of traumatic experiences
- Improvement in effectively managing school activities
- An increase in healthy communication between children and parents
- The creation of a safe environment for each member of the family
- Better self-esteem and improved relationships for children and youth.
- 14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetings held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Vision House can measure and report on:

- youth and family advocacy meetings
- mental health counseling meetings
- number of families who find stable and supportive housing
- number of families utilizing diversion services
- number of alumni families served

Program Budget

Please use **Application Form A: Human Services Grant Funding Program Budget 2025-2026** to provide budget information for all program(s) for which human services grant funding is requested. Include all revenue sources for your program(s), including donations, fundraising revenues, foundation grants, inkind resources, and other governmental funding (federal, state, and local).

Human Services Grant Program application forms are available on the City's website at https://www.ci.woodinville.wa.us/194/Grant-Opportunities.

Additional Required Documents

Along with the Program Budget form, please attach a copy of your organization's most recent financial statement and general liability, professional liability, and automobile liability insurance certificates (as applicable).

The City expects grant recipients carry sufficient insurance to cover liability claims. Requirements are as follows:

INSURANCE

The Agency shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Agency, their agents, representatives, employees, or subcontractors.

- **A. Minimum Scope of Insurance** Agency shall obtain Professional Liability insurance appropriate to the Agency's profession.
- B. Minimum Amounts of Insurance Agency shall maintain the following insurance limits:
 - Professional Liability insurance shall be written with limits no less than \$500,000 per claim and \$2,000,000 policy aggregate limit.
 - Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - The Agency's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Agency's insurance and shall not contribute with it.
 - The Agency's insurance shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **D. Acceptability of Insurers** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **E. Verification of Coverage** Agency shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agency before commencement of the work.

HS-16 Center for Human Services



City of Woodinville Human Services Grants 2025-2026 Application

APPLICATION

Instructions: Please fill out the following application for your request for human services grant funding in 2025-2026. Attach any supporting documents or materials to the end of this application. Additional pages may be used.

Name of Primary Contact:	Beratta Gomillion
Title / Role:	Executive Director
Organization Name:	Center for Human Services
Program Name:	Behavioral Health Programs & Family Support
Address:	17018 15 th Ave. NE Shoreline, WA 98155
Phone Number:	206-631-8802
E-mail Address:	BGomillion@chs-nw.org
Website (if applicable):	www.chs-nw.org
Secondary Contact Info (if applicable, include name, phone number & e-mail address):	
Legal Tax Status of your Organization (example: 501(c) (3)):	501(c)(3)
Please provide documentation of tax status when submitting this application form	
Purpose or mission statement of organization:	The mission of Center for Human Services is to strengthen the community through education, support, and counseling to children, youth, adults, and families.
General description of services provided by organization:	Behavioral Health Programs include mental health counseling, substance use disorders treatment, and WISe (Wraparound Intensive Services). Family Support include Adult/Parent Education (coaching, parenting classes, & support groups) and early learning services (Kaleidoscope Play & Learn).
Does the organization have a nondiscrimination policy?	Yes

Funding Request and Program Description

Please complete the following questions:

2. Total funding amount requested:

Human services funding 2025-2026: \$ 82,000 2025: \$ 40,000 2026: \$ 42,000

(Total grant funding available is to be determined.)

3. What is the funding request(s) for? Please be specific and clear.

The funding we are requesting will be blended with other funding (such as Medicaid, insurance, fund-raising) in order to provide the amount of services we will provide to the Woodinville residents that we anticipate serving. However, any support (even less than our request) that we could receive from the city would be appreciated and well spent. As undesignated funding is becoming harder and harder to receive, we need the city's support for us to continue helping Woodinville residents.

This funding request is to help fund behavioral health and family support services to Woodinville residents.

- Behavioral health services include mental health services and substance use disorders treatment.
 - Mental health services: outpatient mental health for people who are age 6 and above; Infant & Early Childhood Mental Health Program for children birth to 6 and their parent(s); or WISe which is for children and youth (and their families) who have complex mental health issues. Outpatient mental health and IEC mental health both include mental health assessments, individual therapy, family therapy, and case management).
 - Substance use disorders (SUD) treatment: Outpatient and Intensive Outpatient Treatment is provided for youth and adults (separately). The primary difference between OP and IOP is the intensity and frequency of services. Both SUD OP and IOP involves assessments, group sessions, individual counseling, family counseling, and case management). Our SUD program also offers specialty groups for women or men (separately) who have experience trauma. We also provide services that are designed specifically for pregnant or parenting women with substance use problems.
 - WISe (Wraparound) services: intensive mental health services provided by a WISe team that supports youth and their families in meeting their goals. It uses a team approach to meet child/youth's needs. Each team has a CHS therapist, care coordinator, youth and/or parent peer partner, as well as other natural supported identified by the youth.

All of our behavioral health services are provided by clinicians who are properly licensed and credentialed and utilize evidence-based practices.

- Our Family Support services include adult/parent education and early learning (Kaleidoscope Play and Learn).
 - Adult Education/Parenting Education:
 - o Promoting First Relationships: A 10 session (1-2 hours each) opportunity for families with young children to receive one-on-one coaching to strengthen the bonding and attachment between child and caregiver, an essential element to the prevention of child abuse and neglect. Opportunities are provided in Spanish and English and can be done virtually or in-person depending on the needs of the family.
 - o Parenting Classes: offering two parenting class series throughout the year. We focus on serving Spanish speaking and multi-cultural English-speaking families using two different curricula. Positive Discipline is applicable to families with children of all ages, while Circle of Security is focused on families with children 0-5 years old. While this is an intervention resource for families involved in the child welfare system, our primary focus is as a prevention program equipping families with the skills and necessary attachment and bonding to prevent child abuse and neglect. We offer two parenting class series (Positive Discipline and Circle of Security) throughout the year, alternating Spanish and English facilitation. Classes are 8-week virtual series to support access across the region. After completing the series, graduates are invited to participate in ongoing support groups and virtual forums to stay connected to their peers and continue exploring parenting strategies and other parental resilience topics.
 - Kinship Relatives as Parents Program: Kinship caregivers have a unique "parenting" experience, therefore, we offer a dedicated staff person to support them in navigating their unique family needs through case management, support groups, advocacy and youth mentoring to strengthen their unique family relationships.

Early Learning:

- Kaleidoscope Play & Learn: 3 90 minute weekly in person early learning sessions for parents/caregivers and children 0-6 years old. Groups are bilingual Spanish and English and facilitated by bilingual/bicultural staff trained in the Kaleidoscope Play & Learn model, in which CHS was a primary partner in the creation of the model nearly 20 years ago. Ages and Stages Developmental Screenings: available to support the growth in knowledge of child development and assist with early intervention referrals if needed. A proven protective factor is understanding ages and stages of a child's development. This service is done in partnership with the family in Spanish and English to discuss developmental milestones and assess any areas for improvement. Improvement can be activities for families to do at home and/or, if needed, a referral to early intervention services, can be supported.
- $4. \quad \text{Where will the activity(ies)/program(s) take place? Please provide all relevant addresses.}$

The location of the services will depend on the specific activities. Mental Health services could be provided at one of our offices in Bothell, Shoreline, Lynwood, or

3 | P a g e

Everett as well as at schools or through Telehealth; Infant & Early Childhood services are home-based, so they would occur in Woodinville; WISe is community-based, so WISe services would occur in the Woodinville community (where ever the client and family choose); Substance Use Treatment could take place in Shoreline or Everett as well as through Telehealth; Family Support activities will occur in Shoreline or virtually.

Our physical sites where Woodinville residents are most likely to receive services, if not within their community, include:

Bothell – 12900 NE 180th St., Suite 140

Shoreline – 17018 15th Ave. NE and 14803 15th Ave. NE

Lynnwood – 3924 204th St SW

Everett (Silverlake) – 10315 19th Ave. STE 112

- 5. Please indicate and describe the Funding Priority Goal(s) addressed by your program(s):
 - X Physical Survival (food, shelter, protection from abuse/neglect)
 (specify): Family Support Goal: to increase protective factors that prevent child abuse/neglect

Gainful Employment (specify):
Social Support and Interaction (specify):
☐ Access to available, appropriate services (transportation, information, referral services) (specify):

X Other

(specify): Behavioral Health Goal: to work with the clients to maintain or improve their mental health stability/functioning or decrease or abstain from problematic alcohol and other drug use.

6. What needs will your program(s) address? Are there other organizations fulfilling this need in the region?

Last calendar year, CHS served 47 unduplicated Woodinville residents and provided them 948 hours of services (valued at approximately \$190,000). This in itself shows the need and desire for our programs. CHS depends on funding from cities, grants, contributions, etc. to blend with Medicaid or other insurances to cover the cost to provide the service.

Broadly speaking, the needs we will address are behavioral health (mental health and substance use). Most commonly, clients are experiencing depression, anxiety, post-traumatic stress syndrome, or substance use problems. CHS will provide

structured evidence-based therapeutic services to address these needs. While there are some mental health private practitioners in Woodinville, to the best of our knowledge, there are no non-profit organizations in Woodinville that work with individuals who are indigent or have low incomes. Friends of Youth in Kirkland provides some mental health and substance use services, but not for children under 4 or adults. There also is Youth Eastside Services in Bellevue, but they do not see adults either. The closest provider to Woodinville probably was Northshore Youth and Family Services, but they have closed. No one in North King County other than us, provides IEC and WISe services.

The needs that our Family Support programs meet are the family's need for support, connection, and skill-building. Our programs provide consistent prevention services with families accessing spaces to connect, find support, learn, and grow. These activities and programs increase the capacity of the community to meet the needs of low-income families and immigrant populations with bilingual staff, culturally responsive services, and adapted models to increase access. There may be some providers in North King County who provide elements of these services we offer (like a Play & Learn Group), but we think we are the only ones who provide the complete package.

7. Describe how and when services will be provided, and how this addresses the needs identified above

Behavioral Health: Services are provided in the form of individual therapy, family therapy, and case management using evidenced-based practices such as CBT, DBT, EMDR, TF-MRT, Parent-Child Psychotherapy, and various other therapeutic techniques. These services meet the needs of most people experiencing a behavioral health issue. Mental Health services are provided between the hours of 8 a.m. to 6:30 p.m. IEC mental health services are most often provided in the client's home between the hours of 9 a.m. to 6:30 p.m. Substance Use Disorders Treatment is provided from 8 a.m. to 5:30 p.m. Three days at week groups last until 8:00 p.m.

Family Support: The two parenting classes are offered virtually throughout the year. They both last for 8-weeks, but the days of the week and times may vary from series to series. We use two different curricula to provide the classes, and our staff are trained to facilitate these best practices. Kaleidoscope Play & Learn groups occur three times a week and are in-person early learning sessions. The Kinship Relatives as Parents program provides support and case management services to people who are the primary caregiver of a relative's child(ren). The people participating in this program are most often grandparents caring for the child of one of their children. The support group occurs the 2nd Tuesday of each month from 10 a.m. to noon, but the case management and advocacy occurs by appointment or when there is an urgent need.

8. Please describe the target population(s) served. Explain how you will track demographic information to verify the target population is being served.

Our target population will be Woodinville residents who need help addressing their behavioral health needs or family support needs (parenting classes, Kaleidoscope Play & Learn groups, support groups, parent coaching, etc.), particularly those who live in low-income families.

CHS collects demographic data on all of our clients and participants. We use an extensive demographic form located in our Electronic Health Record databased. We have a tool called Janet that allow us to retrieve data from the database for any time period and filtered by a variety of categories (i.e., city of residence, age, gender, program, service received, etc.). We are count on our demographic data being accurate.

9.	How many estimated Woodinville residents (zip code 98072) will your program(s) assist in each
	year? (Note: this will be a quarterly reporting requirement if awarded grant funds.)

2025: _	<u>45</u>	
2026:	45	

10. How will you accommodate people with special or functional needs?

Almost all of our clients and participants have special/functional needs. In the clinical programs all of the clients are living with a behavioral health problem which is a "special need" in itself. Our staff are educated and trained to meet the needs of these people. We also allow emotional support animals in our buildings. However, the functional need that we address most frequently in our Family Support and Behavioral Health programs is when our clients/participants have limited English proficiency and have linguistic needs. To accommodate this needs we have hired staff who are bilingual (speaking one or more of 17 languages. We also used certified interpreters, language banks, and have a certified interpreter on staff. We offer virtual services (Telehealth) when there are obstacles to coming to a program, including transportation. Additionally, all of our sites are located near a bus stop and are ADA compliant. We do our best to meet the special/functional needs of anyone seeking our services.

11. What factors demonstrate your agency's ability to manage this program successfully?

CHS has extensive experience doing what we do. We have been successfully providing services in our communities since 1970 (54 years). Our Executive Director has been with the agency since 1996. Our clean financial audit and our frequent outstanding program audits also demonstrate our ability to manage our programs successfully. Additionally, CHS is accredited by CARF International. We have

received the highest level of accreditation consistently through the years. Being accredited by CARF International means that we have demonstrated conformance to proven standards for business practices and are committed to continuous quality improvement. CHS is also a CARE (Compassion, Appreciation, Resilience, and Empowerment) – designated trauma-informed organization. CARE is a regional trauma-informed approach initiative that shifts organizations toward a culture of safety, empowerment, and healing.

12. Does the program/organization formally partner with other agencies or organizations to provide services? If so, list partners and explain partnership arrangements.

Partnership and collaboration are key to our approach. We strive to address our clients'/participants' social determinants of health, so we have numerous partnerships and cross-refer with organizations/places who can help meet a person's needs. These include food banks, homeless shelters, primary care physicians, the judicial system (courts, probation officers, etc.), CPS, hospitals, and others. We have formal partnerships with Ryther (shared staff). Harborview – Children's Response Center (they provide services at one of our sites), HousingHope (we provide IEC and WISe services at one of their sites), Community Health Center of Snohomish County (we provide mental health services at 4 of their sites), Virgina Mason (we provide services at their Edmonds Clinic), Providence (we provide mental health services at their Mill Creek Pediatric Clinic), Shoreline Parks & Rec (we provide mental health services at their Recreation Center), King County Housing Authority (we provide an after-school program, a summer program for kids, and mental health counseling at one of their locations, New Beginnings (they provide a confidential domestic violence group at one of our sites), King County Health Department - WIC Program (WIC operates out of one of our clinics), schools (5 different school districts; over 50 schools), and others. We also partner and collaborate with organizations that provide a more intensive level of care than we provide such as inpatient/residential treatment centers and psychiatric hospitals. CHS has formal partnerships with various graduate schools as well for us to provide a limited number of internships. Of course, we have referral relationships with other service providers, particularly when a culture-specific service would best meet the needs of the client.

13. What is your vision of success for the program?

Success for CHS is when our services strengthen our communities through preventive and responsive programs that are strengths-based, family-focused, client-centered, trauma-informed, culturally responsive, and integrated with other services. Success is effectively serving our diverse community with low or no barriers to access, no matter of the client's ability to pay. Success is when our clients receive the services they need and meet their goals.

14. What outputs/outcomes will be measured and reported on (e.g., number of meals served, meetngs held, vouchers provided, etc.)? Note: this will be a quarterly reporting requirement if awarded grant funds. (Feel free to attach and reference any documents or forms you utilize from your own internal systems)

Number of hours of services provided to Woodinville residents will be the output. We track numerous outcomes, but, most generally, we use these outcomes:

- Behavioral Health Individuals participating in our behavioral health service will
 maintain or improve their mental health stability/functioning or decrease or
 abstain from problematic alcohol and other drug use.
- Family Support Participants in Family Support Programs will
 increase/strengthen at least one of the following protect factors: Knowledge of
 child development, social connections for concrete supports in times of need, and
 social emotional competence/nurturing and attachment. All of these outcomes
 are proven to support the prevention of child abuse and neglect.

Program Budget

Attached

Additional Required Documents

Our most recent financial statement and our insurance certificate are attached. Along with the Program Budget form, please attach a copy of your organization's most recent financial



Report to the City Council

Meeting Date: October 1, 2024

Agenda Item: Lodging Tax Advisory Committee (LTAC) Grant Recommendations for

2025: O'Neill

Staff Contact: Kevin O'Neill

<u>Issue:</u> Shall the City Council receive the 2025 Lodging Tax Advisory

Committee recommendations?

<u>Alternatives:</u> Lodging Tax funds are regulated by State statute, which provides

limitations on when Council can take action and the order in which

those actions must occur. Council has two primary options:

1. Fund the grants as recommended by LTAC. Council may take

action tonight to award

the grants if they choose to follow LTAC's recommendations.

2. Propose a different funding amount to any of the applications. To

do this, Council will

need to provide clear direction to staff on funding changes, and staff

will seek comment

from the LTAC. Council cannot take action tonight to award a grant

amount that is not

consistent with LTAC's recommendations and would have to wait at

least 45 days to

take such action to provide LTAC time to provide comment.

Recommended Motions: I MOVE TO APPROVE THE FUNDING OF THE 2025 LODGING TAX

GRANTS AS RECOMMENDED BY THE LODGING TAX ADVISORY

COMMITTEE.

Staff Report

Agenda Item Number: 6.



CITY OF WOODINVILLE, WA REPORT TO THE CITY COUNCIL

 $17301~133^{\rm rd}$ Avenue NE, Woodinville, WA 98072 www.ci.woodinville.wa.us



To: Honorable City Council Date: October 1, 2024

By: Kevin O'Neill, Assistant to the City Manager

Subject: Lodging Tax Advisory Committee (LTAC) Grant Recommendations for 2025

Expenditure Required	Amount Budgeted/Approved	Additional Amount Required
\$191,230	*\$0	\$191,230

^{*} This expenditure would occur in 2025. The budget for that fiscal year is still in development and will be determined by Council by December 2024.

ISSUE: Shall the City Council receive the 2025 Lodging Tax Advisory Committee recommendations?

RECOMMENDATION: To receive the 2025 Lodging Tax Advisory Committee recommendations as presented.

BACKGROUND/ DISCUSSION:

<u>History</u>: Lodging taxes in Woodinville are established in the Woodinville <u>Municipal Code Chapter 3.17</u> which is consistent with Washington State statute through the <u>Revised Code of Washington Chapter 67.28</u>. Prior to expending lodging tax revenues, Washington State law requires that the City conduct a formal application process to determine how the tax revenues should be spent, and that the Lodging Tax Advisory Committee (LTAC) review the applications and make funding recommendations to the City Council. Members of the LTAC are appointed at large by the Council and must meet the composition of membership as required in State statute, which notes that membership must include representation from the City, organizations that provide activities funded by the tax, and businesses required to collect the tax. 2024 LTAC appointments were set by Council at its regular meeting on January 16, 2024.

For the 2025 grant cycle, the Woodinville Administrative Services Department estimated there was \$191,000 in available grant funding with a reserve balance in place. The recommendation, as proposed by the LTAC Committee and adopted by Council in 2023, is to maintain a fund balance of \$50,000. For 2025, revenues are expected to be \$163,000 with a beginning balance of \$78,374. As seen in Table 1, with the reserve in place, this leaves \$191,000 available for grant funding in 2025.

Table 1

LTAC Grant Funding Status			
Beginning Balance	\$78,374		
Revenue Forecast	\$163,000		
Estimated Total Sources of Funds	\$241,374		
Grant Expenditures			
Total Uses of Funds	\$191,000		
Ending Balance	\$50,374		

The Lodging Tax Funding History and Plan (Attachment 1) shows a history of the sources and uses for LTAC funds since 2021 and includes details for specific grants awarded in that time period. In addition, the attachment also shows the remaining balance, or reserve, at the end of each year.

<u>Applications:</u> To determine how 2025 funds should be spent, the City solicited applications from June 2024 to August 2024. The City received 10 requests for project funding. Staff reviewed all proposals to ensure that they meet the eligibility requirements. The following are eligible activities for grant recipients as set by the Sate:

- Tourist marketing activities.
- Marketing and operation of special events and festivals designed to attract tourists.
- Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facility district.
- Supporting the operations of tourism-related facilities owned or operated by certain nonprofit organizations.

All submitted applications were found to be eligible for funding.

<u>Committee Discussion</u>: The LTAC met on August 29, 2024, materials for which can be found on the City's website (<u>August 29, 2024 LTAC Meeting Materials</u>) and the minutes for which can be found in Attachment 2. During that meeting, the LTAC reviewed the 10 eligible applications with a total of \$227,730 in requested funding. Requestors were given an opportunity to provide a brief synopsis of their applications.

With \$191,000 available for allocation to projects for the 2025 grant period and grant request exceeding available funding by \$36,500, the committee began discussions on how best to fund projects. After a short period of deliberation, the Committee agreed to the following items:

- 1. Woodinville Arts Alliance's two programs were funded at 100% of the requested amount.
- 2. Woodinville Farmers Market's sole program was funded at 100% of the requested amount
- 3. Wine Country had 3 of their 4 applications funded at 100% the requested amount, and the fourth application reduced by \$20,000 (40% reduction).
- 4. Woodinville Chamber of Commerce had two programs funded at lower levels than requests (one at \$2,000 (10%) less and another at \$14,500 (30%) less), and the third funded at 100% of the requested amount.

The Committee voted to recommend the amounts found in Table 2.

Table 2

Applicant	Program	Amount Requested	LTAC Recommendation	Difference
Woodinville Arts Alliance	Art Studio Tour	\$2,500	\$2,500	\$0
Woodinville Arts Alliance	Art Walks	\$4,750	\$4,750	\$0
Woodinville Chamber	Celebrate Woodinville Summer Concerts & Festival	\$31,000	\$31,000	\$0
Woodinville Chamber	Celebrate Woodinville Winterfest	\$20,000	\$18,000	(\$2,000)
Woodinville Chamber	Visit Woodinville Online Web & Social Strategy	\$48,500	\$34,000	(\$14,500)
Woodinville Farmers Market	Farmers Market	\$12,000	\$12,000	\$0
Woodinville Wine Country	Familiarization Tour Support	\$7,000	\$7,000	\$0
Woodinville Wine Country	Tourism Trade Show Support	\$18,980	\$18,980	\$0
Woodinville Wine Country	Amplifying Tourism through Data Driven Engagement	\$50,000	\$30,000	(\$20,000)
Woodinville Wine Country	Visitor Center	\$33,000	\$33,000	\$0
	Total Funding Requested	\$227,730	\$191,230	(\$36,500)

ALTERNATIVES:

Lodging Tax funds are regulated by State statute, which provides limitations on when Council can take action and the order in which those actions must occur. Council has two primary options:

- 1. Fund the grants as recommended by LTAC. Council may take action tonight to award the grants if they choose to follow LTAC's recommendations.
- 2. Propose a different funding amount to any of the applications. To do this, Council will need to provide clear direction to staff on funding changes, and staff will seek comment from the LTAC. Council cannot take action tonight to award a grant amount that is not consistent with LTAC's recommendations and would have to wait at least 45 days to take such action to provide LTAC time to provide comment.

RECOMMENDED MOTION:

I MOVE TO APPROVE THE FUNDING OF THE 2025 LODGING TAX GRANTS AS RECOMMENDED BY THE LODGING TAX ADVISORY COMMITTEE.

ATTACHMENTS:

- 1) Lodging Tax Funding History and Plan
- 2) Draft Minutes from the August 29, 2024 LTAC Meeting
- 3) 2025 Tourism Grant Applications

City of Woodinville, Washington Lodging Tax Funding History/Plan

	Actual	Actual	Actual	Forecast	Forecast
Sources	2021	2022	2023	2024	2025
Beginning Balance	\$59,210	\$106,351	\$121,469	\$130,099	\$78,374
Hotel/Motel Taxes	\$105,235	\$139,528	\$139,003	\$130,000	\$160,000
Investment Earnings	\$898	\$1,870	\$4,046	\$4,000	\$3,000
Grants/Other Revenues					
Total Sources of Funds	\$165,343	\$247,750	\$264,518	\$264,099	\$241,374
Uses	Actual 2021	Actual 2022	Actual 2023	Forecast 2024	Forecast 2025
0363			_0_0		
Arts Alliance Mandin Art Studio Tour	Φ.Ο.	¢1 200	¢1 E00	¢1 F00	\$191,000
Arts Alliance – Woodin. Art Studio Tour	\$0	\$1,300	\$1,500	\$1,500	\$2,500
Arts Alliance – Woodinville Art Walks Woodinville Chamber – Celebrate Woodinvile Fest. &	\$1,939	\$915	\$3,990	\$4,000	\$4,750
Summer Concerts	\$21,080	\$31,000	\$31,000	\$31,000	\$31,000
Woodinville Chamber - Celebrate Woodinville	.	40.000	445.000	***	440.000
Winterfest Woodinville Chamber – Visit Woodinville Website &	\$6,120	\$9,000	\$15,000	\$20,000	\$18,000
Digital Presence	\$0	\$12,950	\$14,000	\$28,500	\$34,000
Farmers Market	\$0	\$20,150	\$11,800	\$8,870	\$12,000
Wine Country - Multi Channel Marketing Campaign	\$18,157	\$0	\$0	\$0	\$0
Wine Country – Familiarization Tour	\$0	\$0	\$12,335	\$17,000	\$7,000
Wine Country - Tourism Trade Show	\$0	\$0	\$12,523	\$11,000	\$18,980
Wine Country - Amplifying Tourism	\$0	\$0	\$0	\$30,000	\$30,000
Wine Country – Visitor Center*	\$11,696	\$25,727	\$32,271	\$33,855	\$33,000
Wine Country - Woodin. Tour. Website/Marketing (COVID 19 funding increased)	\$0	\$25,239	\$0	\$0	\$0
Total Uses of Funds	\$58,992	\$126,281	\$134,419	\$185,725	\$191,230
Ending Balance	\$59,210	\$121,469	\$130,099	\$78,374	\$50,144

^{*2018} through 2019 & 2021 this was a Woodinville Chamber use. In 2020 & 2022 this was a Woodinville Wine Country use.

Attachment 2 - LTAC Meeting Minutes



City of Woodinville, Washington

LODGING TAX ADVISORY COMMITTEE (LTAC) MEETING MINUTES OF August 29, 2024

Woodinville City Hall City Council Chambers, 17301 133rd Avenue NE, Woodinville, WA

Woodinville City Hall City Council Chambers, 17301 133rd Avenue NE, Woodinville, WA	
CALL TO ORDER	The meeting for the Lodging Tax Advisory Committee was called to order at 3:05 pm by Councilmember (Chair) Michelle Evans.
ROLL CALL	Members Present: Councilmember Michelle Evans (Committee Chair) and; Janene Varden, Director of Sales and Marketing, Willows Lodge; Cameron James, Board President, Woodinville Wine Country; Christie Streit, Board Past Char Woodinville Chamber; Jim O'Connell, CEO Capri Inc, (Hampton Inn & Suites)
	Members Absent: None
	<u>City Staff Present:</u> Blaine Fritts, Finance Director; Kevin O'Neill, Assistant to the City Manager; Alana Winston, Community Engagement Coordinator, Brandon Buchanan, City Manager
	Other Attendees: Kimberly Ellertson, Exec Director, Woodinville Chamber; Kerrie La Guardia, Marketing Manager, Woodinville Chamber; Dana McMullen, Development and Event Manager, Woodinville Chamber; Alyssa Hagberg, Operations Coordinator, Woodinville Chamber, Kimerly Pazaski, Events Manager, Woodinville Chamber, Adam Acampora, Executive Director, Woodinville Wine Country; Carol Hook, President, Woodinville Arts Alliance; Nicole Monahan, Vice President, Woodinville Arts Alliance; Torrey Edwards, President, Woodinville Farmers Market
AGENDA ORDER AN CONTENT	The committee was presented with an agenda of three business items. 1. Review and approve August 28, 2023, meeting minutes 2. Receive the 2024 grant funding update 3. Review and recommend funding proposals for City Council Janene Varden moved to approve the agenda. Christie Streit seconded the motion and it passed 5-0.
1. REVIEW AND APPROVE AUGUST 30, 2023, MEETING MINUTES	Item Minutes: No discussion on meeting minutes. No corrections. Review approved.

MOTION: I MOVE THAT THE LODGING TAX ADVISORY

COMMITTEE APPROVE THE LODGING TAX ADVISORY COMMITTEE MEETING MINUTES OF

AUGUST 30, 2023, AS PRESENTED.

Action taken: Approved

Ayes: Janene Varden, Jim O'Connell, Christie Streit, Michelle

Evans, and Cameron James

Nays: None

2. RECEIVE THE 2024 GRANT FUNDING UPDATE

Item Minutes:

Mr. O'Neill provided a review of the funding for 2024. 10 grants were awarded, with two programs having requested reimbursements. Reimbursements are expected to start coming through in October – December 2024. To date, \$13,428 of the awarded \$185,725 has been paid out. Councilmember Evans invited 2024 grant recipients to provide updates:

Woodinville Arts Alliance:

Carol Hook, President of the Woodinville Arts Alliance discussed the success of the events during 2024 and presented the 2025 grant requests.

- Studio tour/Art Walk
 - o 13 locations throughout Woodinville
 - o 100+ pieces of artwork
 - o Rotates throughout the 4 Woodinville districts

Carol Hook explained that the Sip and Stroll project is not included in this year's requests because the Arts Alliance feels that it can be self-funded.

Q. Christie Streit: Asked if there was a venue for the art walk now that Molbaks is gone. CH answered that there are two potential venue options.

A: Carol Hook explained that alternate venues are being sought but did not give specifics as it is still pending.

Woodinville Chamber

Kimberly Ellertson presented on her three programs which included the following details:

- Celebrate Woodinville hosted over 162 businesses throughout the event series
- Winterfest has not yet occurred: 2023 update
- Celebrate Woodinville tends to have 50% local /50% outside attendees
- WC partnered with WWC for tracking tourist metrics using a check-in station at all entrances of Celebrate Woodinville.
- Discussed targeted Visit Woodinville efforts to bring in Canadian Tourists through a partnership with BC Magazine.

No questions from the Advisory Committee

Woodinville Farmers Market

Torrey Edwards provided short recap of 2024 efforts.

- Hired a social media content creator
 - Newsletters
 - o Blogs
 - o Enhanced social media presence
- Increase of quality vendors
- Grow food education and access
- How the market is funded
 - Only income is the vendor fees (trying to keep them low)

Q: Christie Streit asked about how festival street is working.

A: Torrey Edwards stated they love it and have figured out the layout but parking remains an issue.

No questions from the Advisory Committee

Woodinville Wine Country:

Adam Acampora provided an update for 2024. A summary of LTAC projects includes:

- Overview of visitor center statistics
- Tourism Trade Show Support
 - o Will be participating in 2 trade shows (same as 2024)
 - Washington is a growing target destination for tour operators
- FAM Tour Support
 - o 190+ FAM tour guests
 - Feature businesses regardless of WWC membership
- Data Driven Engagement
 - Digital attributions
 - 15k spent on marketing
 - ~\$8 return for every dollar spent on marketing

Q: Chair Evans asked about ads and their locations.

A: Adam Acampora explained that ads are based on a devices home location.

A: Christie Streit asked if WC can track if the ads are what are bringing the tourists to town. Asked if there is data that shows if someone booked a room through the ad.

A. Adam explained that he can't tell whether the ads were the driving reason people visited or whether they planned to already and clicked the ad.

MOTION: I MOVE TO RECEIVE THE YEAR-TO-DATE 2024

GRANT FUNDING UPDATE

Action taken: Motion passed

Ayes: Janene Varden, Jim O'Connell, Christie Streit, Michelle

Evans, and Cameron James

Nays: None

3. REVIEW AND RECOMMEND FUNDING PROPOSALS FOR COUNCIL

Item Minutes: Mr. O'Neill provided an update to the Committee presenting those 10 applications received, all met requirements, gave an overview of funding/ funding analysis and explained that 2025 applications totaled \$227k in grant requests leaving a difference of \$36k. He then invited each applicant to give a brief presentation on their applications.

Presentations:

(Woodinville Arts Alliance Presentation and Q&A)

Carol Hook spoke did not have a separate presentation for 2025 application as they were a continuation of two of the three 2024 programs.

Q&A

Q: Chair Evans asked what program was cut from the Arts Alliances requests this year. A: Carol Hook said that the sip and stroll was cut from the program as she felt the program could be self sufficient at this point and did not require grant funds.

(Woodinville Chamber Presentation and Q&A)

Kimberly Ellertson presented the Chambers three projects: Celebrate Woodinville, Winterfest, and Visit Woodinville. She explained that staffing needs have gone up.

Q&A

Q: Christie Streit: Asked about a difference in costs presented for Winterfest from what was in the packet. It was agreed that the difference was most likely the result of a confusion between the 2023 grant and 2024 grant since the Winterfest 2024 hasn't occurred yet.

(Woodinville Farmers Market Presentation and Q&A)

Torrey Edwards gave PowerPoint presentation on the grant applicant which is similar in scope to 2024. She also explained that the organization will be taking over the Kenmore Farmers Market and will be rebranding and establishing a new Non-Profit status. The organization will be known as the Northshore Farmers Market and serve both Woodinville and Kenmore.

Q&A

No questions were asked.

(Wine Country Presentation and Q&A)

Adam Acampora provided a PowerPoint presentation on Wine Country's four grant requests.

- The Visitor Center request is the same as 2024.
- The Trade Show application includes a letter of support explaining the importance of Wine Country's participation. This request adds another travel sales mission which is what has caused the increase in grant request from last year.
- Adam explained that the Fam Tour request is reduced from last year due to a grant award from the Port of Seattle.
- The Woodinville Amplified program is a request that continues 2024 activities and expands the services to business at no cost which increases the funding request.

Q&A

Q: Chair Evans: "Are only Wine Country members able to use the data service?" A: Adam Acampora: "It would be open to non-members, but it opened to members last month."

Q: Christie Streit asked whether the sub grant piece of Wine Country's application was part of the grant request.

A: Adam Acampora: Confirmed that it is a component that they are requesting LTAC funding to cover.

Presentations Portion ended. Committee transitioned to Funding Discussion and follow-up questions.

The committee discussed the sub grantee portion of the Wine Country's Data application or if Wine Country could shift that portion of the request to be covered by their own funds. After conversations about the fairness of such a program and how these programs are used elsewhere in the country, the committee agreed that removing the subgrant component would be ideal. Adam Acampora explained that without that funding coming from LTAC, Wine Country could not use their own funds to benefit nonmember organizations.

Switching to a working Excel spreadsheet to track recommended awards, Mr. O'Neill explained that in the past, various strategies had been used to meet the available funding including reducing all project by a percentage or taking each one individually and making adjustments.

The Committee decided that a flat percentage reduction to all projects was not fair to the smaller projects and that those (Arts Alliance and Farmers Market) should be fully funded, and the large requests should be where reductions should be made.

The committee moved forward with removing the subgrant portion of Wine Country's Amplifying Data application and reducing the amount to \$30,000.

Further discussion was hard regarding the value of a brick-and-mortar Visitor Center and Adam Acampora explained that the benefits for the types of foot traffic the Wine Industry see outweighs the cost. Jim O'Connell suggested a future study to evaluate whether a brick-and-mortar visitor center or a kiosk is a better solution.

Kimberly Ellertson offered to reduce the Chambers requested Winterfest application to \$18,000 and agreed that the Visit Woodinville amount could be reduced to \$34,000. The first draft funding recommendations is located in the table below:

Applicant	Program	Award
Arts Alliance	Art Studio Tour	\$2,500
Arts Alliance	Art Walks	\$4,750
Chamber	Celebrate Woodinville Summer Concerts & Festival	\$31,000
Chamber	Celebrate Woodinville Winterfest	\$18,000
Chamber	Visit Woodinville Online Web & Social Media Strategy	\$34,000
Farmers Market	Farmers Market	\$12,000
Wine Country	Familiarization Tour Support	\$7,000
Wine Country	Tourism Trade Show Support	\$18,980
Wine Country	Amplifying Tourism Through Data-Driven Engagement	\$30,000
Wine Country	Visitor Center	\$33,000

Chair Evans asked committee members if they wanted to explore other funding options or models, and all committee members signaled that they were comfortable with the draft recommendations.

The Committee then voted to recommend funding to the City Council as shown in the table above. The vote was approved 5-0.

MOTION:

I move to recommend to the Woodinville City Council the following 2025 Lodging Tax Grant applications and funding levels:

Program	Award
Art Studio Tour	\$2,500
Art Walks	\$4,750
Celebrate Woodinville Summer Concerts & Festival	\$31,000
Celebrate Woodinville Winterfest	\$18,000
Visit Woodinville Online Web & Social Media Strategy	\$34,000
Farmers Market	\$12,000

	Familiarization Tour Support	\$7,000
	Tourism Trade Show Support	\$18,980
	Amplifying Tourism Through Data- Driven Engagement	\$30,000
	Visitor Center	\$33,000
Action taken:	Approved	
Ayes:	Janene Varden, Jim O'Connell, Christie Str	eit, Michelle
	Evans, and Cameron James	
Nays:	None	

Minutes Recorded By: Alana Winston, Community Engagement Coordinator, City of Woodinville

Attachment 3 - 2025 LTAC Applications

Grant Application

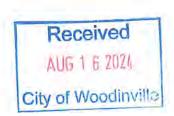
Woodinville Arts Alliance

Art Studio Tour



APPLICATION FOR CITY OF WOODINVILLE 2025 2024 TOURISM PROMOTION GRANT Applications due: August 16, 2024 by 12:00 pm

WAA Art Studio Tour		2,500		
Activity Name		Amount Requested		
Section II - Contact	Information			
Woodinville Arts Alliance		82-1898171		
Organization/Agency		Federal Tax ID Number		
Carol Hook		President		
Contact Name		Title		
13110 NE 177th Place	ce, #450	Woodinville	WA	98072
Mailing Address		City	State	Zip
425-213-6367	425-213-36367	n/a		
Work Phone	Mobile Phone	F	ах	E L LIVE
www.woodinvilleartsa	alliance.com	president@woo	dinvillearts	salliance.com
Website		Email Address		
		fho	nt:	
I hereby state on behalf	of Woodinville Arts Alliance Organization/Agency Name		at:	
	of Woodinville Arts Alliance		at:	
I hereby state on behalf Tourism Promotion Activit This is an applicat	of Woodinville Arts Alliance Organization/Agency Name	ties: City of Woodin	ville and	
I hereby state on behalf Tourism Promotion Activit This is an applicat organization/agen Woodinville.	of Woodinville Arts Alliance Organization/Agency Name ties or Tourism-Related Facilition for a contract with the	ties: City of Woodin	ville and	
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I hereby state on behalf Tourism Promotion Activit This is an applicate organization/agen Woodinville. Events/Festivals: The applicant has, commensurate with I understand the Corganization/agen third party, and a second	Organization/Agency Name ties or Tourism-Related Facilition for a contract with the acy intends to enter a Profession or can obtain, general liability of Woodinville will only reacy and only after the service signed Request for Reimburs	ties: City of Woodin ssional Services lity insurance in c ty. imburse actual c e is rendered, po-	ville and Contrac an amou costs incu aid for if p	ent urred by my provided by a pomitted to the



Section IV - Activity Information Is this a new activity? If no, how many years has it been in existe	ence?			
Yes No (# of Years 5)				
Are you requesting or using other City funds for this activity? 🔲 Yes 🏹 No				
Proposed location of activity: Woodinville Artist-Owned & Co-Op Studios				
Proposed date(s): May 17-18, 2024				
Provide a description of the activity: The Art Studio Tour is a weekend event highlighting local artists chance for the participating artists to connect with the Woodinvi visitors to the area. This program offers the visitors a chance to artists, see their space in which they create their art - not normal learn more about their methods and processes and view (and processed by many of our talented local artists. The WAA had 21 allocations both inside and outside the city limits in May 2024. Provide the budget for your activity in line-item detail estimating	lle community and engage with local ally open to the public, burchase) the art artists participate and 9			
entertainment, food, administration, equipment rental, staffing, sponsorships, grant funds, vendor fees, etc.) to complete the ac space be needed, provide the budget on a separate docume	ctivity. Should more			
sponsorships, grant funds, vendor fees, etc.) to complete the ac space be needed, provide the budget on a separate docume Activity Costs	ctivity. Should more nt.			
sponsorships, grant funds, vendor fees, etc.) to complete the ac space be needed, provide the budget on a separate docume Activity Costs Cost Description	ctivity. Should more nt. Amount			
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sponsorships, grant funds, vendor fees, etc.) to complete the ac space be needed, provide the budget on a separate docume Activity Costs Cost Description Advertising Print and Social Posters, Cards/Maps Supplies! Spansa Sishs, permit, etc. A Board replacement for those lost or stelln t decays for New Mate on existing boards Total Costs Activity Income (Include the requested grant funds) Income Description Grant Funds	Amount 3,600 1,200 200 1500 \$ 6500,00			

Total Income \$ 10,500,00

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.

Does your organization have a current City of Woodinville Business License?

■ Yes □ No

Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx

Grantees may be required to obtain permits for the Activity.

Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.

The purpose and intended outcome of the activity.
 The purpose of the Art Studio Tour is to showcase the talens of the Woodinville area artists and provides a more personal relationship between artrists and the public. The goal of this event is to help put Woodinville on the map to become known for art, which is a great compliment to the already established wine community. This program will continue to nuture the cultural character of Woodinville to a broader audience.

Section V – Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion

- Meets the definition for tourism promotion as stated above.
- Promotes a positive image for the City.
- Promotes the City as a destination place.
- Attracts visitors, builds new audiences, and encourages tourist expansion.
- Increases awareness of the City's amenities, history, facilities, and natural environment.
- Supports regional tourism planning.

Benefit to the community

- This activity benefits the citizens of Woodinville.
- This activity benefits the overall community, rather than specific segment or interest.

Innovation

- The activity is unusual or unique.
- ☐ It moves an existing activity in a new direction.

Community support

- 风The activity has broad-based community appeal or support.
- There is evidence of need for this activity in the City.

Evidence of partnerships

- 17 The activity exhibits a degree of partnership.
- 过There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.

Other funding sources

There are multiple revenue sources to support this activity.

Previous and replacement funding

The funding request is for a new activity or to continue or expand on-going activity.

Scale of project

Ihe activity is of a scale suitable for this funding program.

A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

The Studio Tour meets all the criteria for tourism promotion. Marketing for the event will target visitors from Tacoma to Vancouver, B.C, and Seattle to Eastern Washington. The goal of the program is to promote cultural events in Woodinville to a larger audience and aligns to tourism data that proves how art is an important draw for visitors to supplement the growing local wine industry.

Section VI - State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	400	400
Number of people who travel more than 50 miles for your activity.	60	60
The number of people who travel from another country or state.	25	25
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.	10	10
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.	390	390
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).	4	4

Explain the methodology used to calculate the 2025 estimates (see page 7).

The Studio Tour meets all the criteria for tourism premotion. Marketing for the event will target visitors from Tacoma to Vancouver, B.C, and Seattle to Eastern Washington. The goal of the program is to promote cultural events in Woodinville to a larger audience and aligns to tourism data that proves how art is an important draw for visitors to supplement the growing local wine industry.

Estimated and based on a repushfactive. Survey is the hard sign in sheets at each studio to gather zip codes of ask if the are at a hotel. Plus each location counts of regarded how many folks attended.

How will your organization collect and verify the above information for your activity?

(e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

The Studio Tour meets all the criteria for tourism promotion. Marketing for the event will target visitors from Tacoma to Vancouver, B.C. and Seattle to Eastern Washington. The goal of the program is to promote cultural events in Woodinville to a larger audience and aligns to tourism data that proves how art is an important draw for

visitors to supplement the growing local wine industry.

Sign up sheets at each studio were used to gather

attended in far mation, Visitans who were able to enter

Stop at least 7 studios on tour who able to enter

Their warne to win a prize (free wight at Willows 225)

Grant Application

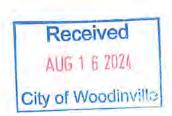
Woodinville Arts Alliance

Art Walks



APPLICATION FOR CITY OF WOODINVILLE Applications due: August 16, 2024 by 12:00 pm

Sec	tion I -Activity				
WAA Art Studio Tour		2,500			
Activity Name Amount Requested					
Sec	tion II - Contact Ir	nformation			
Woodinville Arts Alliance Organization/Agency		82-1898171			
		Federal Tax ID Number			
	Carol Hook		President		
	ontact Name	#450	Woodinville	MA	00070
	3110 NE 177th Place, alling Address	#450	City	WA State	98072 Zip
	25-213-6367	425-213-36367	n/a	Sidio	E-IP
	ork Phone	Mobile Phone		ах	
V	ww.woodinvilleartsalli	ance.com	president@woo	odinvillearts	salliance.com
M	/ebsite		Email Address		
		s or Tourism-Related Facilit		villo and	l if awarded m
M		n for a contract with the intends to enter a Profe			
Even	ts/Festivals:				
V		can obtain, general liabil the exposure of the activit		an amou	unt
V	organization/agency third party, and a sig	of Woodinville will only rei and only after the service ned Request for Reimburse of invoices and paymen	e is rendered, p ement form has	aid for if p been su	provided by a
	1 ald FHE	Carol Hook		8/13/2	024
5	ign 3	Print Name		Date	



Section IV - Activity Information Is this a new activity? If no, how many years has it been in exist.	ence?
Yes No (# of Years 5)	
Are you requesting or using other City funds for this activity?	Yes 🗹 No
Proposed location of activity: Woodinville Artist-Owned & Co-Op Studios	
Proposed date(s): May 17-18, 2024	
Provide a description of the activity: The Art Studio Tour is a weekend event highlighting local artists chance for the participating artists to connect with the Woodinv visitors to the area. This program offers the visitors a chance to artists, see their space in which they create their art - not normal learn more about their methods and processes and view (and processed by many of our talented local artists. The WAA had 21 locations both inside and outside the city limits in May 2024.	ille community and engage with local ally open to the public, ourchase) the art
Provide the budget for your activity in line-item detail estimating entertainment, food, administration, equipment rental, staffing, sponsorships, grant funds, vendor fees, etc.) to complete the aspace be needed, provide the budget on a separate docume Activity Costs	etc.) and revenues (i.g. ctivity. Should more
entertainment, food, administration, equipment rental, staffing, sponsorships, grant funds, vendor fees, etc.) to complete the aspace be needed, provide the budget on a separate docume Activity Costs Cost Description	etc.) and revenues (i.g. ctivity. Should more
entertainment, food, administration, equipment rental, staffing, sponsorships, grant funds, vendor fees, etc.) to complete the aspace be needed, provide the budget on a separate docume Activity Costs	etc.) and revenues (i.g. ctivity. Should more ent.
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entertainment, food, administration, equipment rental, staffing, sponsorships, grant funds, vendor fees, etc.) to complete the aspace be needed, provide the budget on a separate docume Activity Costs Cost Description Advertising Print and Sacial POSTERS, CARAS/MADS Supplies: Spansor Signs, permit, etc. A-Board replacement for those lost or stellen & decals for New hate on existing boards Total Costs Activity Income (Include the requested grant funds) Income Description Grant Funds	Amount 3/400 1/200 1/500 \$ U500,00

Total Income \$ 10,500.00

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.

Does your organization have a current City of Woodinville Business License?

■ Yes □ No

Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx

Grantees may be required to obtain permits for the Activity.

Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.

The purpose and intended outcome of the activity.
 The purpose of the Art Studio Tour is to showcase the talens of the Woodinville area artists and provides a more personal relationship between artrists and the public. The goal of this event is to help put Woodinville on the map to become known for art, which is a great compliment to the already established wine community. This program will continue to nuture the cultural character of Woodinville to a broader audience.

Section V – Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion

- Meets the definition for tourism promotion as stated above.
- Promotes a positive image for the City.
- Promotes the City as a destination place.
- Attracts visitors, builds new audiences, and encourages tourist expansion.
- Increases awareness of the City's amenities, history, facilities, and natural environment.
- Supports regional tourism planning.

Benefit to the community

- This activity benefits the citizens of Woodinville.
- This activity benefits the overall community, rather than specific segment or interest.

Innovation

- The activity is unusual or unique.
- ☐ It moves an existing activity in a new direction.

Community support

- 风The activity has broad-based community appeal or support.
- There is evidence of need for this activity in the City.

Evidence of partnerships

- 1 The activity exhibits a degree of partnership.
- There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.

Other funding sources

A There are multiple revenue sources to support this activity.

Previous and replacement funding

The funding request is for a new activity or to continue or expand on-going activity.

Scale of project

In activity is of a scale suitable for this funding program.

A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

The Studio Tour meets all the criteria for tourism promotion. Marketing for the event will target visitors from Tacoma to Vancouver, B.C, and Seattle to Eastern Washington. The goal of the program is to promote cultural events in Woodinville to a larger audience and aligns to tourism data that proves how art is an important draw for visitors to supplement the growing local wine industry.

Section VI – State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	400	400
Number of people who travel more than 50 miles for your activity.	60	60
The number of people who travel from another country or state.	25	25
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.	10	10
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.	390	390
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).	4	4

Explain the methodology used to calculate the 2025 estimates (see page 7).

The Studio Tour meets all the criteria for tourism premotion. Marketing for the event will target visitors from Tacoma to Vancouver, B.C, and Seattle to Eastern Washington. The goal of the program is to promote cultural events in Woodinville to a larger audience and aligns to tourism data that proves how art is an important draw for visitors to supplement the growing local wine industry.

Estimated and based on a Repushastive Survey in the haul sign in sheets at each studio to gather zight codes of ask if the are at a hotel. Plus each location counts or regarded how many folks attended.

How will your organization collect and verify the above information for your activity?

(e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

The Studio Four meets all the criteria for tourism promotion. Marketing for the event will target visitors from Tacoma to Vancouver, B.C. and Seattle to Eastern Washington.

The goal of the program is to promote cultural events in Woodinville to a larger.

The goal of the program is to promote cultural events in Woodinville to a larger audience and aligns to tourism data that proves how art is an important draw for visitors to supplement the growing local wine industry.

Sign up sheets at each studio were used to gather attendie in far mation. Visitars who were able to enter other to studios on tour who able to enter the studios on tour who able to enter their name to win a prize (free wight at Willows 23.

Grant Application

Woodinville Chamber

Celebrate Woodinville Summer Concerts & Festival



APPLICATION FOR CITY OF WOODINVILLE 2024 TOURISM PROMOTION GRANT

Applications due: August 16, 2024 by 12:00 pm

Section I –Activity				
Activity Name		Amount R	equested	
Section II - Contact Inform	mation			
Organization/Agency		Federal Ta	ax ID Number	
Contact Name		Title		
Mailing Address		City	State	Zip
Work Phone	Mobile Phone		Fax	
Website		Email Add	lress	
Section III - Certification				
I hereby state on behalf of Org	ganization/Agency Name		_that:	
Tourism Promotion Activities or T	ourism-Related Facilit	<u>ies</u> :		
This is an application for organization/agency inte Woodinville.		•		-
Events/Festivals:				
The applicant has, or can commensurate with the e	•	3	e in an amou	nt
I understand the City of Worganization/agency and third party, and a signed City, including copies of in	d only after the service Request for Reimburse	e is rendere ement form	d, paid for if p has been sub	provided by a
Kell				
Sign	Print Name		Date	

Section IV - Activity Information s this a new activity? If no, how many years has it been in existo	ence?
☐ Yes ☐ No (# of Years)	
Are you requesting or using other City funds for this activity? \Box	Yes □ No
Proposed location of activity:	
Proposed date(s):	
Provide a description of the activity:	
Provide the budget for your activity in line-item detail estimating entertainment, food, administration, equipment rental, staffing,	etc.) and revenues (i.g
entertainment, food, administration, equipment rental, staffing, sponsorships, grant funds, vendor fees, etc.) to complete the acspace be needed, provide the budget on a separate docume. Activity Costs	etc.) and revenues (i.g ctivity. Should more nt.
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Total Income \$_

If budgeted revenues exceed costs, provide an	explanation of why	grant funds
requested are necessary and appropriate.		

Does your organization	have a cu	ırrent City (of Woodinville	Business	License?
□ Yes □ No					

Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx

Grantees may be required to obtain permits for the Activity.

Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.

1. The purpose and intended outcome of the activity.

2. The tangible and intangible benefits to the community.

3. How the success of the project will be evaluated.

Section V - Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

made above:

Tourism promotion ☐ Meets the definition for tourism promotion as stated above.	Community support ☐ The activity has broad-based community appeal or support.		
☐ Promotes a positive image for the City.	☐ There is evidence of need for this		
☐ Promotes the City as a destination place.	activity in the City. Evidence of partnerships		
☐ Attracts visitors, builds new audiences, and encourages tourist expansion.	$\hfill \square$ The activity exhibits a degree of partnership.		
☐ Increases awareness of the City's amenities, history, facilities, and natural environment.	☐ There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.		
☐ Supports regional tourism planning.	Other funding sources ☐ There are multiple revenue sources to		
Benefit to the community	support this activity.		
□ This activity benefits the citizens of Woodinville.	Previous and replacement funding		
☐ This activity benefits the overall community, rather than specific segment or interest.	□ The funding request is for a new activity or to continue or expand on-going activity.		
Innovation	Scale of project		
☐ The activity is unusual or unique.	☐ The activity is of a scale suitable for this funding program.		
☐ It moves an existing activity in a new direction.			
☐ A profit and loss statement and balance storganization is included in the application su			
Describe how your activity promotes tourism	in Woodinville based on the selections		

Section VI - State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.		
Number of people who travel more than 50 miles for your activity.		
The number of people who travel from another country or state.		
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.		
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.		
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).		

*2023 Actual

Explain the methodology used to calculate the 2025 estimates (see page 7).

How will your organization collect and verify the above information for your activity? (e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

The following are methods in which attendance may be determined and will be reported to the state by the City:

- <u>Direct Count</u>: actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled. May also include information collected directly from businesses such as hotels, restaurants, tour guides, likely to be affected by an event.
- <u>Indirect Count</u>: estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- Representative Survey: information collected directly from individual visitors/participants. This would be a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin or error and confidence level.
- <u>Informal Survey</u>: information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. These results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- <u>Structured Estimate</u>: estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).





Celebrate Woodinville 2025 Operating Budget

Provide the budget for your activity:

Activity Costs

Cost Description	Amount
Woodinville Chamber – Project management, Executive Direction, Administration, Sponsorship Sales, Marketing and Communications oversight, Accounting and Office support, Festival and Runs organization, Logistical support.	\$52,350
Administrative expenses, IT, Office Supplies, Bank & Credit Card Fees	\$8,500
Permits (Parks) & Traffic Control	\$2,100
Liability Insurance (incl Winterfest too) Festival, Special Event Insur.	\$5,700
Marketing Support to include Promotional Materials and Amenities, Signage, Printing, Graphic Design, Website Maintenance and other marketing related efforts	\$9,250
Rentals & Event Support Materials and Staffing (Lush Hops) – tables, fencing, tenting (Grand Event Rentals), Sandbags, Control, Office Supplies, Sanitation/port-a-potties, Garbage Service (DTG), etc.	\$44,500
Sound, Talent Management, Entertainment (Bands)	\$16,500
Glow Run 5 race management, Marketing, t-shirts & medals, Sound, Graphic Design, operational materials, Designated Woodinville Benefactor	\$15,250
Volunteer & Sponsor Appreciation	\$1,000
Total Costs	\$155,150

Grant Application

Woodinville Chamber

Celebrate Woodinville Winterfest



APPLICATION FOR CITY OF WOODINVILLE 2024 TOURISM PROMOTION GRANT

Applications due: August 16, 2024 by 12:00 pm

Celebrate Woodinville Winterfest		\$20,000			
Activity Name		Amount Reque	sted		
Section II - Contac	t Information				
Woodinville Chamber		91-1138699			
Organization/Agency		Federal Tax ID Number			
Kimberly Ellertson		Executive Dir	Executive Director		
Contact Name		Tifle		77.100	
13901 NE 175th St S	uite N	Woodinville	WA	98072	
Mailing Address	V	City	State	Zip	
(425) 481-8300	(206) 353-9347	(425)	481-9743		
Work Phone	Mobile Phone		ax		
https://woodinvillecha	mber.org	kimberly@woodinvillechamber.org			
Website		Email Address			
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	of Woodinville Chamber Organization/Agency Name	th	GI.		
Tourism Promotion Activ	ities or Tourism-Related Facilit	ies:			
	tion for a contract with the ncy intends to enter a Profe	HERE AND THE RESERVE AND THE R			
Events/Festivals:					
	s, or can obtain, general liabi ith the exposure of the activit	the second contract of	an amoui	nt	
organization/age third party, and a	City of Woodinville will only re ncy and only after the service signed Request for Reimburs pies of invoices and paymen	e is rendered, po ement form has	aid for if p been sub	rovided by a	
Keln	Kimberly Ellertso	n	8/9/2024	1	
Sign	Print Name		Date		

Section IV - Activity Information Is this a new activity? If no, how many years has it been in existence?
Yes No (# of Years 8
Are you requesting or using other City funds for this activity? 🔲 Yes 📝 No
Proposed location of activity: Downtown Woodinville, Wilmot Gateway Park, DeYoung Park, District Flats, Woodin Creek Village
Proposed date(s): Saturday, December 6, 2025
Provide a description of the activity:
The 2025 Celebrate Woodinville Winterfest will consist of a morning 5K run, an afternoon festival (3-4 hours in duration), and a community tree lighting. These family-friendly events feature live music and festivities, with a heavy focus on children's activities, including a visit from Santa.
This proposal requests funding to continue and expand Celebrate Woodinville's Winterfest for its eighth year.
Provide the budget for your activity in line-item detail estimating costs (i.g. entertainment, food, administration, equipment rental, staffing, etc.) and revenues (i.g.

sponsorships, grant funds, vendor fees, etc.) to complete the activity. Should more space be needed, provide the budget on a separate document.

Activity Costs

Cost Description	Amount
See separate document	\$63,400
	Note and the state of the state
Total Costs	\$ 63,400

Activity Income (Include the requested grant funds)

Income Description	Amount
Sponsors	\$23,700
5k Run Registration	\$13,250
2025 LTAC (From the City of Woodinville) - Requeste	\$20,000
Total Income	\$ 56,950

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.

Budgeted revenue does not exceed costs. The LTAC request of \$20,000 will cover a portion of the event expenses of \$63,400. The Woodinville Chamber will utilize our own resources to acquire event sponsors to cover a portion of the costs. We see this as a partnership with the City of Woodinville and wish to contribute funds as well.

Does your organization have a current City of Woodinville Business License?

■ Yes □ No

Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx

Grantees may be required to obtain permits for the Activity.

Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.

1. The purpose and intended outcome of the activity.

The mission of Celebrate Woodinville is to bring Woodinville residents together for family-oriented events, encourage a sense of community, and promote Woodinville's local businesses and character to visitors from throughout the Puget Sound Region.

Celebrate Woodinville's Winterfest highlights Woodinville as a destination to visitors, builds community spirit, and emphasizes the positive attributes of Woodinville. The intended outcome is to encourage visitors to stay overnight in Woodinville while engaging in our Winterfest activities.

2. The tangible and intangible benefits to the community.

The Winterfest events are designed as family-oriented events and provide a demonstrative means by which Woodinville residents come together as one community. As evidenced by previous Winterfest events, City of Woodinville elected officials were actively engaged and participatory in both the 5k run and festival.

Our marketing plan includes news releases, print ads, and social media outreach throughout the Puget Sound Region. We continue to build partnerships with media partners to increase the reach of Winterfest to a greater audience by engaging with regional media companies, as we successfully do for the Celebrate Woodinville Summer Concerts & Festival. These efforts increase the visibility for Woodinville and support the myriad of tourism opportunities within Woodinville.

Additionally, the agrarian fabric of the Sammamish Valley is highlighted via the 5k run, which takes participants along the picturesque Sammamish River, and through participation in the festival/fair. By focusing on all that Woodinville has to offer -- parks, artisans, and businesses -- Celebrate Woodinville Winterfest showcases the many ways Woodinville is unique.

3. How the success of the project will be evaluated.

To evaluate the continued success of Celebrate Woodinville Winterfest, we will:

- 1) Compare Celebrate Woodinville social network engagement from year to year.
- 2) Compare event attendance year-over-year using our Attendance Formula Model to gauge growth in interest from the community and the region. While attendance can vary depending on weather, this is a viable means of evaluating success.
- 3) Survey exhibitors, vendors, and sponsors for feedback following the events.
- 4) Survey post event via social media, e-newsletter and/or on-site to collect attendee demographics, collect feedback, and evaluate success.
- 5) Conduct a physical count of attendees and registrants at events, to the best of our ability.
- 6) Survey volunteers. The festival and 5k run require a significant number of volunteers. Those who participated in prior years have provided very positive feedback and we anticipate a high return rate.

We continue to receive positive feedback on these events from the community at large, as well as from those who participate as sponsors and exhibitors. This response is evidence that there is value in bringing the community together to celebrate, and to give visitors a chance to taste what makes Woodinville special.

Section V – Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion

- Meets the definition for tourism promotion as stated above.
- Promotes a positive image for the City.
- Promotes the City as a destination place.
- Attracts visitors, builds new audiences, and encourages tourist expansion.
- Increases awareness of the City's amenities, history, facilities, and natural environment.
- Supports regional tourism planning.

Benefit to the community

- This activity benefits the citizens of Woodinville.
- This activity benefits the overall community, rather than specific segment or interest.

Innovation

- The activity is unusual or unique.
- It moves an existing activity in a new direction.

Community support

- The activity has broad-based community appeal or support.
- There is evidence of need for this activity in the City.

Evidence of partnerships

- The activity exhibits a degree of partnership.
- There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.

Other funding sources

■ There are multiple revenue sources to support this activity.

Previous and replacement funding

■ The funding request is for a new activity or to continue or expand on-going activity.

Scale of project

■ The activity is of a scale suitable for this funding program.

■ A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

Celebrate Woodinville Winterfest meets all the criteria listed for tourism promotion. Our marketing plan includes the following key elements:

Print Collateral & Advertising

1,000+ postcards and 250 posters are distributed around Woodinville and various outlets in the Puget Sound region. Contracted print and digital ads are placed with local and regional media partners (examples: Woodinville Weekly, 425 Magazine). With the City's permission, we will place roadside banners for Winterfest, as we have for past Celebrate Woodinville events.

Social Media & Digital Marketing

Our website (www.celebratewoodinville.com) promotes all elements of Celebrate Woodinville, including Winterfest. We post our Celebrate Woodinville events in approximately 20 listings in publications and/or online event calendars in the Puget Sound Region. We use email to market to interested attendees. We have a robust social media presence which includes Facebook, Instagram, and Twitter, allowing us to reach more attendees outside of our community. We continue to see considerable growth in all of these channels.

Publicity & Earned Media

We issue multiple press releases to announce and promote the events, resulting in newspaper articles and other earned media opportunities. Distribution will include (but not limited to) the Woodinville Weekly, 425 Magazine, Tasting Room Magazine, Visit Seattle, and State of Washington Tourism. In addition, we engage a local media company who provides an expansive media presence for Celebrate Woodinville across their network of web, social, email, and on-the-air via their radio network.

Evidence of Partnerships

Celebrate Woodinville Winterfest demonstrates the value of partnership and showcases the positive results of the collaboration between the City of Woodinville, various downtown developments & businesses, Sammamish Valley Grange, Rotary Club of Woodinville, Woodinville Farmers Market, and the Woodinville Chamber. These events bring our community together and provide a winter festival destination for visitors. In addition to our robust marketing plan, the Woodinville Chamber partners with Visit Seattle to promote the events to visitors from around the world.

Hotel Partnerships

In 2025, we intend to partner with the local hotels and B&B's to create Winterfest packages that will encourage overnight stays.

Section VI – State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	3143	3143
Number of people who travel more than 50 miles for your activity.	399	399
The number of people who travel from another country or state.	38	38
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.	33	33
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.	41	41
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).	33	33

*2023 Actual

Explain the methodology used to calculate the 2025 estimates (see page 7).

We welcomed 3,143 attendees at the 2023 Winterfest Festival. This included 373 registrants for the 5k run. Surveys showed that half of the attendees were from Woodinville and the other half were from across the region, including 399 from zip codes more than 50 miles away from Woodinville and 38 out-of-state. For our 5k, we welcomed 14 attendees from 50 miles away and 2 attendees from out-of-state; with data coming from the 5k registration zip code data.

How will your organization collect and verify the above information for your activity? (e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

This data was collected using four methods: On-site map collection with zip code request from attendees, post event survey via email, on-site head count, and through RunSignup, our runner registration software.

The following are methods in which attendance may be determined and will be reported to the state by the City:

- <u>Direct Count</u>: actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled. May also include information collected directly from businesses such as hotels, restaurants, tour guides, likely to be affected by an event.
- <u>Indirect Count</u>: estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- Representative Survey: information collected directly from individual visitors/participants. This would be a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin or error and confidence level.
- Informal Survey: information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. These results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- <u>Structured Estimate</u>: estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

RCW 67.28.1816 Lodging tax — Tourism promotion.

- (1) Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor's bureau or destination marketing organization for:
 - a. Tourism marketing;
 - b. The marketing and operations of special events and festivals designed to attract tourists
 - Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters <u>35.57</u> and <u>36.100</u> RCW; or
 - d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.

(2)(a) Except as provided in (b) of this subsection, applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:

- i. Away from their place of residence or business and staying overnight in paid accommodations;
- ii. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- iii. From another country or state outside of their place of residence or their business
- (b)(i) In a municipality with a population of five thousand or more, applicants applying for use of revenues in this chapter must submit their applications and estimates described under (a) of this subsection to the local lodging tax advisory committee.
 - (ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.

(c)(i) All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business. A municipality receiving a report must: Make such report available to the local legislative body and the public; and furnish copies of the report to the joint legislative audit and review committee and members of the local lodging tax advisory committee.
- (ii) The joint legislative audit and review committee must on a biennial basis report to the economic development committees of the legislature on the use of lodging tax revenues by municipalities. Reporting under this subsection must begin in calendar year 2015.
- (d) This section does not apply to the revenues of any lodging tax authorized under this chapter imposed by a county with a population of one million five hundred thousand or more.



Winterfest 2025 Operating Budget

Provide the budget for your activity:

Activity Costs

Cost Description	Amount
Woodinville Chamber – Project management, Executive Direction,	\$19,500
Administration, Sponsorship Sales, Marketing and Communications	
oversight, Accounting and Office support, Festival and Runs	
organization, Logistical support.	
Marketing Support to include Promotional Materials and Amenities,	\$3,500
Signage, Printing, Graphic Design, Website Maintenance and other	
marketing related efforts	
Rentals & Event Support Materials – tables, fencing, tenting (Grand	\$14,000
Event Rentals), Sandbags, Control, Office Supplies, Photo Booth,	
Sanitation/port-a-potties, Garbage Service (DTG), Snow Machine, etc.	
Tree Lighting (mainly covered in 2022; maintenance required each	\$5,200 (estimated)
year.)	
Light the Way; Directional Lighting/Signage between four locations	\$3,300 (estimated)
Sound, Talent Management, Entertainment, Carolers	\$3,000
Winterfest 5-10K race management, Marketing, t-shirts & medals,	\$14,000
Sound, Graphic Design, operational materials, Designated Woodinville	
Volunteer & Sponsor Appreciation	\$900
Total Costs	\$63,400

Grant Application

Woodinville Chamber

Visit Woodinville Website



APPLICATION FOR CITY OF WOODINVILLE 2024 TOURISM PROMOTION GRANT

Applications due: August 16, 2024 by 12:00 pm

Section	I –Activity
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Visit Woodinville Tourism Marketing		\$48,500		
Activity Name		Amount Requested		
Section II - Contact In	formation			
Woodinville Chamber		91-1138699		
Organization/Agency		Federal Tax ID N	Number	
Kimberly Ellertson	imberly Ellertson	Executive Director		
Contact Name		Title		
13901 NE 175th St, Suite	N	Woodinville	WA	98072
Mailing Address		City	State	Zip
(425) 481-8300	(206) 353-9347			
Work Phone	Mobile Phone		ах	
woodinvillechamber.org a	nd visitwoodinville.ora	kimberly@wo	odinvillec	hamber.org
Website	3	Email Address	230 (7-48 2)	
Tourism Promotion Activities This is an application	for a contract with the	City of Woodin		
Woodinville.	intends to enter a Profe	essional Services	Contrac	f with the City o
Events/Festivals:				
	can obtain, general liab ne exposure of the activi	A DAMEST OF THE PARTY OF THE PA	an amou	nt
organization/agency third party, and a sign	of Woodinville will only re and only after the servic ed Request for Reimburs of invoices and paymen	e is rendered, po ement form has	aid for if p been sub	provided by a
Kren	Kimberly Ellertso	n	8/9/202	4
Sign	Print Name		Date	

Section IV - Activity Information	
Is this a new activity? If no, how many years has it been in exist	rence?
Yes No (# of Years 8)	
Are you requesting or using other City funds for this activity?]Yes 🗸 No
Proposed location of activity: Online Visit Woodinville Marketing and Web Presence	
Proposed date(s): January-December 2025	
Provide a description of the activity:	
Visit Woodinville website, online events calendar, and photogratouch with visitors via digital marketing strategies (social media 2 Days in Woodinville campaign); promote Woodinville through initiatives and editorial in tourism and lifestyle publications; built partnerships with regional tourism organizations; produce an ametrics and results; and provide oversight of these programs, or	a program, eNewsletter, n various publicity d on our strategic nnual report with key
Provide the budget for your activity in line-item detail estimating entertainment, food, administration, equipment rental, staffing, sponsorships, grant funds, vendor fees, etc.) to complete the asspace be needed, provide the budget on a separate docume Activity Costs	, etc.) and revenues (i.g. ctivity. Should more
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entertainment, food, administration, equipment rental, staffing, sponsorships, grant funds, vendor fees, etc.) to complete the acspace be needed, provide the budget on a separate docume Activity Costs Cost Description See attached budget Total Costs Activity Income (Include the requested grant funds) Income Description	Amount \$48,500 Amount \$48,500

\$ 48,500

Total income

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.

Budgeted revenue does not exceed costs

Does your organization have a current City of Woodinville Business License?

■ Yes □ No

Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx

Grantees may be required to obtain permits for the Activity.

Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.

1. The purpose and intended outcome of the activity.

The primary goal of the Visit Woodinville tourism marketing plan is to attract visitors to our community and make sure that Woodinville is top of mind when travelers are deciding where to go, what to see, and how to spend their money. As we increase the awareness and visibility of Woodinville both nationally and regionally, we are building the reputation of our community as an inviting, charming, and high-quality tourism destination.

How is Visit Woodinville different and why does it exist?

Visit Woodinville (VW) operates under the Woodinville Chamber; however, unlike the Woodinville Chamber and Woodinville Wine Country, it is not a membership organization. It is open to ALL tourism-related businesses and non-profits located in Woodinville – FOR FREE. The VW website, eNewsletter, and social media presence highlight the full range of opportunities Woodinville offers to visitors, above and beyond wine tourism.

Supported by the City of Woodinville and LTAC grants for 8+ years, the Visit Woodinville website currently features robust listings and digital promotion for 155 local businesses and non-profits across two dozen STAY, PLAY, DINE, and SIP categories. The Visit Woodinville marketing programs focus on Woodinville hotels and B&Bs only, not other Eastside cities. From Farms and Markets to Festivals, Breakfast and Sweets to Spas, Cocktails to Shopping, Craft Beer to Live Music, Arts and Theatre – and yes, wine – this "one-stop" tourism resource continues to grow!

2. The tangible and intangible benefits to the community.

In 2021, a total of 27.5 million visitors came to Seattle and the surrounding area. Tourists spent \$5.6 billion dollars and paid \$550.5 million in state and local taxes, a 50.7% increase from 2020. Tourism-related employment rose 19.3% in 2021 compared to the year prior, bringing the total number of jobs in the industry to 58,085. (source: Tourism Economics for Visit Seattle, April 2022).

We want to increase the percentage of these visitors and tourism dollars in Woodinville.

Our compelling brand positioning, robust website, and complementary marketing programs showcase all that Woodinville has to offer, help attract visitors to our community, and provide a central resource for meeting planners, event planners, tourists, and residents to learn about the lodging, activities, and services available in our community. These are fundamental strategies of an overall tourism marketing plan and establish the legitimacy of Woodinville as a highly respected and unique travel destination.

Our partnerships with Woodinville Wine Country, the Sammamish Valley Alliance, the City of Woodinville, and Port of Seattle continue to be key alliances. Rather than competing, we complement each other. Our desire is to nurture a genuine spirit of collaboration as we work together to promote Woodinville both locally and regionally

3. How the success of the project will be evaluated.

An overall increase in tourism shows the value of these tourism programs. We regularly survey tourism stakeholders and local businesses and continue to hear from our partners that tourism is imperative.

We report the metrics of our website, social media, and eNewsletter programs, and results from digital marketing campaigns, "2 Days in Woodinville" campaign, and other initiatives. Where possible, the call to action features an invitation, offer and/or tracking code to measure click-through rates and responses. As our partners at the Willows Lodge and the Hampton Inn & Suites can attest, we are working to drive business to these hotels with trackable analytics through our "2 Days" campaign.

In addition, our partnership with Woodinville Wine Country has allowed us to expand the Woodinville Savings Pass, bringing tangible analytics to our breweries, retailers, art studios, etc. As a key goal of the "2 Days" campaign, we engaged more than 50 local tourism-dependent businesses through the monthly eNewsletter, Woodinville Savings Pass, social media program, "My 2 Days" itineraries, and various digital promotions.

"As your Mayor, I embrace and look to enhance our tourism industry. Tourism contributes to our cultural, recreational, and vibrancy as a city. It helps ensure some of the lowest city property taxes in the state. Tourism gives economic diversification and many opportunities for our community." Mike Millman, Mayor of Woodinville.

Section V - Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion

- Meets the definition for tourism promotion as stated above.
- Promotes a positive image for the City.
- ☐ Promotes the City as a destination place.
- ☐ Attracts visitors, builds new audiences, and encourages tourist expansion.
- Increases awareness of the City's amenities, history, facilities, and natural environment.
- ☐ Supports regional tourism planning.

Benefit to the community

- ☐ This activity benefits the citizens of Woodinville.
- This activity benefits the overall community, rather than specific segment or interest.

Innovation

- The activity is unusual or unique.
- It moves an existing activity in a new direction.

Community support

- ☐ The activity has broad-based community appeal or support.
- There is evidence of need for this activity in the City.

Evidence of partnerships

- ☐ The activity exhibits a degree of partnership.
- There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.

Other funding sources

■ There are multiple revenue sources to support this activity.

Previous and replacement funding

■ The funding request is for a new activity or to continue or expand on-going activity.

Scale of project

■ The activity is of a scale suitable for this funding program.

A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

Our website, e-newsletter, collateral, publicity efforts, and social program provide meeting planners, event planners and individual tourists with a central resource to learn about lodging, activities, and services available in our community, and keep Woodinville top of mind.

Leveraging the marketing programs and reach offered by the Washington Tourism Alliance, Visit Seattle, and Visit Bellevue are cost-effective strategies to attract visitors to Woodinville. Visit Seattle is a membership-based organization that promotes the Puget Sound Region to individuals, meeting & event planners, and travel professionals around the world. Their staff also provides support during conventions, meetings and events in the area and that often involves offering recommendations to attendees and spouses about what to see and do before and after the event.

We also know that residents throughout the Puget Sound are a dynamic audience who are likely to be repeat customers. Our partnerships with Woodinville Wine Country, the Sammamish Valley Alliance, and the City of Woodinville continue to be key alliances as we work together to promote Woodinville both locally and regionally.

A survey of potential visitors was conducted in March/April 2017 by EMC Research, as part of the Woodinville Tourism Study. The survey identified a national pool of participants and 300 surveys were completed. Respondents were those with an interest in wine, had visited Seattle within the last three years and stayed more than two nights, and did not visit Woodinville during their trip. In total, 96 percent of respondents were outside Washington state. Two-thirds of total respondents said that they did not visit Woodinville because they were not aware of Woodinville as a popular wine destination. Of those respondents, 57 percent stated they were likely to visit and cited proximity to Seattle, willingness to try new things, and love of wine/wineries as the top three reasons to visit. Casual wine enthusiasts stated that they needed other activities besides wine tasting to come to Woodinville. When asked how likely respondents are to take a trip to popular west coast wine destinations, Woodinville had the second highest number of respondents who answered very likely or somewhat likely to visit, just behind Sonoma. Many of these respondents had learned about Woodinville from the survey.

Based on these results, it's clear that we need to continue to market and promote Woodinville throughout the United States may attract new visitors. (Excerpted from the 2017 Woodinville Tourism Study final report.)

Section VI – State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	1,128,867	1,128,867
Number of people who travel more than 50 miles for your activity.	169,330	169,330
The number of people who travel from another country or state.	48,428	48,428
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.	63,567	63,567
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.	105,763	105,763
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).	62,804	62,804

Explain the methodology used to calculate the 2025 estimates (see page 7).

This data is based on 2023, as 2024 data has not yet been compiled. These metrics are based on data points reported by Willows Lodge, Woodinville Wine Country, Celebrate Woodinville, Molbak's home+garden, and Woodinville Farmers Market. We did not receive data from Hampton Inn & Suites for 2023, so have used their 2022 numbers. We will continue to improve our data collection procedures, in partnership with Woodinville Wine Country and other tourism organizations/businesses.

How will your organization collect and verify the above information for your activity? (e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

We have significantly improved tracking methodologies and analytics, including a more robust toolkit for reporting website metrics. We survey our local hotels (Willows Lodge and Hampton Inn & Suites), and B&B's, to collect room night data. We use custom landing pages to track click-throughs from digital marketing and social media buys.

The following are methods in which attendance may be determined and will be reported to the state by the City:

- <u>Direct Count</u>: actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled. May also include information collected directly from businesses such as hotels, restaurants, tour guides, likely to be affected by an event.
- <u>Indirect Count</u>: estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
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- <u>Structured Estimate</u>: estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

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 - a. Tourism marketing;
 - b. The marketing and operations of special events and festivals designed to attract tourists
 - c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
 - d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.

(2)(a) Except as provided in (b) of this subsection, applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:

- i. Away from their place of residence or business and staying overnight in paid accommodations;
- ii. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- iii. From another country or state outside of their place of residence or their business

(b)(i) In a municipality with a population of five thousand or more, applicants applying for use of revenues in this chapter must submit their applications and estimates described under (a) of this subsection to the local lodging tax advisory committee.

(ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.

(c)(i) All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

- A. Away from their place of residence or business and staying overnight in paid accommodations;
- B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- C. From another country or state outside of their place of residence or their business. A municipality receiving a report must: Make such report available to the local legislative body and the public; and furnish copies of the report to the joint legislative audit and review committee and members of the local lodging tax advisory committee.
- (ii) The joint legislative audit and review committee must on a biennial basis report to the economic development committees of the legislature on the use of lodging tax revenues by municipalities. Reporting under this subsection must begin in calendar year 2015.

(d) This section does not apply to the revenues of any lodging tax authorized under this chapter imposed by a county with a population of one million five hundred thousand or more.





Visit Woodinville 2025 Operating Budget

Provide the budget for your activity:

Activity Costs

Cost Description	Amount
Website Technology/Support/Maintenance, Annual Software Fees, Management,	\$6,500
Calendar & Listing Updates	
Photography, E-newsletter & Social Media Program	\$5,500
2 Days in Woodinville Campaign Content, Video Production	\$14,000
Regional & National targeted marketing, Content creation/design	\$20,000
(Continue 2024 focus on BC and regional)	
Annual Report	\$1,500
Memberships - State of WA Tourism	\$1,000
Total Costs	\$48,500

Grant Application

Woodinville Farmers Market

Farmers Market



APPLICATION FOR CITY OF WOODINVILLE 2024 TOURISM PROMOTION GRANT

Applications due: August 16, 2024 by 12:00 pm

Section I -	Activity
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Woodinville Farmers Market	\$12,00	\$12,000	
Activity Name	Amount F	Amount Requested	
ection II - Contact Information			
Woodinville Farmers Market	91-164	91-1641426	
Organization/Agency		Federal Tax ID Number President	
Torrey Edwards			
Contact Name	Title	63.1/4	
PO Box 1927 Mailing Address	Woodinville	WA	98072
	City	State	Zip
Work Phone 206.6	17,9509 e Phone	Edv	
WoodinvilleFarmersMarket.com		tax	an acces
Website	VVOOQIT	villeFM@gm	all.com
ereby state on behalf of Woodinville Fa	armers Market	_that:	
nereby state on behalf of Woodinville Fa Organization/Age ourism Promotion Activities or Tourism-Related This is an application for a contract organization/agency intends to ente	ency Name ted Facilities: with the City of Wo	podinville and	d, if awarded, ct with the City
nereby state on behalf of Woodinville Fa Organization/Age ourism Promotion Activities or Tourism-Related This is an application for a contract organization/agency intends to ente Woodinville.	ency Name ted Facilities: with the City of Wo	podinville and	d, if awarded, ct with the City
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nereby state on behalf of Woodinville Fa Organization/Age ourism Promotion Activities or Tourism-Related This is an application for a contract organization/agency intends to ente Woodinville.	ency Name led Facilities: with the City of Warr er a Professional Serv meral liability insurance	oodinville and vices Contrad	ct with the City
nereby state on behalf of Woodinville Factorism Promotion Activities or Tourism-Related This is an application for a contract organization/agency intends to enter Woodinville. Vents/Festivals: The applicant has, or can obtain, gen	ency Name led Facilities: with the City of War a Professional Service is rendered liabursement form	codinville and vices Contraction and amount of the costs income and the	unt urred by my
Organization/Age curism Promotion Activities or Tourism-Relate This is an application for a contract organization/agency intends to enter Woodinville. Vents/Festivals: The applicant has, or can obtain, gencommensurate with the exposure of the Understand the City of Woodinville worganization/agency and only after the third party, and a signed Request for Find City, including copies of invoices and	ency Name led Facilities: with the City of War a Professional Service is rendered liabursement form	codinville and vices Contraction and amount of the costs income and for if the costs income and the costs income a	unt urred by my

Section IV - Activity Information Is this a new activity? If no, how many years has it been in existence? Yes No (# of Years 30) Are you requesting or using other City funds for this activity? Yes No Proposed location of activity: Festival Street and District Flats Proposed date(s): 1st Saturday in May through the last Saturday in September of 2025 Provide a description of the activity: Weekly temporary market of local farmers, food product vendors, and artists and crafters. Homegrown, handmade, and in the heart of Woodinville.

Provide the budget for your activity in line-item detail estimating costs (i.g. entertainment, food, administration, equipment rental, staffing, etc.) and revenues (i.g. sponsorships, grant funds, vendor fees, etc.) to complete the activity. Should more space be needed, provide the budget on a separate document.

Activity Costs

Cost Description	Amount
Staff and Consultants	\$45,000
General Business and Operation Expenses	\$10,000
Programming and Entertainment	\$7,000
Marketing, Advertising, and Promotions	\$10,000
Total Costs	\$72,000

Activity Income (Include the requested grant funds)

Income Description	Amount
Vendor Application and Booth Fees	\$38,000
Sponsorships	\$16,000
CoW LTAC Grant	\$12,000
CoW Community Grant	\$4,000
Individual Donations and Merchandise Sales	\$2,000
Total Income	\$ <u>72,000</u>

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.
Does your organization have a current City of Woodinville Business License?
✓ Yes ☐ No Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx
Grantees may be required to obtain permits for the Activity.
Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.
1. The purpose and intended outcome of the activity.
market, which encourages additional patronage of nearby businesses. We know that we have a unique location that lends itself to live music, which enhances the overall experience for customers, creating a destination atmosphere for residents and visitors alike. With the additional food trucks, activities for kids, and opportunities to engage with other local businesses and nonprofits, we know it is a place that many will want to make a part of their summer Saturday. We also plan to focus these funds on our social media and other marketing and advertising. Using the Market as a central showcase for the beauty and bounty representative of all that Woodinville has to offer. Moving our online content to a paid position has allowed us to give more time and attention to telling our story, and by extension, Woodinville's.

2.	The tangible and intangible benefits to the community.				
	Being a free event, and open-air, we offer a natural gathering space for the community and tourists.				
	We are a connection point to learn more about our community through farmers who source local				
	restaurants, sponsors and nonprofits partnering and participating with us, as well as an approachable				
	Information Booth helping folks find their way around.				
	Farmers Markets are proven to increase access to food, support healthy communities, promote				
	sustainability, and stimulate economies.				
					
	<u>- </u>				
3.	How the success of the project will be evaluated.				
	This year we had someone come to the Market to sell puppies, and another person try to show up and				
	sell their crocheted crafts out of a wagon. While it might sound silly, our staff couldn't help reflecting				
	that these issues were a reflection of the reality that we are known as the place to go to find people.				
	But in all seriousness, we believe as long as people keep shopping, and vendors keep returning, we				
	are succeeding. Already this season we see an increase in attendance, sales, vendor interest, and				
	more. We have been a part of this community for 30 years, and have high hopes for an equally				
	lengthy future. Your continued support through grants, the new support of sponsorships, and our				
	ability to attract more vendors, have allowed us to feel more secure and hire staff and consultants the				
	last couple of years. We are in a good place, and hope to remain so with the help of these funds.				

Section V - Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion

- ☑ Meets the definition for tourism promotion as stated above.
- ☑ Promotes a positive image for the City.
- ☑ Promotes the City as a destination place.
- ☑ Attracts visitors, builds new audiences, and encourages tourist expansion.
- ☑ Increases awareness of the City's amenities, history, facilities, and natural environment.
- ☑ Supports regional tourism planning.

Benefit to the community

- ☑ This activity benefits the citizens of Woodinville.
- ☑ This activity benefits the overall community, rather than specific segment or interest.

Innovation

- ☑ The activity is unusual or unique.
- ☐ It moves an existing activity in a new direction.

Community support

- ☑ The activity has broad-based community appeal or support.
- ☑ There is evidence of need for this activity in the City.

Evidence of partnerships

- ☑ The activity exhibits a degree of partnership.
- ☑ There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.

Other funding sources

☑ There are multiple revenue sources to support this activity.

Previous and replacement funding

☑ The funding request is for a new activity or to continue or expand on-going activity.

Scale of project

☑ The activity is of a scale suitable for this funding program.

☑ A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

How often, upon visiting a new city, is the first thing you search for the Farmers Market? We are a natural and expected activity in town, whether for an hour, or every Saturday of the season.

Since the early '90s, farmers markets have vastly increased in popularity and accessibility. According to the USDA, there are currently over 8,600 farmers markets in the United States alone!

O

Section VI - State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	18,000	16,500
Number of people who travel more than 50 miles for your activity.		
The number of people who travel from another country or state.		
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.		
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.		
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).		

Explain the methodology used to calculate the 2025 estimates (see page 7).

I believe in the past I have apologized for my inability to accurately fill out this section. I believe this year I do not wish to apologize again, but instead appeal that we be exempt from these calculations. There are two major concerns: 1 - the request for 'actual' counts for the current year happen while we are in the middle of our season, and so are themselves an extrapolation or educated guess.

2 - the nature of our event (free to attend, open and varied public access points, multiple weeks, small staff) does not lend itself to gathering this information (beyond general customer counts) in doses large enough to constitute statistical significance. We have only had 10 responses to our QR code survey so far this season, out of some 10,000 customers. I do not believe it is a faithful representation of our impact.

How will your organization collect and verify the above information for your activity? (e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

We will continue to do counts of all customers present every half hour of each market day.

We will continue to attempt gathering travel and lodging information via QR codes and informal surveys at the Info Booths - as long as this is a requirement for us, we will try our best!

The following are methods in which attendance may be determined and will be reported to the state by the City:

- <u>Direct Count</u>: actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled. May also include information collected directly from businesses such as hotels, restaurants, tour guides, likely to be affected by an event.
- <u>Indirect Count</u>: estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- <u>Representative Survey</u>: information collected directly from individual visitors/participants. This would be a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin or error and confidence level.
- <u>Informal Survey</u>: information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. These results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- <u>Structured Estimate</u>: estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

RCW 67.28.1816 Lodging tax — Tourism promotion.

- (1) Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor's bureau or destination marketing organization for:
 - a. Tourism marketing;
 - b. The marketing and operations of special events and festivals designed to attract tourists
 - c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters <u>35.57</u> and <u>36.100</u> RCW; or
 - d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.
- (2)(a) Except as provided in (b) of this subsection, applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:
 - i. Away from their place of residence or business and staying overnight in paid accommodations;
 - ii. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
 - iii. From another country or state outside of their place of residence or their business
- (b)(i) In a municipality with a population of five thousand or more, applicants applying for use of revenues in this chapter must submit their applications and estimates described under (a) of this subsection to the local lodging tax advisory committee.
 - (ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.
- (c)(i) All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:
 - A. Away from their place of residence or business and staying overnight in paid accommodations;
 - B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
 - C. From another country or state outside of their place of residence or their business. A municipality receiving a report must: Make such report available to the local legislative body and the public; and furnish copies of the report to the joint legislative audit and review committee and members of the local lodging tax advisory committee.
 - (ii) The joint legislative audit and review committee must on a biennial basis report to the economic development committees of the legislature on the use of lodging tax revenues by municipalities. Reporting under this subsection must begin in calendar year 2015.
- (d) This section does not apply to the revenues of any lodging tax authorized under this chapter imposed by a county with a population of one million five hundred thousand or more.

Grant Application

Woodinville Wine Country

Familiarization Tour Support



Sign

APPLICATION FOR CITY OF WOODINVILLE 2024 TOURISM PROMOTION GRANT

Applications due: August 16, 2024 by 12:00 pm

Section I – Activity			
2025 FAM Tour Support	\$7,000		
Activity Name	Amount Requested		
Section II - Contact Information			
Woodinville Wine Country	16-1652865		
Organization/Agency	Federal Tax ID Number		
Adam Acampora	Executive Director		
Contact Name	Title		
13590 NE Village Square Drive #1030	Woodinville	WA	98072
Mailing Address	City	State	Zip
425.287.3298 757.434.3891			
Work Phone Mobile Phone		Fax	_
woodinvillewinecountry.com	adam@woo	odinvillewii	necountry.com
Website	Email Address		
Section III – Certification I hereby state on behalf of Woodinville Wine Cou Organization/Agency Nam		nat:	
Tourism Promotion Activities or Tourism-Related Fac			
This is an application for a contract with th organization/agency intends to enter a Pro- Woodinville.	•		_
Events/Festivals:			
☑ The applicant has, or can obtain, general lial commensurate with the exposure of the activities.	•	an amou	nt
■ I understand the City of Woodinville will only rorganization/agency and only after the servithird party, and a signed Request for Reimbu City, including copies of invoices and payments.	ce is rendered, p rsement form ha:	aid for if p s been sub	provided by a
Adam Acampo	ora	8/13/24	ļ

Print Name

Date

Section IV - Activity Information Is this a new activity? If no, how many years has it been in existence?
☐ Yes ☐ No (# of Years 2)
Are you requesting or using other City funds for this activity? ☐ Yes ☑ No
Proposed location of activity: Across the City of Woodinville Multiple Locations
Proposed date(s): January 1 - December 31, 2025
Provide a description of the activity:
Familiarization Tours (FAM Tours) are strategic trips designed to bring key influencers, such as
traditional media, social media influencers, bloggers, tour operators, travel agents, and hospitality
gaţekeepers, to Woodinville to experience firsthand what the destination has to offer. For 2025,
Woodinville Wine Country will continue to work in collaboration with the WA Wine Commission,

Provide the budget for your activity in line-item detail estimating costs (i.g. entertainment, food, administration, equipment rental, staffing, etc.) and revenues (i.g. sponsorships, grant funds, vendor fees, etc.) to complete the activity. Should more

State of WA Tourism, Visit Bellevue, Port of Seattle, Cities of Bothell, Kirkland, Redmond and Visit Seattle to develop a series of FAM Tours focused on wine tourism, the culinary scene, and unique activities within the city and region. These tours are critical in creating destination brand champions

who can authentically promote Woodinville's offerings to a broader audience.

space be needed, provide the budget on a separate document.

Activity Costs

Cost Description	Amount
Food, Hospitality, Entertainment	\$6,000
Takeaways, Gifts, Promotional Items	\$2,000
Accomodations	\$8,000
Airfare and Ground Transport	\$8,000
Program Management (Scheduling, Itinerary Coordination, Hosting)	\$7,000
Total Costs	\$ <u>31,000</u>

Activity Income (Include the requested grant funds)

Income Description	Amount
City of Woodinville LTAC Award	\$7,000
Port of Seattle Regional FAM Tourism Support grant	\$16,000
Woodinville Wine Country's Contribution	\$8,000
Total Income	\$31,000

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.
Does your organization have a current City of Woodinville Business License? ☑ Yes □ No
Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx
Grantees may be required to obtain permits for the Activity.
Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.
1. The purpose and intended outcome of the activity.
The 2025 FAM Tour Support is part of a broader Regional FAM Tourism initiative designed to showcase the diverse offerings of Woodinville and its neighboring cities, including Bothell, Kirkland, Redmond, and Bellevue. This larger project, supported by a grant from the Port of Seattle, aims to bring travel trade professionals, social media influencers, and traditional media representatives into the region to experience its attractions, accommodations, dining options, and activities firsthand.
The specific funds requested from the Woodinville LTAC will be used to enhance and highlight the city of Woodinville within this broader initiative. The LTAC funding will allow us to focus on elevating Woodinville's unique assets—such as its world-class wineries, culinary experiences, and vibrant local businesses—within the curated FAM tours. By adding this targeted emphasis, we aim to increase Woodinville's visibility and appeal as a premier destination within the region.
The primary objective is to create a network of destination ambassadors who can authentically promote Woodinville to new and diverse audiences. By focusing the LTAC funds on enhancing Woodinville's presence in the regional FAM tours, we expect to generate more in-depth media coverage, attract new travel trade partnerships, and drive economic growth through increased tourism and extended visitor stays in Woodinville.
This will be the third year we are requesting funding for this project and have been able to significantly reduce our funding request by \$11,000 by finding funding through other sources. This third year will also see a larger focus on brining in more Travel Trade and Media from outside the state.

tax revenue, and a be	ours provides tangible benefits such as increased tourism, higher sales
tax revenue, and a be	are provides tangible benefits such as mercasea tourism, mener sales
	oost to local businesses, including wineries, restaurants, and hotels.
Additionally, these t	ours help craft and disseminate authentic narratives about Woodinville,
	onger, more cohesive brand identity. The intangible benefits include
enhanced communi	ty pride and the cultural enrichment that comes from welcoming a
	tors and influencers. Collaborating with state tourism partners further
	wille's position as a world-class destination, opening doors to future
runding opportuniti	es and expanded market reach.
increase in tourist	isured by the amount and quality of media coverage generated, the visits and economic impact on local businesses, and the w travel trade partnerships. Additionally, the project will assess the
effectiveness of the	se tours in enhancing Woodinville's brand as a premier
destination driving	reneat visits, and tostering long-term lovalty among tolirists
•	g repeat visits, and fostering long-term loyalty among tourists.
This comprehensiv	re evaluation will ensure that the project not only attracts and
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2. The tangible and intangible benefits to the community.

Section V - Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion ☑ Meets the definition for tourism promotion as stated above.	Community support ☐ The activity has broad-based community appeal or support.
Promotes a positive image for the City.	☐ There is evidence of need for this activity in the City.
□ Promotes the City as a destination place.☑ Attracts visitors, builds new audiences,	Evidence of partnerships The activity exhibits a degree of
and encourages tourist expansion. ☑ Increases awareness of the City's	partnership. ☑ There is volunteer involvement, inter-
amenities, history, facilities, and natural environment.	jurisdictional, corporate, business and/or civic organization support.
☐ Supports regional tourism planning. Benefit to the community	Other funding sources ☑ There are multiple revenue sources to
☐ This activity benefits the citizens of Woodinville.	support this activity. Previous and replacement funding The funding request is for a new activity.
☐ This activity benefits the overall community, rather than specific segment or interest.	☐ The funding request is for a new activity or to continue or expand on-going activity.
Innovation ☐ The activity is unusual or unique.	Scale of project ☐ The activity is of a scale suitable for this funding program.
☐ It moves an existing activity in a new direction.	

☑ A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

This project promotes tourism in Woodinville by organizing tours for travel trade professionals and media, aligning with the State's definition of tourism promotion. These tours publicize Woodinville's attractions, generate media coverage, and create strategic partnerships that include the city in travel itineraries, thereby increasing visitor numbers. By driving foot traffic to local businesses an encouraging longer stays, the project contributes to the economic growth and sustainability of oodinville's tourism-related facilities, solidifying its reputation as a premier destination

Section VI - State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	360	223 (6mo)
Number of people who travel more than 50 miles for your activity.	56	35 (6 mo)
The number of people who travel from another country or state.	50	30 (6mo)
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.	20	8 (6mo)
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.	340	215 (6mo)
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).	40	<u>16 (6mo)</u>

Explain the methodology used to calculate the 2025 estimates (see page 7).

For the 2025 FAM Tours, we will build on the success of 2024, aiming for a 20% increase in participation. We will invite media and travel trade partners through direct invitations and open registrations, with planned and flexible itineraries. The program will include accommodations within Woodinville and engagement with local businesses. Success will be measured through increased participation, media coverage, and economic impact tracked by our new analytical tools

How will your organization collect and verify the above information for your activity? (e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

Given the nature of this activation we will have a Direct Count of all participants

along with contact information for everyone engaged. This will be achieved by direct
invitation or open registration for participation in the activity.

The following are methods in which attendance may be determined and will be reported to the state by the City:

- <u>Direct Count</u>: actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled.
 May also include information collected directly from businesses such as hotels, restaurants, tour guides, likely to be affected by an event.
- <u>Indirect Count</u>: estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- <u>Representative Survey</u>: information collected directly from individual visitors/participants. This would be a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin or error and confidence level.
- <u>Informal Survey</u>: information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. These results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- <u>Structured Estimate</u>: estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

RCW 67.28.1816 Lodging tax — Tourism promotion.

- (1) Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor's bureau or destination marketing organization for:
 - a. Tourism marketing;
 - b. The marketing and operations of special events and festivals designed to attract tourists
 - c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters <u>35.57</u> and <u>36.100</u> RCW; or
 - d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.
- (2)(a) Except as provided in (b) of this subsection, applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:
 - i. Away from their place of residence or business and staying overnight in paid accommodations;
 - ii. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
 - iii. From another country or state outside of their place of residence or their business
- (b)(i) In a municipality with a population of five thousand or more, applicants applying for use of revenues in this chapter must submit their applications and estimates described under (a) of this subsection to the local lodging tax advisory committee.
 - (ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.
- (c)(i) All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:
 - A. Away from their place of residence or business and staying overnight in paid accommodations;
 - B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
 - C. From another country or state outside of their place of residence or their business. A municipality receiving a report must: Make such report available to the local legislative body and the public; and furnish copies of the report to the joint legislative audit and review committee and members of the local lodging tax advisory committee.
 - (ii) The joint legislative audit and review committee must on a biennial basis report to the economic development committees of the legislature on the use of lodging tax revenues by municipalities. Reporting under this subsection must begin in calendar year 2015.
- (d) This section does not apply to the revenues of any lodging tax authorized under this chapter imposed by a county with a population of one million five hundred thousand or more.

Grant Application

Woodinville Wine Country

Tourism Trade Show Support



APPLICATION FOR CITY OF WOODINVILLE 2024 TOURISM PROMOTION GRANT

Applications due: August 16, 2024 by 12:00 pm

Section I - Activity

2025 Tourism Trade Show and Trade Mis	sion Support Program	\$18,980		
Activity Name		Amount Requested		
Section II - Contact Inform	nation			
Woodinville Wine Country		16-165286	5	
Organization/Agency		Federal Tax ID Number		
Adam Acampora		Executive Director		
Contact Name		Title		
13590 NE Village Square Dr. Ste. 1030	Woo	dinville	WA	98072
Mailing Address		City	State	Zip
425-287-3298	757-434-3891			
Work Phone	Mobile Phone		Fax	
woodinvillewinecountry.com		ada	m@woodinvillewine	ecountry.com
Website		Email Add	ress	<u> </u>
Tourism Promotion Activities or To ☐ This is an application for a organization/agency inter Woodinville.	a contract with the	City of Wo		_
Events/Festivals:				
☐ The applicant has, or can commensurate with the ex	•	•	e in an amou	nt
☐ I understand the City of Wo organization/agency and third party, and a signed R City, including copies of in	only after the service equest for Reimburse	e is rendere ement form	d, paid for if p has been sub	provided by a
alder / layers	Adam Acampora	a	8/7/24	
Sign	Print Name		Date	

Section IV - Activity Information

Is this a new activity? If no, how many years has it been in existence?
☐ Yes ☑ No (# of Years)
Are you requesting or using other City funds for this activity? ☐ Yes ☐ No
Proposed location of activity: Palm Springs, CA / Chicago , IL / TBD Canada
Proposed date(s): Jan. 5 - 10 / June 13 - 19 / TBD
Provide a description of the activity:
In 2025, Woodinville Wine Country seeks to elevate our tourism promotion efforts through an expanded
program that not only includes participation in high-profile tourism trade shows but also incorporates
active engagement in tourism trade missions with the State of Washington Tourism and Visit Seattle.
This strategic enhancement aims to amplify Woodinville's visibility on both national and international
stages, fostering deeper connections with key industry stakeholders and driving sustained tourism
growth. The addition of the trade mission allows us to spend more time and directly educate the travel
agents and operators of a targeted market. Providing us with the opportunity to go deeper into
training these individuals on the amenities and features of our destination. Better equipping them to
sell Woodinville.
Provide the budget for your activity in line-item detail estimating costs (i.g.
entertainment, food, administration, equipment rental, staffing, etc.) and revenues (i.g.
sponsorships, grant funds, vendor fees, etc.) to complete the activity. Should more
space be needed, provide the budget on a separate document.

Activity Costs

Cost Description	Amount
Airfare and Ground Transport (3 shows/missions)	\$3,000
Exhibitor Booth Registration / Participation Fee (3 shows/missions)	\$8,500
Marketing and Sales Collateral	\$1,800
Buyer Hospitality	\$500
WWC Sales Staff (est. 20 Days)	\$7,160
Meals (based on 20 days at \$74/day per diem)	\$1,480
Lodging (3 shows/missions, 19 nights)	\$5,000
Total Costs	\$ \$27,440

Activity Income (Include the requested grant funds)

Income Description	Amount
City of Woodinville LTAC Award	\$18,980
Woodinville Wine Country Contribution	\$8,460
<u> </u>	
Total Income	\$ <u>27,440</u>

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.	
Does your organization have a current City of Woodinville Business License? ☑ Yes □ No	
Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx	
Grantees may be required to obtain permits for the Activity.	
Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.	
1. The purpose and intended outcome of the activity. This program is a crucial component of a comprehensive, multi-layered tourism growth strategy designed to boost Woodinville's profile as a premier travel destination. Our integrated approach includes:	
1) Trade Shows and Trade Missions	
2) FAM Tours (Familiarization Tours): Hosting FAM tours for travel agents, tour operators,	
and media representatives to provide firsthand experience of Woodinville's attractions,	
accommodations, and experiences. These tours help create strong advocates who can effectively promote Woodinville to their clients and audiences.	
3) Organic Tourism Outreach through Partnerships: Leveraging partnerships with local and	
regional tourism organizations, such as Visit Seattle and the State of Washington Tourism, to enhance organic outreach efforts. This includes collaborative content creation, shared	
marketing initiatives, and participation in joint events.	
4) Targeted Paid Advertised Marketing Campaigns	
5) Content Marketing and Storytelling:	
6) Public Relations and Media Engagement	
7) Visitor Experience Enhancement	
The primary objectives of the 2025 Tourism Trade Show and Trade Mission Support Program are to:	
Enhance Destination Awareness: Leverage trade shows and trade missions to highlight	
Woodinville's unique attractions, accommodations, and experiences to a targeted audience	
of tour operators, travel agents, and media representatives.	
Foster Strategic Partnerships: Cultivate relationships with industry professionals and	
organizations that can facilitate increased tourist bookings and partnerships.	
Expand Market Reach: Penetrate new domestic and international markets through direct engagements and promotional activities during trade missions and trade shows	
direct engagements and promotional activities during trade missions and trade shows.	
Drive Economic Growth: Boost local tourism revenue by attracting a diverse visitor base and increasing bookings for local accommodations, dining, event spaces, and activities.	

2.	The tangible and intangible benefits to the community.
	Participating in tourism trade shows and trade missions offers Woodinville a multitude of tangible and
	intangible benefits, including:
	Increased Visibility: Presenting Woodinville on global platforms enhances its brand recognition
	among key travel influencers and potential visitors, fostering a strong brand identity.
	Economic Impact: Greater tourist inflow directly translates to increased revenue for local
	businesses, boosting the overall economic health of the community. This includes increased
	accommodation bookings, higher foot traffic, and potential sales for local wineries, restaurants, and retail establishments.
	Cultural Promotion: Highlighting Woodinville's unique offerings fosters a sense of pride among
	residents and encourages cultural preservation and enhancement. Successful participation generates
	a sense of pride among local residents, as they witness their community gaining recognition and appreciation on a larger scale.
	appreciation on a larger scale.
	Strengthened Partnerships: Participating alongside esteemed state tourism partners such as Visit
	Seattle and the State of Washington Tourism bolsters our industry position and forges collaborative pathways for future growth, unlocking funding opportunities and driving expansive market growth.
	pathways for future growth, unlocking funding opportunities and driving expansive market growth.
3.	How the success of the project will be evaluated
	How the success of the project will be evaluated. The success of the program will be evaluated through various metrics, including:
	Tourist Inflow Metrics: Tracking increased bookings and visitation to Woodinville through direct counts and data analytics from partnerships with lodging and transportation services.
	counts and data analytics from partnerships with loughing and transportation services.
	Market Expansion: Analyzing the origin of visitors to assess penetration into new markets, both
	domestically and internationally.
	Economic Indicators: Monitoring growth in local tourism-related revenue, including
	accommodation occupancy rates and visitor spending in the community.

Section V - Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion

- ✓ Meets the definition for tourism promotion as stated above.
- ☑ Promotes a positive image for the City.
- ☑ Promotes the City as a destination place.
- ☑ Attracts visitors, builds new audiences, and encourages tourist expansion.
- ☑ Increases awareness of the City's amenities, history, facilities, and natural environment.
- ☑ Supports regional tourism planning.

Benefit to the community

- ☐ This activity benefits the citizens of Woodinville.
- ☐ This activity benefits the overall community, rather than specific segment or interest.

Innovation

- ☐ The activity is unusual or unique.
- ☑ It moves an existing activity in a new direction.

Community support

- ☐ The activity has broad-based community appeal or support.
- ☑ There is evidence of need for this activity in the City.

Evidence of partnerships

- ☑ The activity exhibits a degree of partnership.
- ☑ There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.

Other funding sources

☐ There are multiple revenue sources to support this activity.

Previous and replacement funding

☑ The funding request is for a new activity or to continue or expand on-going activity.

Scale of project

☑ The activity is of a scale suitable for this funding program.

☑ A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

Our participation in trade shows and trade missions directly aligns with state tourism promotion activities, focusing on advertising and attracting tourists. By showcasing Woodinville at these events, we enhance the city's image as a vibrant and welcoming destination. Highlighting Woodinville's wine and culinary experiences positions it as a premier travel destination, while engaging with industry professionals helps attract a diverse range of tourists and expands our visitor base.

Our promotional efforts emphasize Woodinville's attractions, increasing overall awareness among potential visitors. Additionally, these activities support broader regional tourism strategies in collaboration with partners like Visit Seattle. We collaborate with Visit Seattle, the State of Washington Tourism, and the Port of Seattle to enhance our promotional reach. Our efforts are also supported by volunteers, local businesses, and civic organizations, showcasing strong community involvement.

This funding request supports the expansion of our existing promotional efforts, incorporating new trade missions to reach broader markets. Our program is strategically designed to align with the funding scope, offering substantial returns in increased tourism and economic impact. By participating in these activities, we ensure Woodinville remains a competitive and attractive travel destination, fostering sustainable growth and benefiting the local community.

Section VI - State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	8,000	8,000
Number of people who travel more than 50 miles for your activity.	7,500	7,800
The number of people who travel from another country or state.	7,500	7,300
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.	N/A	N/A
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.	N/A	N/A
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).	<u>N/A</u>	N/A

Explain the methodology used to calculate the 2025 estimates (see page 7).

The activity is centered around participation in two major trade shows, where direct registration numbers are provided by event organizers post-show. These trade shows are designed to build destination awareness with new markets, and residual increases in tourism can be tracked through hotel bookings via receptives and geolocation technologies. Success will be measured by heightened visitation to Woodinville, primarily driven by direct bookings facilitated by Tour Operators and Travel Agents, and the expansion of origin markets both domestically and internationally.

How will your organization collect and verify the above information for your activity? (e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

The trade show organizers will provide direct counts of participants post show.

In addition, this activity will have Woodinville Wine Country taking direct meetings with Tour

Operators and Wholesale Buyers. We will keep a Direct Count and capture contacts.

The following are methods in which attendance may be determined and will be reported to the state by the City:

- <u>Direct Count</u>: actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled. May also include information collected directly from businesses such as hotels, restaurants, tour guides, likely to be affected by an event.
- <u>Indirect Count</u>: estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- <u>Representative Survey</u>: information collected directly from individual visitors/participants. This would be a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin or error and confidence level.
- <u>Informal Survey</u>: information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. These results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- <u>Structured Estimate</u>: estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).



July 25, 2024

Dear Members of the LTAC Committee,

I am writing on behalf of State of Washington Tourism to express our strong support for Woodinville Wine Country's application for the Local Tourism Advisory Committee (LTAC) grant. We believe that funding Woodinville Wine Country's participation in travel trade shows and tourism mission trips is essential for promoting Washington State as a premier travel destination.

Woodinville Wine Country plays a pivotal role in our state's tourism industry. Its unique wine offerings and exceptional visitor experiences attract a diverse and substantial number of visitors each year, significantly contributing to the local and state economies. Its presence at national and international travel trade shows and tourism missions will not only elevate the profile of Woodinville but also enhance the overall appeal of Washington State.

Here are a few reasons why Woodinville Wine Country's involvement is crucial:

- Strategic Importance: Woodinville Wine Country is a key player in Washington State's tourism sector. Its participation in these events will significantly increase the visibility and attractiveness of our state as a travel destination, aligning with our strategic goals to boost tourism.
- Unique Offerings: Woodinville Wine Country offers a range of unique experiences that set Washington State apart from other destinations. Its presence at trade shows and missions will showcase these distinctive offerings, attracting more visitors and enhancing their overall experience in our state.
- 3. **Collaborative Efforts**: Our past collaborations with Woodinville Wine Country have been highly successful, demonstrating the benefits of our continued partnership. Its involvement in these initiatives will undoubtedly lead to more successful outcomes and a stronger tourism sector for Washington State.

In conclusion, we firmly believe that supporting Woodinville Wine Country's LTAC grant application is a strategic investment in the future of Washington State's tourism industry. We urge you to approve its request, recognizing the significant benefits their participation will bring to our state's economy and tourism profile.

Thank you for considering our strong endorsement of Woodinville Wine Country's application.

Sincerely,

David Blandford

CEO

State of Washington Tourism

Daniel Blandford

206-713-8314

david@stateofwatourism.com

Grant Application

Woodinville Wine Country

Woodinville Amplified: Data Engagement and Local Empowerment



APPLICATION FOR CITY OF WOODINVILLE 2024 TOURISM PROMOTION GRANT

Applications due: August 16, 2024 by 12:00 pm

Section I - Activity

Woodinville Ampolified: Data Engagement and Local Empowerment		\$50,000		
Activity Name		Amount Reque	sted	
Section II - Contact Inf	formation			
Woodinville Wine Country		16-1652865		
Organization/Agency		Federal Tax ID N	lumber	
Adam Acampora		Executive D	irector	
Contact Name		Title		
13590 NE Village Square	Drive #1030	Woodinville	WA	98072
Mailing Address		City	State	Zip
425.287.3298 Work Phone	757.434.3891			
Work Phone	Mobile Phone	F	ax	
woodinvillewinecountry.	com	adam@woo Email Address	dinvillewi	necountry.com
I hereby state on behalf of_ Tourism Promotion Activities ☐ This is an application organization/agency Woodinville.		iies: City of Woodir	nville and	_
Events/Festivals:				
• •	can obtain, general liabi ne exposure of the activi	•	an amou	nt
I understand the City of Woodinville will only reimburse actual costs incurred by my organization/agency and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form has been submitted to the City, including copies of invoices and payment documentation.			provided by a	
Ador / largons	Adam Acampor	a	8/17/24	ļ
Sign	Print Name		Date	

The Woodinville Amplified initiative is a strategic tourism promotion effort designed to boost visitor engagement during the shoulder seasons and empower local businesses. Utilizing advanced geolocation tracking and data-driven digital advertising, the project targets potential visitors from key markets beyond a 50-mile radius. It also includes a Cooperative Advertising Program, offering sub-grants to local businesses to enhance their marketing efforts. This dual approach not only increases tourist traffic and economic activity in Woodinville but also strengthens the local business community by providing them with powerful tools to reach broader audiences.

Provide the budget for your activity in line-item detail estimating costs (i.g. entertainment, food, administration, equipment rental, staffing, etc.) and revenues (i.g. sponsorships, grant funds, vendor fees, etc.) to complete the activity. Should more space be needed, provide the budget on a separate document.

Activity Costs

Cost Description	Amount
Prospecting Displays	\$12,500
Online Video Advertising	\$12,500
Native Displays	
Retargeting Displays	\$5,000
Geolocation Tracking System & Spending Data (Datafy)	\$24,117.32
Co-Op Funding (Funding Sub Grants to other Woodinville Tourism Businesses)	\$21,000
Co-Op Managment	\$2,000
Total Costs	\$ <u>\$77,117.32</u>

Activity Income (Include the requested grant funds)

Income Description	Amount
City of Woodinville LTAC Award	\$50,000
Woodinville Wine Country Contribution	\$27,117.32
·	
Total Income	\$ <u>\$77,117.23</u>

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.
Does your organization have a current City of Woodinville Business License? ☑ Yes □ No
Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx
Grantees may be required to obtain permits for the Activity.
Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.
1. The purpose and intended outcome of the activity. This initiative is strategically designed to elevate Woodinville's status as a premier destination by leveraging cutting-edge data and technology. Our dual approach focuses on driving tourism during the shoulder seasons through precisely targeted digital advertising campaigns while empowering local businesses with sub-grants to enhance their marketing efforts. By engaging with qualified potential visitors and supporting local enterprises, this project not only boosts immediate tourism but also fosters long-term economic vitality.
The primary purpose of this initiative is twofold: to significantly increase visitation during
the shoulder seasons and to empower local businesses through collaborative marketing
efforts. By engaging high-value visitors from key markets like Portland, Spokane, San
Francisco, and Denver, we aim to extend the tourism season beyond its traditional peaks,
driving consistent economic activity throughout the year.
In addition to boosting visitation, this project introduces a Cooperative Advertising
Program that directly supports 14 local businesses. Through \$1,500 sub-grants, these
businesses will gain access to advanced advertising tools and platforms, enabling them to
reach broader, more targeted audiences than ever before. This collaborative effort not only
enhances the marketing capabilities of individual businesses but also strengthens the
collective appeal of Woodinville as a dynamic and thriving destination.
The intended outcome of Woodinville Amplified is a ripple effect of economic vitality:
increased tourist spending, job creation, and a strengthened local economy. Moreover, by
fostering a sense of community pride and participation, the initiative ensures that the
benefits of tourism are shared across all sectors, making Woodinville not just a destination,
but a vibrant community where visitors and residents alike can thrive.

2.	The tangible and intangible benefits to the community.		
	This project offers a dual benefit to the Woodinville community:		
	Economic Impact: By driving more visitors to Woodinville, especially during the shoulder seasons, the initiative will generate significant revenue for local businesses, including retail, dining, and lodging. The sub-grants will directly support 14 local businesses, enabling them to enhance their marketing efforts and attract more customers. The resulting increase in tourist spending will contribute to job creation, business growth, and a stronger local economy.		
	Community Engagement and Cultural Preservation: Beyond the immediate economic gains, this initiative strengthens community identity and pride. By promoting Woodinville's unique charm and cultural assets, we encourage both residents and visitors to appreciate and preserve the town's historical and cultural heritage. The involvement of local businesses in the advertising co-op fosters a collaborative spirit, enhancing community cohesion and participation in tourism development.		
3.	How the success of the project will be evaluated. Direct Measurement: Using Datafy's tracking capabilities, we will monitor the success of the digital ad campaigns by correlating ad impressions with actual visits to Woodinville. This includes tracking mobile device IDs as they move from targeted areas to our geofenced locations.		
	Impact of Sub-Grants: The success of the sub-grants will be evaluated based on the		
	participating businesses' ability to increase their customer base and revenue through enhanced advertising. This will be tracked via attribution reports generated through the Datafy Dashboard		
	Overall Economic Impact: We will analyze the overall economic impact through increased visitor spending, lodging stays, and participation in local events. Surveys and reports from local businesses will provide additional insights into the effectiveness of the campaign.		

Section V - Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion

- ☑ Meets the definition for tourism promotion as stated above.
- ☑ Promotes a positive image for the City.
- ☑ Promotes the City as a destination place.
- ☑ Attracts visitors, builds new audiences, and encourages tourist expansion.
- ☑ Increases awareness of the City's amenities, history, facilities, and natural environment.
- ☑ Supports regional tourism planning.

Benefit to the community

- ☐ This activity benefits the citizens of Woodinville.
- ☑ This activity benefits the overall community, rather than specific segment or interest.

Innovation

- ☑ The activity is unusual or unique.
- ☑ It moves an existing activity in a new direction.

Community support

- ☐ The activity has broad-based community appeal or support.
- ☑ There is evidence of need for this activity in the City.

Evidence of partnerships

- ☑ The activity exhibits a degree of partnership.
- ☑ There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.

Other funding sources

☑ There are multiple revenue sources to support this activity.

Previous and replacement funding

☑ The funding request is for a new activity or to continue or expand on-going activity.

Scale of project

☑ The activity is of a scale suitable for this funding program.

☑ A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

The Woodinville Amplified initiative is a comprehensive approach to tourism promotion that strategically elevates Woodinville's profile as a premier destination, particularly during the shoulder seasons. By leveraging advanced data analytics from Datafy, we precisely target high-value visitors from beyond a 50-mile radius, focusing on key markets such as Portland, Spokane, San Francisco, and Denver. These data-driven digital ad campaigns are designed to attract new and returning visitors by highlighting Woodinville's unique offerings, including its renowned wineries, boutique hotels, and cultural experiences.

The initiative also introduces a Cooperative Advertising Program that empowers 14 local businesses with \$1,500 sub-grants to enhance their own marketing efforts. This collaborative approach not only amplifies individual business visibility but also creates a unified marketing front that strengthens Woodinville's brand as a vibrant, must-visit destination. By pooling resources and aligning messaging, the program ensures that the town's attractions are showcased to a broader and more targeted audience, increasing overall tourism traffic.

Through these efforts, Woodinville Amplified promotes a positive image of the city, drives new visitor engagement, and supports the expansion of tourism. The initiative increases awareness of Woodinville's amenities and natural beauty, while also contributing to regional tourism planning. By attracting visitors who are likely to stay longer and spend more, the project enhances the economic vitality of Woodinville and ensures that the benefits of tourism are felt throughout the community.

Section VI - State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	1,221	635 (8mo)
Number of people who travel more than 50 miles for your activity.	1,221	635 (8mo)
The number of people who travel from another country or state.	275	114 (8mo)
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.	355	82 (8mo)
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.	866	553 (8mo)
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).	710	<u>190 (8m</u> o)

Explain the methodology used to calculate the 2025 estimates (see page 7).

The 2025 estimates for the Woodinville Amplified initiative were calculated using the Direct Count methodology, which involves tracking actual visitor numbers through methods such as paid admissions, registrations, and data collected directly from local businesses like hotels and restaurants. The growth estimates for 2025 were projected by applying a 15% increase to the visitor counts from the previous campaign periods, reflecting the ongoing success and compounding effects of the marketing efforts. This approach ensures that the estimates are grounded in real data while accounting for anticipated growth, providing a reliable measure of the expected impact on Woodinville's tourism in 2025.

How will your organization collect and verify the above information for your activity? (e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

Datafy's geolocation technology will allow us to track the movement of mobile devices within geofenced areas, providing a direct count of visitors exposed to our digital ads who then traveled to Woodinville. This data will be cross-referenced with reports from local businesses, such as hotels and restaurants, which will provide insights into paid admissions, reservations, and sales linked to the campaign.

The following are methods in which attendance may be determined and will be reported to the state by the City:

- <u>Direct Count</u>: actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled. May also include information collected directly from businesses such as hotels, restaurants, tour guides, likely to be affected by an event.
- <u>Indirect Count</u>: estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- <u>Representative Survey</u>: information collected directly from individual visitors/participants. This would be a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin or error and confidence level.
- <u>Informal Survey</u>: information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. These results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- <u>Structured Estimate</u>: estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

RCW 67.28.1816 Lodging tax — Tourism promotion.

- (1) Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor's bureau or destination marketing organization for:
 - a. Tourism marketing;
 - b. The marketing and operations of special events and festivals designed to attract tourists
 - Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters <u>35.57</u> and <u>36.100</u> RCW; or
 - d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.
- (2)(a) Except as provided in (b) of this subsection, applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:
 - i. Away from their place of residence or business and staying overnight in paid accommodations;
 - ii. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
 - iii. From another country or state outside of their place of residence or their business
- (b)(i) In a municipality with a population of five thousand or more, applicants applying for use of revenues in this chapter must submit their applications and estimates described under (a) of this subsection to the local lodging tax advisory committee.
 - (ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.
- (c)(i) All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:
 - A. Away from their place of residence or business and staying overnight in paid accommodations;
 - B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
 - C. From another country or state outside of their place of residence or their business. A municipality receiving a report must: Make such report available to the local legislative body and the public; and furnish copies of the report to the joint legislative audit and review committee and members of the local lodging tax advisory committee.
 - (ii) The joint legislative audit and review committee must on a biennial basis report to the economic development committees of the legislature on the use of lodging tax revenues by municipalities. Reporting under this subsection must begin in calendar year 2015.
- (d) This section does not apply to the revenues of any lodging tax authorized under this chapter imposed by a county with a population of one million five hundred thousand or more.

Grant Application

Woodinville Wine Country

Visitor Center



APPLICATION FOR CITY OF WOODINVILLE 2024 TOURISM PROMOTION GRANT

Applications due: August 16, 2024 by 12:00 pm

Section	l –Activity
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Woodinville Visitor Center \$33,000				
Activity Name		Amount Requ	ested	
Section II - Contact Info	ormation			
Woodinville Wine Country		16-1652865		
Organization/Agency		Federal Tax ID		
Adam Acampora		Executive [Director	
Contact Name		Title		
13590 NE Village Square D	r. Ste 1030	Woodinville	WA	98072
Mailing Address		City	State	Zip
425.287.3298	757.434.3891		_	
Work Phone	Mobile Phone		Fax	
woodinvillewinecountry.co Website	om	adam@woo Email Address	odinvillew	inecountry.com
Tourism Promotion Activities o	or a contract with the	<u>ities:</u> e City of Woodi		_
organization/agency ir Woodinville.	ntends to enter a Prof	essional Service	s Contrac	ct with the City of
<u>Events/Festivals</u> :				
The applicant has, or commensurate with the	•	3	ı an amou	unt
☐ I understand the City of organization/agency a third party, and a signe City, including copies o	nd only after the servic d Request for Reimburs	ce is rendered, p sement form ha	oaid for if p s been su	orovided by a
alder (layers	- Adam Acampo	ra	8/13/2	4
Sign	Print Name		Date	

Section IV - Activity Information

Is this a new activity? If no, how many years has it been in existence?
☐ Yes ☑ No (# of Years <u>7</u>
Are you requesting or using other City funds for this activity? ☐ Yes ☑ No
Proposed location of activity: 13590 NE Village Square Dr. Ste 1030
Proposed date(s): January 1 - December 31 2025
Provide a description of the activity:
The Woodinville Visitor Center serves as the central hub for tourism in Woodinville, welcoming around 500,000 visitors annually from across the state and around the world. It provides essential tourism
services, ensuring visitors have the information they need to make their stay memorable. This includes personalized concierge service, custom itineraries, and insider tips about the city's attractions, dining, an accommodations.
Managed by Woodinville Wine Country since Fall 2021, the Visitor Center capitalizes on foot traffic in the new mixed-use developments in Downtown Woodinville. The center not only enhances visitors'
experiences but also promotes longer stays and repeat visits, directly contributing to the taxable sales
generated by the local tourism sector.
Provide the budget for your activity in line-item detail estimating costs (i.g. entertainment, food, administration, equipment rental, staffing, etc.) and revenues (i.g. sponsorships, grant funds, vendor fees, etc.) to complete the activity. Should more space be needed, provide the budget on a separate document.

Activity Costs

Cost Description	Amount
Visitor Center Rent	\$29,000
Visitor Center Utilities	\$2,800
Visitor Center Office Supplies & Mailings	\$2,500
Staffing, Administration (20 hours/week \$20/hour; reamining 8 hours/volunteers)	\$20,800
Wayfinding & Signage	\$1,500
Total Costs	\$ 56,600

Activity Income (Include the requested grant funds)

Income Description	Amount
City of Woodinville LTAC Award	\$33,000
Woodinville Wine Country's Contribution	\$21,600
Gift Shop Merchandise	\$2,000
Total Income	\$_56,600

If budgeted revenues exceed costs, provide an explanation of why grant funds requested are necessary and appropriate.
Does your organization have a current City of Woodinville Business License? ☑ Yes □ No
Grantees will be required to obtain a business license. Business license information can be found at: http://bls.dor.wa.gov/cities/woodinville.aspx
Grantees may be required to obtain permits for the Activity.
Expand your activity summary from page 2 to address the following questions. Indicate if you are requesting funds for a specific portion of a larger project while focusing response on the element for which you are requesting funding.
1. The purpose and intended outcome of the activity. The Woodinville Visitor Center is crucial in ensuring visitors have access to up-to-date information and personalized services that enhance their stay. By offering custom itineraries and insider tips, the center plays a pivotal role in promoting longer visits and repeat tourism. This directly supports the city's economy, as tourists spend more time and money at local businesses, contributing significantly to the local sales tax revenue. This program is a crucial component of a comprehensive, multi-layered tourism growth strategy designed to boost Woodinville's profile as a premier travel destination. Our integrated approach includes:
includes:
1) Trade Show and Trade Missions
2) FAM Tours 3) Organic Tourism Outreach through Partnerships
4) Targeted Paid Advertising Campaigns
5) Content Marketing and Storytelling
6) Public Relations and Media Engagement 7) Visitor Experience Enhancement
// Violeti Experience Emiliane

2.	2. The tangible and intangible benefits to the community.			
	The Woodinville Visitor Center plays a vital role in boosting the local economy by driving			
increased spending at wineries, restaurants, hotels, and shops. Through personalized				
	concierge services and detailed information, the center encourages visitors to explore more			
	of the area, directly contributing to sales tax revenue that funds public services. It also			
	supports local businesses by guiding tourists to various establishments and offering a			
	platform for local artisans and vendors in the gift shop. The center's recommendations often			
	lead to direct bookings and purchases, benefiting especially smaller businesses with limited			
	marketing resources. Additionally, by creating custom itineraries and providing insider tips,			
	the Visitor Center encourages longer visitor stays, which further enhances economic impact.			
	Beyond these economic benefits, the Visitor Center fosters community pride and cohesion.			
	It helps both residents and visitors navigate Woodinville's attractions, making the city a			
	more enjoyable place to live and visit. By promoting Woodinville as a vibrant and			
	welcoming destination, the center enhances the city's reputation and encourages repeat			
	visits, strengthening the community's identity and pride in its unique offerings.			
3.	How the success of the project will be evaluated. The success of the Woodinville Visitor Center will be evaluated through both visitor metrics and economic impact. Increased foot traffic, tracked through digital counters, will indicate the center's effectiveness in attracting tourists. We'll also monitor visitor demographics,			
	particularly the proportion traveling from over 50 miles away, and aim to boost the average			
	length of stay through custom itineraries and hotel partnerships. Economic success will be			
	measured by increased local spending, estimated through surveys and analytics, with the			
	ultimate goal of raising sales tax revenue. Additionally, visitor satisfaction, repeat visits, and			
	positive feedback will serve as qualitative indicators of the center's impact on promoting Woodinville as a premier destination.			
	vi oodinvine as a premier destination.			

Section V - Lodging Tax Funding Evaluation Criteria

State law defines promoting tourism as: "activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing and operations of special events and festivals designed to attract tourists." Additionally, State law defines acquisition to include, but not limited to, siting, acquisition, design, construction, refurbishing, expansion, repair, and improvement, and operation to include, but not limited to, operation, management, and marketing of tourism related facilities.

Check all boxes that apply to your activity:

Tourism promotion

- ☑ Meets the definition for tourism promotion as stated above.
- ☑ Promotes a positive image for the City.
- ☑ Promotes the City as a destination place.
- ☑ Attracts visitors, builds new audiences, and encourages tourist expansion.
- ☑ Increases awareness of the City's amenities, history, facilities, and natural environment.
- ☑ Supports regional tourism planning.

Benefit to the community

- ☑ This activity benefits the citizens of Woodinville.
- ☑ This activity benefits the overall community, rather than specific segment or interest.

Innovation

- ☐ The activity is unusual or unique.
- ☐ It moves an existing activity in a new direction.

Community support

- ☑ The activity has broad-based community appeal or support.
- ☑ There is evidence of need for this activity in the City.

Evidence of partnerships

- ☑ The activity exhibits a degree of partnership.
- ☑ There is volunteer involvement, interjurisdictional, corporate, business and/or civic organization support.

Other funding sources

☑ There are multiple revenue sources to support this activity.

Previous and replacement funding

☑ The funding request is for a new activity or to continue or expand on-going activity.

Scale of project

☑ The activity is of a scale suitable for this funding program.

☑ A profit and loss statement and balance sheet for the most recent fiscal year for the organization is included in the application submittal.

Describe how your activity promotes tourism in Woodinville based on the selections made above:

The Visitor Center actively promotes tourism by serving as the central hub for information and personalized services, guiding visitors to explore the city's attractions and enhancing their overall experience. By increasing awareness of the city's amenities and natural beauty, the center ensures visitors have memorable experiences that they share with others, further boosting Woodinville's reputation. Additionally, through partnerships with local businesses and tourism organizations, the center supports regional tourism planning, contributing to the city's growth as a top destination.

Section VI - State Required Projected Tourism Benefit

RCW 67.28 provides authority for cities and counties to use lodging tax for tourism promotion to attract visitors and encourage tourism expansion. State law also details certain reporting requirements for jurisdictions that levy a lodging tax. Each agency awarded Woodinville lodging tax funds is required to submit a Tourism Funding Expenditure Report Worksheet to the City with detailed actual information at the conclusion of their tourism promotion activities. The RCW also requires the following estimates at the time of application:

	2025 Estimate	2024 Actual
Overall attendance at your activity.	4,792	4,357
Number of people who travel more than 50 miles for your activity.	2,589	2,354
The number of people who travel from another country or state.	168	153
The number of people who paid to stay in overnight accommodations (hotel/motel/bed & breakfast) in the City of Woodinville or Woodinville area.	2,788	2,535
The number of people who did not pay for overnight accommodations (hotel/motel/bed-breakfast) in the City of Woodinville or Woodinville area.	1,777	1,616
Number of paid lodging room nights resulting from your activity (lodging room night = one or more persons occupying a room for a single night).	431	392

Explain the methodology used to calculate the 2025 estimates (see page 7).
To determine our 2025 goal, we estimate a 10% increase over the actuals reported for 2024. We
use both an informal digital survey at the visitor center and a representative survey using
geolocation tracking technology to determine visitations. This approach provides
comprehensive insights into visitor demographics and spending patterns.

How will your organization collect and verify the above information for your activity? (e.g. surveys, registrations, ticket sales, hotel rooms, etc.).

We utilize digital surveys within the Visitor Center to gather data on visitor demographics, origins, and reasons for their visit. We also use geolocation tracking technology through a system like Datafy, which provides detailed information on visitor origins, movement patterns within the city, and the time spent at various attractions.

The following are methods in which attendance may be determined and will be reported to the state by the City:

- <u>Direct Count</u>: actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts, or number of chairs filled. May also include information collected directly from businesses such as hotels, restaurants, tour guides, likely to be affected by an event.
- <u>Indirect Count</u>: estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
- Representative Survey: information collected directly from individual visitors/participants. This would be a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin or error and confidence level.
- <u>Informal Survey</u>: information collected directly from individual visitors or participants in a nonrandom manner that is not representative of all visitors or participants. These results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
- <u>Structured Estimate</u>: estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

RCW 67.28.1816 Lodging tax — Tourism promotion.

- (1) Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor's bureau or destination marketing organization for:
 - a. Tourism marketing;
 - b. The marketing and operations of special events and festivals designed to attract tourists
 - c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters <u>35.57</u> and <u>36.100</u> RCW; or
 - d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.
- (2)(a) Except as provided in (b) of this subsection, applicants applying for use of revenues in this chapter must provide the municipality to which they are applying estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:
 - i. Away from their place of residence or business and staying overnight in paid accommodations;
 - ii. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
 - iii. From another country or state outside of their place of residence or their business
- (b)(i) In a municipality with a population of five thousand or more, applicants applying for use of revenues in this chapter must submit their applications and estimates described under (a) of this subsection to the local lodging tax advisory committee.
 - (ii) The local lodging tax advisory committee must select the candidates from amongst the applicants applying for use of revenues in this chapter and provide a list of such candidates and recommended amounts of funding to the municipality for final determination. The municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.
- (c)(i) All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:
 - A. Away from their place of residence or business and staying overnight in paid accommodations;
 - B. To a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
 - C. From another country or state outside of their place of residence or their business. A municipality receiving a report must: Make such report available to the local legislative body and the public; and furnish copies of the report to the joint legislative audit and review committee and members of the local lodging tax advisory committee.
 - (ii) The joint legislative audit and review committee must on a biennial basis report to the economic development committees of the legislature on the use of lodging tax revenues by municipalities. Reporting under this subsection must begin in calendar year 2015.
- (d) This section does not apply to the revenues of any lodging tax authorized under this chapter imposed by a county with a population of one million five hundred thousand or more.



Report to the City Council

Meeting Date: October 1, 2024

<u>Agenda Item:</u> Study Session: Northshore School District School Impact Fees:

Grumbach

Staff Contact: Robert Grumbach

<u>Issue:</u> Shall the City Council receive a presentation from the Northshore

School District on their Capital Facilities Plan and provide direction

on adjusting School Impact Fees for 2025?

Alternatives: 1. Identify if Option A is preferred.

2. Identify if Option B and the amount for each category is preferred.

3. Continue discussion to a future meeting.

Recommended Motions: A formal motion is not required at this time. Only direction to staff is

requested.

Staff Report

Agenda Item Number: 7.



Subject:

CITY OF WOODINVILLE, WA REPORT TO THE CITY COUNCIL

17301 133rd Avenue NE, Woodinville, WA 98072 www.ci.woodinville.wa.us

To: Honorable City Council Date: October 1, 2024

Study Session: Northshore School District School Impact Fees

Capital Facilities Plan and provide direction on adjusting School Impact Fees for 2025?

By: Robert J. Grumbach, AICP, Director of Development Services

ISSUE: Shall the City Council receive a presentation from the Northshore School District on their

RECOMMENDATION: Receive Northshore School District's presentation and provide direction to City staff on school impact fees for 2025.

BACKGROUND:

- 1. The Growth Management Act (GMA) authorized the collection of impact fees to help fund school construction. Under the GMA, fees may be collected and spent only for school facilities, which are addressed by a capital facilities element of a comprehensive land use plan. Within this limitation, the City Council has sole discretion to decide what, if any, school impact fees to charge for new residential construction inside the City. As of September, the City has collected \$475,178 in school impact fees in 2024.
- 2. Per an interlocal agreement with the Northshore School District, the City is processing an amendment to the Woodinville Comprehensive Plan to incorporate the Northshore School District's 2024 2030 Capital Facilities Plan (Planning Commission held a public hearing on September 25). With the 2024 Northshore School District Capital Facilities Plan, the school district updated its analysis for projected service demands from anticipated student enrollment in the school district. Per the latest Capital Facilities Plan, the school district is requesting school impact fees be collected at the following rates for 2025:
 - \$15,159 for Single Family (decrease by \$1,798)
 - \$5,414 for Townhouses (increase by \$1,232)
 - \$254 for Multifamily having 2+ bedrooms (decrease by \$1,433)
 - \$0 for Multifamily having less than 2 bedrooms (no change)

<u>Note</u>: School impact fees are only a portion of the financing plan for school capital improvement projects. State law requires impact fees to be only a partial source of funds as financing for capital improvement projects cannot rely solely on impact fees. A 2022 capital bond project was approved by voters that included funding for eight new projects that add additional student capacity at all grade levels and is detailed in the Capital Facilities Plan.

- 3. The City's current school impact fees (WMC 3.38.060) are imposed as follows:
 - \$16,957 for Single Family
 - \$4,182 for Townhouses
 - \$1,687 for Multifamily having 2+ bedrooms
 - \$0 for Multifamily having less than 2 bedrooms

- 4. School impact fees are not collected for non-residential development, temporary and transitional housing, nursing homes and retirement centers, replacement, or remodeling of existing homes within a certain timeframe, rebuilding dwellings destroyed by natural disasters, accessory dwelling units, and units that have mitigated under SEPA for school impacts.
- 5. Since impact fees are adopted at the City Council's sole discretion, options for the City Council's consideration of school impact fees for 2025:

Option A: (School District's full request)

\$15,159 For Single-Family \$5,414 For Townhouses

\$254 For Multifamily having 2+ bedrooms

\$0 For Multifamily having less than 2 bedrooms

Option B:

\$__<u>Fill in the blank_</u> For Single-Family \$__fill in the blank_ For Townhouses

\$ <u>fill in the blank</u> For Multifamily having 2+ bedrooms

\$ 0 For Multifamily having less than 2 bedrooms

6. City Council action on adopting an amendment to the comprehensive plan incorporating by reference the Northshore School District's 2024-2030 Capital Facilities Plan is required to support adjustments to the school impact fees. The Planning Commission's recommendation on the comprehensive plan amendment in the form of an ordinance as well as an ordinance proposing to adjust the school impact fees per City Council's direction will be brought to the City Council for their consideration at a future meeting as part of the budget adoption process.

ALTERNATIVES:

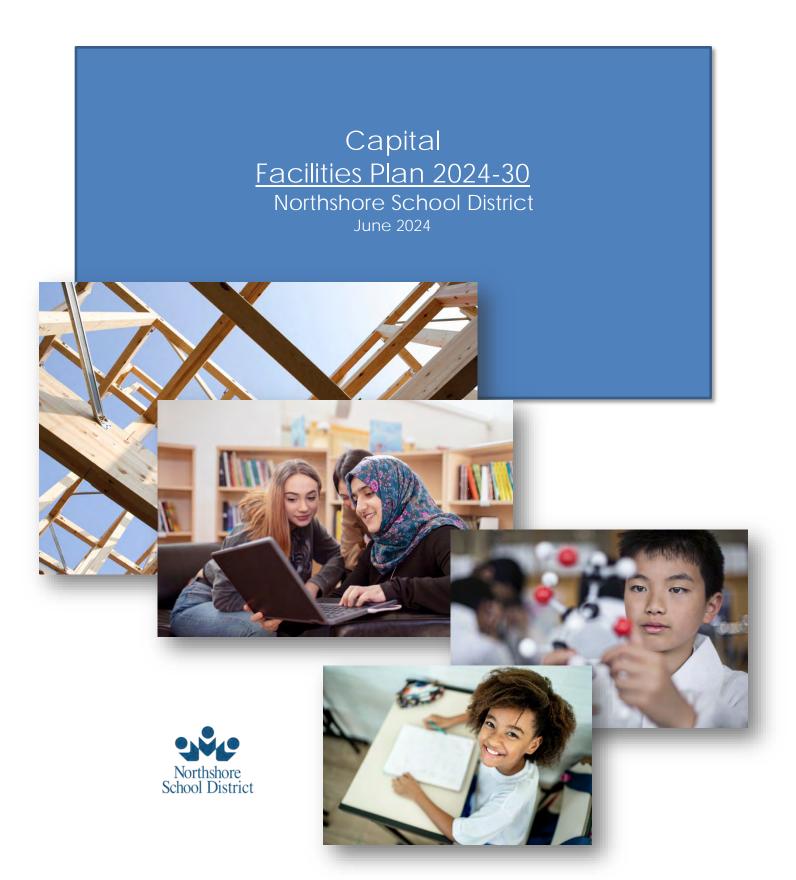
- 1. Identify if Option A is preferred.
- 2. Identify if Option B and the amount for each category is preferred.
- 3. Continue discussion to a future meeting.

RECOMMENDED MOTION:

A formal motion is not required at this time. Only direction to staff is requested.

ATTACHMENTS:

1) Northshore School District's 2024 – 2030 Capital Facilities Plan



CAPITAL FACILITIES PLAN

2024 - 2030

NORTHSHORE SCHOOL DISTRICT NO. 417

3330 Monte Villa Parkway, Bothell, Washington 98021-8972

STRENGTHENING OUR COMMUNITY THROUGH EXCELLENCE IN EDUCATION

Board of Directors

Amy Cast President Vice President Sandy Hayes Jacqueline McGourty Director Elisabeth Sotak Director Han Tran Director

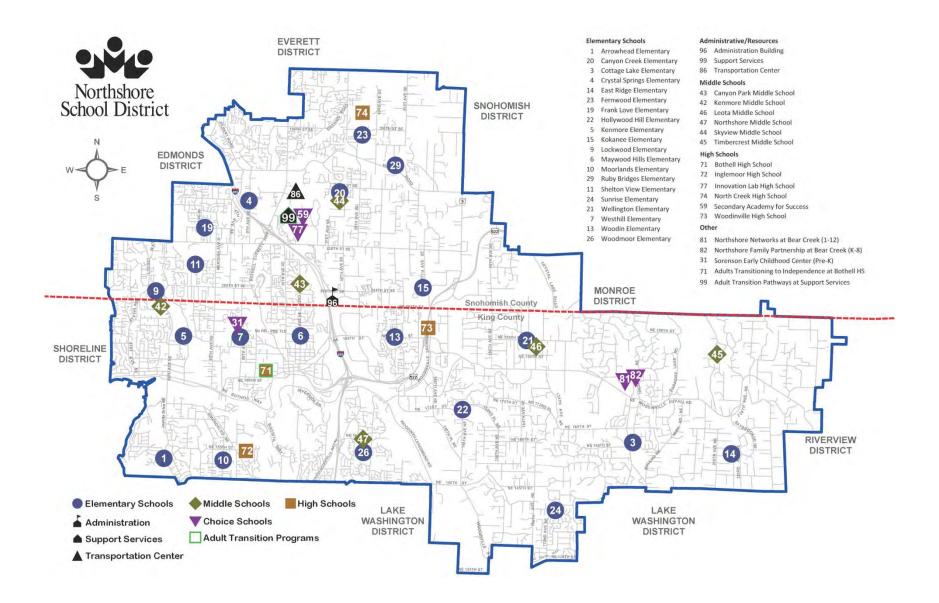
Superintendent Michael Tolley



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2023 Northshore School District Map



Introduction

Section 1

Purpose of the Capital Facilities Plan

The Washington State Growth Management Act outlines fifteen broad goals including the adequate provision of necessary public facilities and services. Public schools are among these necessary facilities and services. Public school districts adopt capital facilities plans to satisfy the requirements of RCW 36.70A.070 and to identify additional school facilities necessary to meet the educational needs of the growing student population in their districts.

The Northshore School District (NSD/District) has prepared this six-year Capital Facilities Plan (CFP) in accordance with the Washington State Growth Management Act and the codes of King and Snohomish Counties and the cities of Bothell, Kenmore, and Woodinville. This CFP is intended to provide these jurisdictions with a description of projected student enrollment and school capacities at established levels of service over the six-year period 2024-2030. It also provides longer-term enrollment projections. The role of impact fees in funding school construction is addressed in **Section 6** of this report.

The District updates its Capital Facilities Plan on an annual basis. The most recent update previous to this version was adopted by the Board of Directors in August 2023.

Overview of the Northshore School District

Schools & Programs

The Northshore School District currently operates twenty elementary schools, six middle schools, and four comprehensive high schools. NSD also has one choice high school (Innovation Lab High School), one alternative high school (Secondary Academy for Success), a hybrid combination of choice school with high levels of parent involvement (Northshore Networks), a home school program, (Northshore Family Partnership Program), a virtual learning school (Northshore Online Academy) and an early childhood center (Sorenson Early Childhood Center). The current grade configuration is K-5, 6-8, and 9-12.

Geographic

NSD spans 60 square-miles and primarily serves five jurisdictions: King County, Snohomish County, the City of Bothell, the City of Kenmore, and the City of Woodinville. There are some addresses located in the cities of Brier, Kirkland and Redmond, but they are either in areas not expected to experience any new residential development or in very small areas with previously developed

residential areas. For the purposes of the District's CFP and long-term projections, those areas are considered de minimis impacts on NSD's grade bands. The King-Snohomish County line divides NSD such that roughly two-thirds of the District's geographic area is in King County and one-third in Snohomish County.

Population

The Snohomish County portion of the district had a total population of 65,566 people, with a 1,087 (1.69%) increase in population from the previous year. Annual growth continues more in Snohomish County (1.19%) than in King (0.77%). County population projections also call for continued growth across both counties. The Washington State Office of Financial Management (OFM) forecasted the Snohomish County population for the year of 2029 at 943,590 residents, an increase of 83,790 (9.7%) over six years. OFM forecasts a similar picture for King County over the same 5-year period. In 2029, the population is forecasted to be 2,465,936 (3.71%), an increase of 88,199 residents.

Urban Growth Area & County Jurisdictions

The Urban Growth Area boundary (UGA) divides NSD, creating capacity utilization challenges. As new residential development continues to occur at moderate rates, land for potential new school sites is scarce. King County does not allow for school siting outside the UGA, but Snohomish County does provide for school siting in certain rural zones via a Conditional Use Permit (CUP) process.

Currently, *The Snohomish County 2024 Comprehensive Plan Update* includes Ordinance No. 24-030. If the motion remains in the plan in its current form it will include an expansion of the Southwest County Urban Growth Area to include zoning changes for approximately 378 acres lying within the Northshore School District boundary. The expansion may occur in the "43rd Avenue Area" and the "45th Avenue Area." Ordinance No. 24-030 states:

43rd Avenue Area

The expansion within this area focuses on transitioning from Rural Residential to urban density classifications. This includes designations for urban medium-density residential (UMDR) and urban low-density residential (ULDR), which are expected to accommodate a significant portion of the population growth.

45th Avenue Area

Similar to the 43rd Avenue Area, this expansion targets a transition to support urban residential development, specifically emphasizing Urban Low-Density Residential (ULDR) zoning. This area is also poised to support the anticipated increase in population through strategic land use planning.

Snohomish County's Countywide Planning Policies mandate that jurisdictions within the county "ensure the availability of sufficient land and services for future K-12 school needs." This directive is outlined in Policy ED-11. The district remains committed to monitoring the developments of *The* Snohomish County 2024 Comprehensive Plan Update and Motion 22-134, evaluating opportunities for accommodating anticipated growth.

The District participates in regular conversations regarding school facilities planning with jurisdictions in King County pursuant to regular meetings held to comply with Policy PF-22 (formerly PF-19A) of the King County Countywide Planning Policies. NSD appreciates any opportunity for cooperative planning efforts with its jurisdictions.

Enrollment Methodology & Data

Section 2

Enrollment

Enrollment Summary

From 2020 to 2023, Northshore School District (NSD) saw a decrease of 295 students, contrasting with an increase of 1,134 students from 2016 to 2021. This shift aligns with declining birth rates in Snohomish and King Counties, which have been down since 2017, from 35,150 births to 32,867 in 2022, a 6.50% decline. Factors such as economic conditions, housing affordability, later family planning, and preferences for smaller families, compounded by the pandemic's impact, contribute to this decrease. However, loss of enrollment appears to be slowing and stalled out. In 2020 the district experienced a 1.1% loss in enrollment, and in 2021 there was a 1.2% loss. 2022 experienced a loss of 0.7% loss, resulting in 0.5% loss recovery from 2021. With the 2023 enrollment stabilizing with a slight increase of 0.3% we expect Fall of 2024-25 enrollment to continue stabilizing after the impact of the pandemic, and thereafter experience modest gains to reflect continued residential development within the District. Enrollment growth from new development is expected in the northern and central service areas primarily, with some slowed growth from the southern service areas.

Enrollment Trends

The District is seeing a distinct pattern in our enrollment, characterized by a wave of larger class sizes spanning grades 3 through 12, contrasted with smaller class sizes in kindergarten through second grade. This distribution is expected to persist and progress through our educational system over the next decade. As we adapt to this trend, alongside our recovery efforts from the pandemic and ongoing new development, our focus will intensify on managing the capacity challenges presented by these larger cohorts at the secondary level.

Forecast Data Factors

Kindergarten Enrollment

Historically, the Northshore School District's kindergarten enrollment has consistently represented between 4.00% to 5.00% of the total births in Snohomish and King counties combined. Despite the pandemic's fluctuating impact, our enrollment percentages have reliably stayed within this established range. Analysis up to 2023 shows this trend continuing, with the current year's kindergarten enrollment at 4.35% of total births. This consistency highlights the enduring preference of families for the Northshore School District, affirming our capacity to maintain historical enrollment levels despite recent adversities.

Planned Residential Development

While new single-family home construction and sales within NSD slowed in 2022 with 759 new single-family projects, it increased in 2023 to 832 additional planned single family projects (based on December 2023 development data). This data excludes short plat development. As larger tracts of land become more rare for developers to acquire within NSD, there is a trend towards more short plats as infill lots are purchased. The increasing number of short plats are beginning to impact enrollment in some areas, contributing to greater student yield factors than what is forecast. With a focus in each jurisdiction on higher density infill, we expect to see short plats play a greater role in the future when forecasting enrollment.

There continues to be strong growth in new townhome and multi-family projects that may produce enrollment gains. There were 3,987 multi-family projects in the pipeline in 2023, compared to 4,841 in 2022. New townhome developments often include units with 3 bedrooms or more.

We continue to see more students generated from townhomes than from apartments and condos as families find that townhomes may be more affordable than a single detached family home. Recent figures allow us to segregate how many new students are generated from townhomes/duplexes and to calculate a separate impact fee for those jurisdictions that have a separate fee category for this unit type. The District plans to continue to monitor townhome/duplex student generation closely.

In addition, if future adjustments are made to the UGA in Snohomish County, larger lots may once again become available to developers with the potential of increased NSD student enrollment. This analysis and its implications are comprehensively documented in the demographers' report.

Forecasts

Cohort Survival Methodology

The cohort survival method that tracks student groups over time, adjusting for average yearly changes to predict future grades' enrollments.

OSPI uses the cohort survival method to predict enrollment for all school districts in the state for the limited purpose of funding decisions under the School Construction Assistance Program (SCAP). The cohort survival method generally works well for districts that have a consistent trend of gradual increases or declines in enrollment. It is less reliable in districts where spikes in demographic trends (especially a marked increase or decrease in new housing) can lead to dramatic swings in enrollment from one year to the next. For kindergarten, linear extrapolation can be misleading because it needs to account for changing birth rates. The reliability of this method has been challenged not only by the COVID-19 pandemic but also by shifts in economic conditions,

housing affordability, family planning trends, and preferences for smaller families, all of which could influence enrollment projections for years as adjustments to these diverse factors take shape.

Modified Cohort Survival Methodology

NSD works with professional demographers to combine the cohort survival enrollment projection methodology with other information about births, housing, regional population trends, mobility, and trends in service area, homeschooling, and private school enrollment. The District's enrollment projections were updated in February 2023, with the demographers' report detailing these findings and methodologies on file with the District for review and reference.

The modified cohort survival methodology in **Table 2.1** shows continued enrollment increases within the District through the six-year planning period. The methodology uses a "high range" projection. In total, the projected K-12 increase in enrollment is 1,906 students over the six-year period. However, the forecast does not include the impact of Ordinance No. 24-030 within the *Snohomish County Comprehensive Plan Update* (see page 6 above). If the adopted Comprehensive Plan implements the motion in its current form, the District expects to see an expansion of the Southwest County Urban Growth Area to include zoning changes for approximately 378 acres lying within the Northshore School District boundary. For this reason, NSD is using high enrollment forecast figures in planning for future capacity needs.

NSD intends to watch enrollment closely and will update the projections and related planning as necessary based on actual results. However, given recent trends and knowledge of potential UGA expansion, and current residential development within the pipeline, the District expects to see continued growth throughout the six-year planning period and beyond, especially at the secondary level.

High-Range Enrollment Forecast

Tal	h	le	2.	1

Grade	Actual		Projections				
	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Kinder	1,484	1,517	1,483	1,514	1,506	1,506	1,561
1st	1,595	1,584	1,627	1,583	1,617	1,613	1,636
2nd	1,759	1,655	1,644	1,700	1,654	1,697	1,692
3rd	1,668	1,796	1,690	1,692	1,750	1,711	1,751
4th	1,784	1,704	1,835	1,747	1,749	1,818	1,824
5th	1,756	1,807	1,726	1,883	1,793	1,804	1,833
6th	1,735	1,789	1,841	1,776	1,937	1,850	1,935
7th	1,769	1,773	1,829	1,903	1,835	2,008	1,930
8th	1,763	1,786	1,794	1,874	1,950	1,883	1,967
9th	1,785	1,853	1,877	1,882	1,966	2,045	2,161
10th	1,890	1,818	1,883	1,908	1,922	2,008	2,018
11th	1,698	1,793	1,723	1,834	1,858	1,872	2,034
12th	1,705	1,674	1,768	1,723	1,833	1,857	1,955
Total	22,391	22,549	22,720	23,019	23,370	23,672	24,297
K-5th	10,046	10,063	10,005	10,119	10,069	10,149	10,297
6th-8th	5,267	5,348	5,464	5,553	5,722	5,741	5,832
9th-12th	7,078	7,138	7,251	7,347	7,579	7,782	8,168

Long Range Forecasts

The modified cohort methodology described above was extrapolated to 2032 to produce a longerrange forecast (Table 2.2). Using this methodology, NSD's enrollment shows continued growth from 2023 to 2032 of 2,706 students. This longer range model assumes that the Washington State forecasts of births, K-12 growth, and continued population growth for the Puget Sound area are reasonably accurate.

The wave of increased secondary students can also be observed in Table 2.2 with significant middle school growth by 2027 and high school by 2030. In addition, elementary growth accelerates after 2028.

10-Year High-Range Enrollment Forecast Table 2.2

Grade	Oct-24	Oct-29	Oct-33	10 Year Total Growth
K-5th	10,063	10,297	10,635	589
6th-8th	5,348	5,832	5,961	694
9th-12th	7,138	8,168	8,480	1,402
Total	22,549	24,297	25,076	2,685

Future growth trends can be uncertain. Changes in population growth, fertility rates, new housing development slowdown, or a sharp downturn in the economic conditions could have a major impact on long term enrollment. Given this uncertainty, the current forecasts should be considered reasonable estimates based on the best information available, but subject to change as newer information about trends becomes available.

Snohomish County/OFM Forecasts

The following information is required by Snohomish County as a part of the biennial CFP update. It includes data specific to Snohomish County only. King County does not require a similar 2044 analysis. The District finds generally that enrollment projections beyond the six-year planning period become less reliable and it instead relies on regular updates to reflect current demographic information.

Using Washington State Office of Financial Management (OFM) and Snohomish County data, NSD projects a 2044 student FTE population of 30,922 (**Table 2.3**). For the six year period between 2016 and 2021, the District's enrollment averaged 39.7% of the OFM/County population estimates. Based on the 2020 Census data, the District's enrollment averaged 35.54% of the OFM/County population estimates. However, these figures assume that all of the District's students reside in Snohomish County. This is not the case given that the NSD's boundaries include both King and Snohomish County. As such, the projections are highly speculative and are used only for general planning and comparative purposes.

The October 2029 total forecast figure provided by OFM is 1,310 higher than the high-range forecast number used by NSD found in Table 2.2.

FTE Enrollment Forecast – 2044 OFM/Snohomish County Estimates* Table 2.3

Grade Band	Oct-20	Oct-29	Oct-44
Elementary	10,212	11,664	14,085
Middle	5,322	6,079	7,341
High	6,885	7,864	9,497
Total	22,419	25,607	30,923

^{*}Assumes that percentage per grade span will remain constant through 2044 which aligns with the Snohomish County requirement.

District Standard of Service

Section 3

Primary Objective

Optimizing student learning is the heart of what the Northshore School District strives for in establishing its service standard for classroom capacity utilization. This requires a consistent review and assessment of programs, curriculum and instructional changes, student learning behaviors, learning environments, technological innovations, and program development. Equitable access to programs for all students is also a goal of the District's Board of Directors. NSD continually strives for process and methods where all students have access to optimal learning environments. Additional variables include changes in mandatory requirements by Washington State. In the past, these have included full-day kindergarten, Core 24 graduation requirements, and reduced K-3 class size ratios. These elements, as well as demographic projections, are weighed when determining service levels.

Existing Programs and Standards of Service

NSD provides traditional educational programs and nontraditional programs (**Table 3.1**). These programs are reviewed regularly to determine the optimum instructional methods and learning environments required at each school, with added attention to equitable access across the District. The required space for these programs, as well as any supporting space, is determined by teacher to student ratios, privacy, the need for physical proximity to other services/facilities, noise, and level of physical activity. Adequate space must exist for program flexibility, differing learning styles, program changes, project/problem-based learning, and pre- and post-school activities. For example, service level capacities in rooms utilized for programs such as Special Education Functional Skills and Academics would reflect lower capacities of the defined service levels (**Table 3.2**), with eight students per classroom instead of an average 25 students per classroom.

Capacity and Programs

Capacity is affected at buildings that house special programs. These programs usually require space modifications and frequently have lower class sizes than other, more traditional programs. This potentially translates into greater space requirements. These requirements affect the utilization of rooms, and result in school capacities varying from year to year. (As programs move or grow, depending on space needs, capacity can change or decline in a school).

Special teaching stations and programs offered by NSD at specific school sites are included in **Table 3.1**.

<u>Programs and Teaching Stations</u> Table 3.1

	Elementary	Secondary
Group Activity Room	X	
Early Childhood	X	
Headstart (Federal)	Х	
ECEAP (State)	Х	
Elementary Advanced Program (EAP)	х	
Advanced Academic Program (AAP)		x
Parents Active Cooperative in Education	X	
Dual Language	X	
Learning Assistance Program (LAP)	X	
Title 1	X	
English Language Development (ELD)	Х	х
Northshore Learning Options (NLO)	Х	х
Secondary Academy for Success (SAS)		х
International Baccalaureate (IB)		х
Advanced Placement (AP)		X
College in the High School		X
Running Start		X
Band & Jazz Band	X	X
Orchestra	X	X
Choir		Х
Special Education (SPED):	X	Х
Learning Centers(LC)	X	Х
Mid Level (ML)	X	Х
Mid-Level Sensory (MLS)	X	
Mid-Level Social-Emotional (MLSEL)	X	
Mid-Level Blended (MLB)	X	
Aspire		Х
Functional Skills & Academics (FSA)	X	Х
Adult Transition Pathways (ATP)		Х
Adult Transitioning to Independence		
Career Technical Education (CTE):		Х
Includes specialized programs like		х
Automotive, Composites, Culinary		
Arts, Robotics, Sustainable		
Engineering and Design, Project		
Lead the Way, Aeronautics,		
Marketing, Finance, and CAD.		

Standard of Service

Northshore School District has established an average class size that does not exceed the sizes listed in **Table 3.2**.

Class sizes are averages based on actual utilization as influenced by state and/or contractual requirements, state funding, and instructional program standards.

Standard of Service Table 3.2

Program a Classroom Serves	Prek-5th Target # of Students Per Classroom	Middle School Target Number of Students Per Classroom	High School Target Number of Students Per Classroom
Special Education Preschool	15	N/A	N/A
Early Childhood & PreK	16	N/A	N/A
Kindergarten - 1st	24	N/A	N/A
Elementary 2nd - 3rd	26	N/A	N/A
Elementary 4th - 5th	27	N/A	N/A
Secondary 6th - 12th	N/A	27	27
Special Education Learning Center	25	25	25
Special Education Mid Level Blended	12	N/A	N/A
Special Education Mid Level	N/A	10	10
Special Education Sensory	10	N/A	N/A
Special Education Midlevel Social Emotional	10	N/A	N/A
Special Education Aspire	N/A	8	8
Special Education Functional Skills & Academics	8	8	8
Alternative Education	N/A	N/A	15

K-5 capacity targets 88% utilization, accounting for programs like Special Ed and Arts, with secondary schools at 85% due to teacher and scheduling needs. Strategies to meet these targets, including portables or boundary changes, undergo EDTF review and public feedback.

Snohomish County

Snohomish County requires that the District's plan include a report regarding NSD's compliance with the District's minimum levels of service. **Table 3.3** shows the District's average students per teaching station as a measurement of its minimum levels of service as of October 1 for each year.

Average Students per Scheduled Teaching Station (In classrooms without special programs)

Table 3.3

Grade Level	# of Scheduled Teaching Stations	Minimum Level of Service	2020- 2021	2021- 2022	2022- 2023
K - 5	457	24	21.4	20.9	21.6
6 - 8	237	26	25.4	25.1	22.5
9 -12	306	26	22.5	22.7	21.2
Total / Average	1,000		23.1	22.9	21.7

Capital Facilities Inventory

Section 4

Inventory History

Of our current schools in the Northshore School District, Bothell High School is the oldest, originally constructed in 1953. This was followed by Kenmore Elementary in 1955, and Arrowhead and Crystal Springs Elementary Schools in 1956. Kenmore Middle School was built in 1961 during a growth boom that ran from 1953 – 1964. **Table 4.1** Illustrates the age of each school, the dates of modernizations and added capacity, and the historical timeline.

<u>Historical Timeline of School Construction and Modernization</u> **Table 4.1**

School	Year Built	Last Modernization or Addition
Arrowhead	1957	1994/2011
Bear Creek*	1988	2011
Canyon Creek	1977	1999/2008/2020
Cottage Lake	1958	2005
Crystal Springs	1957	2002/2010/2022
East Ridge	1991	
Fernwood	1988	2002/2010/2022
Frank Love	1990	
Hollywood Hill	1980	2001
Kenmore	1955	2002/2011/2022
Kokanee	1994	
Lockwood	1962	2004/2011
Maywood Hills	1961	2002/2022
Moorlands	1963	2002/2011
Ruby Bridges	2020	
Shelton View	1969	1999/2011
Sorenson ECC *	2002	2022
Sunrise	1985	
Wellington	1978	2000/2011
Westhill	1960	1995/2011
Woodin	1970	2003/2022
Woodmoor	1994	
Middle School		
Canyon Park	1964	2000/2005
Kenmore	1961	2002/2008/2012
Leota	1972	1998/2022
Northshore	1977	2004
Skyview	1992	2020
Timbercrest	1997	
High School		
Bothell	1953	2005
Inglemoor	1964	1993/95/98/2022
Innovation Lab	2020	
Woodinville	1983	1994/08/11/16
North Creek	2016	2016
SAS	2010	

Capacity Definitions

The Growth Management Act requires a capacity analysis based on an inventory of existing capital facilities.

Instructional Capacity

Instructional capacity, also known as permanent capacity, reflects the number of students a school can accommodate based upon programming and adopted service standards. For instance, an elementary school designed for 300 students might have a lower functional capacity because specialized programs like full-day kindergarten, which overloads at 23 students per class, and special education, with class sizes often limited to fewer than 25 students, require more space per student. Therefore, instructional capacity must be recalculated annually to reflect these requirements, considering the number of special programs and different grade levels. The NSD sets classroom design capacities for initial planning and compares these to actual room utilization, which may reach only 85% in some facilities due to the need for teacher preparation spaces. In secondary schools, this utilization rate could be higher. Service levels and specific capacities for programs such as special education are detailed in Table 4.2. Changes in program needs and classroom usage are updated annually in the CFP to maintain accurate capacity assessments.

Inventory

Inventory of Instructional Capacity

Table 4.2 summarizes the instructional capacity owned and operated by the District, including the current permanent and relocatable classroom (portable) instructional student capacity.

2023-24 Instructional Capacity Inventory Table 4.2

	Permanent Instructional Capacity	Number of Instructional Portables	Total Number of Portables	Instructional Portable Capacity	Portable % of Total Capacity	Total Instructional Capacity
Elementary School						
Arrowhead	325		5		0%	325
Canyon Creek	841	7	12	184	18%	1,025
Cottage Lake	363				0%	363
Crystal Springs	379	5	10	150	28%	529
East Ridge	436				0%	436
Fern w ood	466	11	15	296	39%	762
Frank Love	392	6	14	162	29%	554
Hollywood Hill	393	1	2		0%	393
Kenmore	390		9		0%	390
Kokanee	459	10	12	273	37%	732
Lockwood	534	4	5	92	15%	626
Maywood Hills	392	8	10	200	34%	592
Moorlands	449	6	9	158	26%	607
Ruby Bridges	520				0%	520
Shelton View	403	4	6	94	19%	497
Sunrise	396		1		0%	396
Wellington	417		4		0%	417
Westhill	343	5	7	115	25%	458
Woodin	407	3	6	96	19%	503
Woodmoor	626				0%	626
Elementary Totals	8,931	70	127	1820	17%	10751
Middle School						
Canyon Park	1066	4	4	108	9%	1174
Kenmore	920	1	1	27	3%	947
Leota	946	7	7	159	14%	1105
Northshore	1024	3	4	131	11%	1155
Skyview	1,333	4	4	108	7%	1,441
Timbercrest	958				0%	958
Middle Total	6,247	19	20	533	8%	6,780
High School						
Bothell	1,876				0%	1,876
Ingle moor	1,776	5	6	147	8%	1,923
North Creek	1,714				0%	1,714
Woodinville	1,780				0%	1,780
Innovation Lab	486				0%	486
SAS	267				0%	267
High School Totals	7,899	5	6	147	2%	8,046
K12 Totals	23,077	94	153	2,500	10%	25,577

- The Bear Creek campus provides programs for the Northshore Learning Options and does not provide regular capacity.
- Sorenson Early Childhood Center serves students age 3-5 yrs. and does not provide capacity for K-12 grades;

Relocatable Classroom Facilities (Portables and Modulars)

Purpose & Data

Portable and modular classrooms provide temporary/interim classroom space to house students until permanent facilities can be constructed. They also prevent over-building of permanent capacity. Portables are utilized to help achieve efficient facility utilization and balance economic costs while encouraging innovation and new approaches, particularly for non-core or pilot programs. The District regularly reassesses the need for portables as permanent capacity is built or other changes occur (such as revisions to instructional programs). At this time, NSD anticipates a continued need for portables as a part of the capacity solution.

Traditionally, NSD has aimed to keep its total capacity provided by portables at, or below, 10% to a maximum of 15% percent of its total capacity. This percentage fluctuates, impacted by growth and changes in instructional program needs. Currently, the instructional portable percentage of total capacity is at 11%.

Table 4.2 records the number of instructional portables at each school. Not included in the total classroom instructional capacity are portables that are used for restrooms, Special Education Resource Rooms, OT/PT, LAP, EL, music, or other instructional uses. Those being used by PTA, daycare, offices and conference rooms, and storage are counted as instructional capacity as these rooms are available to convert to a classroom, if necessary.

Aging Inventory

A typical portable classroom provides capacity for an approximate average of 25 students at the elementary level or 27 at the secondary level. Portables are used to meet a variety of instructional needs. Of the 153 portable classrooms that the District owns, 94 are currently being used as classrooms for scheduled classes.

The lifespan of a portable is approximately 20 years, and up to 25 years with proactive maintenance. Portables have been an effective method for meeting capacity needs in a district that has experienced rapid increases in enrollment. At this time, the District's inventory is aging with 97 of the 153 portables the district owns having reached 20 years of service.

Although the current bond is intended to replace approximately 55 aging portables, total capacity at schools with portables will be impacted in the future as the need to retire aging portables increases. Despite the slowing of growth due to the impact of COVID, the District continues to be reliant on this interim capacity.

Support Facilities & Underdeveloped Land

In addition to 34 school sites, the District owns and operates sites that provide transportation, administration, maintenance and operational support to schools. The District also holds undeveloped properties that were acquired for potential development of a facility for instructional use. An inventory of these facilities is provided in **Table 4.3** below.

Inventory of Support Facilities & Underdeveloped Land Table 4.3

Facility Name	Building Area (Sq. Ft)	Site Size (Acreage)
Administrative Center (Monte Villa)	49,000	5
Support Services Building	41,000	5
Warehouse	44,000	2
Transportation	39,000	9
Paradise Lake Site*		26
Wellington Hills Site**		104
19827 88th Ave NE		10
18416 88th Ave NE		50,011 Sq. Ft
20521 48th Dr SE (This incudes Ruby Bridges ES and the remaining undeveloped portion planned for a future school site.)		33
15215,15123, 15127, 84th Ave NE and 8305 NE 153rd St (4 parcels adjacent to Moorlands ES)		49,993 Sq. Ft

^{*}Paradise Lake property is located in King County, outside the Urban Growth Area. In 2012, King County prohibited the siting of schools outside the UGA; although the property was purchased prior to that change, it is not currently useable as a potential school site.

^{**}The Wellington property is located in Snohomish County, adjacent to the Maltby Urban Growth Area. A settlement agreement recorded under Snohomish County Recording No. 201906210221 applies to the property. The District has no active project at this site, nor are there definitive short or long-term plans for siting a school at this location.

Projected Facility Needs

Section 5

Planning History

In 2001, the District's Board of Directors established by policy a standing, community-based taskforce to study District-wide enrollment and demographic changes, and the resulting impacts on school capacity needs, instructional programs, or other variables. The Enrollment Demographic Task Force (EDTF) examines enrollment projections, capacity considerations, student impacts, cost impacts, program needs, etc., and boundary adjustments based upon the above. The EDTF recommends solutions to the Board. If approved by the Board, these recommended actions are implemented by the District and incorporated into the Capital Facilities Plan.

Mitigation

The District has accommodated growth in recent years largely through the construction of new capacity, limiting waivers at most schools, converting special-use portables and non-classroom spaces into classroom space, adjusting boundaries, moving programs, and adding portable classrooms. The 2022 bond projects, approved by our voters in February 2022, will provide for permanent capacity additions at all grade levels, as further detailed in this document.

Using October 2023 enrollment figures, District enrollment dropped by 1.3% or 295 new students during the previous three-year period. The high school grade span has grown by 246 new students in that time; a 3.6% increase. EDTF continues to monitor development and growth across the District. New development is expected in the northern and western sections, while slowing has occurred in the southern and eastern sections. EDTF identifies mitigation strategies (in order of priority) to address existing and future capacity needs (**Table 5.1**).

<u>Capacity Mitigation Tools</u> **Table 5 1**

Shorter Lead Time

Utilize existing spaces more efficiently

Adjust waiver policies

Adjust program placements

Move classes to schools with capacity

Move existing portables

Install new modulars or portables

Lease space

Longer Lead Time

Adjust service areas

Adjust feeder patterns

New construction

Acquire new property

Planned Improvements - Construction to Accommodate New Growth

The continued increase in enrollment has fully exhausted capacity increases from relocating building programs, portable additions, grade reconfiguration, and boundary changes. Despite the impacts of the pandemic on enrollment, growth continues to outpace school capacity. Growth has been concentrated in northern, central, and southern portions of NSD and is accelerating at the secondary level.

The \$425 million 2022 capital bond approved by the District's voters includes eight new projects to add permanent capacity across the District at all grade levels, the District will be replacing outdated portable classrooms with permanent space for student learning, communal area and administrative function. The District has been working with selected teams of architects and contractors developing specific plans for each site identified in the 2022 capital bond. In developing the scope for each project, the District utilizes data calculating the forecast enrollment and potential need for classroom space, incorporating recent and future growth within each school's boundaries.

Inglemoor High School (IHS)

o The replacement project for Inglemoor High School (IHS) is planned as a three-phase endeavor. Phase 1 will primarily entail the replacement of buildings 600 and 700, along with the installation of additional temporary classroom space. Specifically, 5 double portables, totaling 10 classrooms, will be installed to serve

as surge space during construction. This phase will focus on replacing classroom space, including science classrooms, and will also involve the construction of a new commons area.

Following Phase 1, the capacity of the high school will increase by 185 students. Phase 2, which is slated to be included in the 2026 bond, will concentrate on rebuilding the gymnasium and additional classrooms. The remainder of the school rebuild will be addressed in Phase 3.

Leota Middle School (LMS)

o The modernization project for Leota Middle School (LMS) is organized into two phases. Phase 1 will focus on replacing all existing portables, totaling 7, with permanent classrooms and creating new classroom space, thereby transitioning the capacity currently in portables to permanent classrooms. Phase 1 project will increase permanent capacity by 159 students. Phase 2, scheduled to be part of the 2026 bond, will address the rebuilding of the remaining school facilities. Upon completion of Phase 2, the capacity of Leota Middle School will be unchanged

Kenmore Elementary School

o Kenmore Elementary School currently incorporates 9 portables on site, with 5 dedicated to regular instruction and 4 utilized for specialist programs. The proposed modernization project envisions the relocation of these functions to permanent space, alongside the addition of 2 versatile multipurpose rooms. Furthermore, plans include the development of a fully inclusive playground and enhancements to site circulation to accommodate increased capacity. Upon completion, the school's permanent capacity will be unchanged and the school will be enhanced as the multi purpose space.

Crystal Springs Elementary School

o Crystal Springs currently has 10 portables on site, with 6 used for regular classroom instruction and 4 utilized for specialist programs. The modernization project proposes relocating the use of these 10 portables with permanent classrooms, ancillary space and offices. Additionally, plans include the construction of a new gym, commons, and stage, as well as a fully inclusive playground, additional parking, and improved site circulation to support increased capacity. Upon completion, the school's permanent capacity will increase by 175 students

• Fernwood Elementary School

Fernwood currently has 16 portables on site. 11 are used for regular classroom instruction. 1 is a restroom portable. 4 are used for specialists and programs. The modernization project proposes replacing the use of those 16 portables with permanent classrooms, offices, music rooms, and 2 multi-purpose spaces. Also proposed are an inclusive playground, additional parking, and improved site circulation to support increased capacity. The front office will also be replaced. The addition of two multi-purpose rooms will give the school flexibility. The new capacity will meet enrollment needs. If enrollment increases significantly, the multipurpose rooms may be converted to classrooms, increasing functional capacity at that time. Without the conversion of the multipurpose rooms the capacity of the school will increase upon completion by 330 students.

Maywood Hills Elementary School

o Maywood Hills Elementary School currently utilizes 10 portables on site, with 8 dedicated to regular classroom instruction and 2 allocated for specialist programs. The modernization project proposes relocate the use of these 10 portables within permanent space and adding 6 additional classrooms.

Additionally, plans include the establishment of a fully inclusive playground and enhancements to site circulation to accommodate increased capacity. Upon completion, the school's permanent capacity will increase by 125 students

Woodin Elementary School

o Woodin currently has 6 portables on site. 3 are used for regular classroom instruction. 3 are used for specialists and programs. The modernization project proposes replacing those 6 portables with permanent space for current use including 2# music rooms, along with adding 3 additional permanent classrooms. Also proposed are a fully inclusive playground, additional parking, and improved site circulation to support increased capacity. A new gym will also be built. The school's permanent capacity will increase by 150 students.

Sorenson Early Childhood Center (SECC)

o SECC currently has 2 portables on site. Both are used for regular instruction. The modernization project proposes replacing those 2 portables with permanent classrooms, and adding 2 additional permanent classrooms. Also proposed are a fully inclusive playground, additional parking and circulation improvements to support increased capacity of 100 students.

In addition to the bond-funded projects listed above, the District plans to construct two modular

buildings, one on the North Creek High School campus and one on the Bothell High School campus. Funded from bond allocations and impact fees, both are designed to mitigate accelerating growth at the high school level. Each building is a permanent structure and not designed to be moved.

Bothell High School (BHS)

o Currently, BHS has six portables on site. These include some of the oldest portables in the district and are not appropriate for student learning. The portables will be replaced by a new fully enclosed modular building that will house the District's Adults Transitioning into Independence (ATI) program with four new classrooms and create three new classrooms for use by BHS. In addition the building will contain an inclusive restroom, a conference/staff room and six offices. This project will increase permanent capacity by 160 students

North Creek High School (NCHS)

o There are no portables located on the NCHS campus. The school was recently built in response to expansive growth in the north end of the district. Although growth has slowed, it has not stopped. The school is currently over a 90% utilization rate. To address the immediate need for classrooms, a fully enclosed modular building with four new classrooms, including a science lab, is being constructed. This project will increase permanent capacity by 108 students.

Long-term high-range enrollment projections from 2024 – 2030 indicate growth of 1,906 new students. The District will address growth needs with permanent capacity and portables. The District will continue to monitor the factors that shape our capacity needs (such as statewide legislative changes, instructional delivery requirements, the economy, changes in planned land use, changes in mandated program requirements, equitable access to programs, building permit activity, and birth rates). This information will help to inform when/where instructional space and, as relevant, additional land, is needed. Future updates to this CFP will include relevant information.

Table 5.2 summarizes the schools that will undergo construction from 2022- 2026. Where applicable, second phase projected construction is included for 2026 – 2030. Projects include permanent student capacity growth and modernization of key systems and structures.

<u>Planned Capital Construction Projects</u> **Table 5.2**

Capital Projects	Estimated Completion Date	2022-26 Projected Permanent Student Capacity Added	2026-30 Projected permanent student capacity added	Projected Total Permanent Student Capacity Added
Partial renovations and modernization to Crystal Springs El.	2026	175	0	175
Partial renovations and modernization to Fernwood El.	2026	330	0	330
Partial renovations and modernization to Kenmore El.	2026	0	0	0
Partial renovations and modernization to Maywood Hills El.	2026	125	0	125
Partial renovations and modernization to Woodin El.	2026	150	0	150
Construct and equip Phase 1 of Leota Middle School	2026	159	0	159
Construct and equip Phase 2 of Leota Middle School	2030	0	0	0
Construct and equip Phase 1 of Inglemoor High School	2026	185	0	185
Construct and equip Phase 2 of Inglemoor High School	2030	0	0	0
Construct and equip Phase 3 of Inglemoor High School	2034	0	0	0
Classroom addition at Sorenson Early Childhood Center	2026	100	0	100
Construct and equip modular building at Bothell High School	2023	160	0	160
Construct and equip modular building at North Creek High School	2024	108	0	108

Portable Location Adjustments

Where growth results in capacity deficits at a specific grade band, portables may be relocated from one school to another to assist with meeting enrollment projections. Portables may also be purchased to add capacity.

In addition, the District may adjust program space within permanent facilities to move programs to portables to free up space in permanent facilities for additional regular student capacity.

Capacity Analysis

The District's six-year capacity analysis, considering projected mid-range enrollment and planned new capacity, is shown in **Table 5.3**. The tables do not include all the potential projects for the 2026 bond, just projects with a second phase scheduled for that cycle.

As with any long-term projections, many assumptions and estimates on housing must be made, increasing the risk associated with the accuracy of enrollment forecasts. However, NSD has trended above mid-range projections in years past, and with a continuing strong real estate and development market, the District will plan for continued growth as projected.

NSD is in a planning year for the modernizations/additions of 8 school sites and the addition of modular capacity on 2 high school campuses. Estimated capacities for each site are used in this CFP. Adjustments may be made to capacities during planning in response to updated development data within a school's boundary area, and/or other needs that impact enrollment and capacity.

Enrollment Forecast and Instructional Classroom Capacity Table 5.3

	2023-24*	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Elementary School Analysis							
Enrollment Forecast	10,046	10,063	10,005	10,119	10,069	10,149	10,297
Permanent Capacity - Existing	8,931	8,931	8,931	9,711	9,711	9,711	9,711
New Permanent Capacity - Crystal Springs			175				
New Permanent Capacity - Fernwood			330				
New Permanent Capacity - Maywood Hills			125				
New Permanent Capacity - Woodin			150				
Total Permanent Capacity	8,931	8,931	9,711	9,711	9,711	9,711	9,711
Total Capacity in Portables	1,820	1,820	1,078	1,078	1,078	1,078	1,078
Total Capacity Including Portables	10,751	10,751	10,789	10,789	10,789	10,789	10,789
Permanent Capacity over/(short)	(1,115)	(1,132)	(294)	(408)	(358)	(438)	(586)
Total Capacity w/Portables over/(short)	705	488	784	670	720	640	492
Middle School Analysis							
Enrollment Forecast	5,267	5,348	5,464	5,553	5,722	5,741	5,832
Permanent Capacity - Existing	6,247	6,247	6,247	6,406	6,406	6,406	6,406
New Permanent Capacity - Leota			159				-
Total Permanent Capacity	6,247	6,247	6,406	6,406	6,406	6,406	6,406
Total Capacity in Portables	533	533	374	374	374	374	374
Total Capacity Including Portables	6,780	6,780	6,780	6,780	6,780	6,780	6,780
Permanent Capacity over/(short)	980	899	942	853	684	665	574
Total Capacity w/Portables over/(short)	1,513	1,432	1,316	1,227	1,058	1,039	948
High School Analysis							
Enrollment Forecast	7,078	7,138	7,251	7,347	7,579	7,782	8,168
Permanent Capacity - Existing	7,899	7,899	8,167	8,352	8,352	8,352	8,352
New Permanent Capacity - Bothell		160					-
New Permanent Capacity - Inglemoor			185				-
New Permanent Capacity - North Creek		108					
Total Permanent Capacity	7,899	8,167	8,352	8,352	8,352	8,352	8,352
Total Capacity in Portables	147	147	147	147	147	147	147
Total Capacity Including Portables	8,046	8,314	8,499	8,499	8,499	8,499	8,499
Permanent Capacity over/(short)	821	1,029	1,101	1,005	773	570	184
Total Capacity w/Portables over/(short)	968	1,176	1,248	1,152	920	717	331
District Analysis	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Enrollment Forecast	22,391	22,549	22,720	23,019	23,370	23,672	24,297
Permanent Capacity - Existing	23,077	23,077	23,345	24,469	24,469	24,469	24,469
Marria Barrara and Cara and the Table I		0.40	1.104				

District Analysis	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Enrollment Forecast	22,391	22,549	22,720	23,019	23,370	23,672	24,297
Permanent Capacity - Existing	23,077	23,077	23,345	24,469	24,469	24,469	24,469
New Permanent Capacity Total		268	1,124				
Total Permanent Capacity	23,077	23,345	24,469	24,469	24,469	24,469	24,469
Total Capacity in Portables	2,500	2,500	1,599	1,599	1,599	1,599	1,599
Total Capacity Including Portables	25,577	25,845	26,068	26,068	26,068	26,068	26,068
Permanent Capacity over/(short)	484	796	1,749	1,450	1,099	797	172
Total Capacity w/Portables over/(short)	3,186	3,296	3,348	3,049	2,698	2,396	1,771

^{*}Actual October 2023 enrollment

This table does not include new or relocated portable facilities over the six-year planning period; it also does not include the addition of permanent capacity at Sorenson Early Childhood Center.

The District will use the creation of more permanent capacity and portables to address future growth needs. As part of this process, NSD will continue to monitor the factors that shape our capacity needs.

For long-term planning purposes, a ten-year capacity analysis can be created. **Table 5.4** utilizes demographers' NSD 10-year, high forecast to create the best possible projection given the data available to us. Note that the longer the period of time that a forecast covers, the less accurate it becomes. Factors such as unforeseen changes in population and development may impact actual results. An example of this is the recent COVID-10 pandemic and the influence it has had on demographic and development trends in school districts, including NSD.

2032 - Ten Year Forecast of Enrollment and Instructional Capacity Table 5.4

Grade Level	Enrollment	Permanent Capacity	Total Capacity	Permanent surplus/(short)	Total surplus/(short)
Elementary School	10,635	9,711	10,789	(924)	154
Middle School	5,961	6,406	6,780	445	819
High School	8,480	8,352	8,499	(128)	19
Total	25,076	24,469	26,068	(607)	992

Assumes added new capacity projects included in this CFP but no future near-term planning in process and no adjustment of portable facilities. Utilizes high-range figures for enrollment.

Planned Improvements – Existing Facilities (Building Improvement Program)

In a number of sites (not identified for additional capacity in the 2022 bond) where the existing facility layout (building envelope) meets instructional needs and building structural integrity is good, individual building systems (such as HVAC, mechanical, flooring, roofing) are identified for replacement or modernization to extend the life of the overall site and ensure optimal learning environment for students. NSD continues to implement building improvement projects funded as a part of the 2018 Bond, and is currently planning implementation of improvements identified within the 2022 capital bond. See **Table 6.1** in Section 6.

Capital Facilities Financing Plan

Section 6

Funding of school facilities is typically secured from a number of sources including voterapproved bonds, state matching funds, impact fees, and mitigation payments. Each of these funding sources are discussed below.

General Obligation Bonds

Bonds are typically used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond issue. Bonds are sold as necessary to generate revenue. They are then retired through collection of property taxes. The District's Board of Directors, upon the recommendation of the Capital Bond Planning Task Force, sent a \$425 million bond measure to the voters in February 2022 to provide funding for growth-related projects included in this Capital Facilities Plan, as well as other District-wide building improvement or capital infrastructure needs. The voters approved the bond measure by 61.2%.

The 2026 bond measure will help fund future projects, including Phase 2 of Leota and Phase 2 of Inglemoor. Additionally, the plan includes a future 2030 bond to fund Phase 3 of Inglemoor High School.

State School Construction Assistance

State financial assistance comes from the Common School Construction Fund. Bonds are sold on behalf of the fund then retired from revenues accruing predominantly from the sale of renewable resources (i.e. timber) from state school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate General Obligation funds or the Superintendent of Public Instruction can prioritize projects for funding.

State financial assistance is available through the School Construction Assistance Program (SCAP) for qualifying school construction projects, however these funds may not be received until two to three years after a matched project has been completed. This requires the District to finance the complete project with local funds. Site acquisition and site improvements are not eligible to receive matching funds. The District is currently eligible for state school construction assistance funds at 38.11% level for eligible projects. Eligibility for SCAP funding is continually reviewed. Future updates to this plan will include updated information, as it becomes available.

Impact Fees

(See Section 7 for background, detail, and methodology)

The Washington State Growth Management Act (GMA) authorizes cities and counties that plan under RCW 36.70A.040 to collect impact fees to supplement funding of additional system improvements (e.g., public facilities such as schools) needed to accommodate growth from new development. The statute is clear that the financing of needed public facilities to serve growth cannot be funded solely by impact fees but rather must be balanced with other sources of public funds.

Budget and Financing Plan

Table 6.1 is a summary of the budget that supports the Capital Facilities Plan. Each project budget represents the total project costs which include; construction, taxes, planning, architectural and engineering services, permitting, environmental impact mitigation, construction testing and inspection, furnishings and equipment, escalation, and contingency. The table also identifies 2023-2024 and future planned expenditures. It does not include project expenditures from previous years.

<u>8-Year Capital Facilities Expenditures Finance Plan</u> **Table 6.1**

Profession Addison Consults	FY	T-1-1		Potentia	al Fundin	g Source								
Projects Adding Capacity	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total	Bonds	Levy	SCAP	Impact	Future
Inglemoor - Phase 1	5	50	35	5					95	X		X	X	
Inglemoor - Phase 2				30	35	30	25		120				X	Х
Leota - Phase 1	4	30	21	4					59	X				
Leota - Phase 2				20	25	20	15		80					Х
Crystal Springs	12	18	4						34	X		X	X	
Fernwood	12	18	5						35	X		X	X	
Maywood	7	21	15	3					46	X			X	
Woodin	10	17	2						29	X		X	X	
Sorenson	6	10	2						18	X			X	
Future Middle School			1	5	60	30			96					Х
Bothell Modular Buildings	4.5	1.5							6	X			X	
North Creek Modular Buildings	3.5	2.5							6				X	
Modular Buildings & Portables	2		2	2	2	2	2	2	14				Х	
Total Capacity Projects	66	168	87	69	122	82	42	2	638					
Business New Addison Computer	FY	T-1-1	Potential Funding Source											
Projects Not Adding Capacity	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total	Bonds	Levy	SCAP	Impact	Future
Kenmore	6	15	10	2					33	X				
Building Improvement	6	6	6	6	6	6	6	6	48	Х				Х
Technology	3	3	3	3	3	3	3	3	24	Х	X			Х
Fields/Inclusive Learning	3	3	3	3	3	3	3	3	24	Х	X			Х
Code Compliance/Small Works	4	4	4	4	4	4	4	4	32	X				Х
Site Purchase/Circulation	1	1	1	1	1	1	1	1	8	Х				Х
Overhead/Bond Expense	3	3	4	3	3	3	4	3	26	Х	X			Х
Security	3	3	3	3	3	3	3	3	24	Х				Х
Total Non-Capacity Projects	29	38	34	25	23	23	24	23	219					
Total All Projects	95	206	121	94	145	105	66	25	857					

Impact Fees

Section 7

School Impact Fees under the Washington State Growth Management Act

The Growth Management Act (GMA) authorizes jurisdictions to collect impact fees to supplement funding of additional public facilities needed to accommodate growth/new development. Impact fees cannot be used for the operation, maintenance, repair, alteration, or replacement of existing capital facilities used to meet existing service demands. The basic underlying assumption is that growth pays for growth.

Enrollment declines beginning around 2002 kept NSD from meeting the required eligibility criteria to collect school impact fees. The District is spread across two counties and also across the urban growth boundary. While development picked up on the north end of NSD, there was still ample capacity in the southeast area of the District. Because of the statutes and ordinances governing school district eligibility criteria to be able to collect school impact fees, NSD was not able to reestablish eligibility for collection of school impact fees until 2016. King County and the cities of Bothell, Kenmore, and Woodinville have all adopted the District's 2023 CFP and are collecting impact fees identified in that plan. Snohomish County adopted the District's 2022 CFP and is collecting impact fees associated with that plan and will continue to do so until the County's 2024 update cycle. We anticipate all the above jurisdictions to consider and adopt this 2024 CFP as part of their regular budget cycle.

Methodology and Variables Used to Calculate School Impact Fees

Impact fees may be calculated based on the District's cost per dwelling unit to purchase/acquire land for school sites, make site improvements, construct schools and purchase/install temporary facilities (portables), all for purposes of growth-related needs. The costs of projects that do not add growth-related capacity are not included in the impact fee calculations. The impact fee formula calculates a "cost per dwelling unit". New capacity construction costs addressing NSD's growth-related needs, are used in the calculation

A student yield factor (or student generation rate) is used to identify the average cost per NEW dwelling unit by measuring the average number of students generated by each NEW (sold and occupied) housing type (single family dwelling units, townhomes, and multi-family dwelling units). The student generation rate used is an actual generation of students by grade level that came from new development over a period of five (5) years. NSD updated its student factor for single family, multi-family, and townhome units in early 2023. The student factor analysis for NSD is included in

Appendix A. The student factors in Appendix A are based on all newly constructed, sold, and occupied units.

The District's student-generation rate for multi-family dwelling units is much lower than the student generation rate for single-family homes. As available land for single family development is beginning to be constrained, and multi-family development – most notably townhomes, is increasing, we anticipate continued growth in student generation rates from those units over time. In particular, the District's student generation rates, when isolated for townhomes only, show that more students are residing in those units than in traditional multi-family units. NSD is requesting that each jurisdiction, if necessary, consider amendments to the school impact fee ordinance to recognize the impacts of townhome units as different from apartments and condominium units.

As required under GMA, credits are applied for State School Construction Assistance Funds to be reimbursed to the District, where expected, and projected future property taxes to be paid by the dwelling unit toward a capital bond/levy funding the capacity improvement. Formula driven fees are identified in **Appendix B**.

Despite the changes mentioned, we continue with our current student generation rate. We have planned to conduct a recalculation next year, which aligns with our ongoing assessment of regional development and student distribution patterns.

Snohomish County Code (30.66C) and King County Code (21A.43) establish each jurisdiction's authority to collect school impact fees on behalf of the District. The formula for calculating impact fees is substantively identical in each code (with one exception that Snohomish County has separate fees for Multi-Family Units with 1 bedroom or less and Multi-Family Units with 2+ bedrooms). The codes of each of the cities are similar to those of the counties. These codes establish the conditions, restrictions, and criteria for eligibility to collect impact fees. Both counties define a school district's "service area" to be the total geographic boundaries of the school district.

NSD updates the Capital Facilities Plan on an annual basis and carefully monitors enrollment projections against capacity needs. If legally supportable, the District requests its local jurisdictions to collect impact fees on behalf of NSD.

The impact fees requested in this year's Capital Facilities Plan are based on representative growth-related capacity projects at Crystal Springs, Fernwood, and Woodin Elementary Schools (total added capacity of 655) and capacity additions at Bothell and North Creek High Schools (total added capacity of 268). Construction costs, before tax, are used in the fee formula. Growth related capacity projects identified in **Table 6.1** are eligible for impact fee funding.

<u>Proposed School Impact Fees</u> Snohomish County

Single Family	\$15,159
Units	
Townhome Units	\$5,414
Multi-Family	\$254
Units – 2+	
Bedrooms	
Multi-Family	\$0
Units – 1/less	
Bedrooms	

<u>Proposed School Impact Fees</u> City of Woodinville

Single Family	\$15,159
Units	
Townhome Units	\$5,414
Multi-Family	\$254
Units – 2+	
Bedrooms	

<u>Proposed School Impact Fees</u> King County, City of Bothell, City of Kenmore

Single Family	\$15,159
Units	
Multi-Family	\$2,755
Units (incl.	
Townhomes)	

School impact fee rates stated above reflect a discount of 50% as required by the King County and Snohomish County codes.

Factors for Impact Fee Calculations

Student Generation Factors: Single Family
Elementary 0.32

 Elementary
 0.324

 Middle
 0.118

 High
 0.120

 K-12
 0.562

Student Generation Factors: Multi-Family

(Townhomes/Condos/Apartments)

 Elementary
 0.071

 Middle
 0.027

 High
 0.034

 K-12
 0.132

Student Generation Factors: Townhomes

 Elementary
 0.171

 Middle
 0.050

 High
 0.048

 K-12
 0.270

Student Generation Factors: Condos/Apartments

Elementary 0.031
Middle 0.015
High 0.020
K-12 0.066

Projected New Capacity (bolded projects in fee formula)

Inglemoor High School – Phase 1 (185)**North Creek High School** (108)**Bothell High School** (160)Leota Middle School – Phase 1 (159)**Fernwood Elementary** (330)**Crystal Springs Elementary** (175)Maywood Hills Elementary (125)**Woodin Elementary** (150)

Capacity/Construction Costs (in millions) (bolded projects in fee formula)

Inglemoor High School - Phase 1 \$100.0 \$6.0 **North Creek High School Bothell High School** \$6.0 Leota Middle School - Phase 1 \$62.0 Fernwood Elementary \$37.8 **Crystal Springs Elementary** \$36.5 Maywood Hills Elementary \$49.4 **Woodin Elementary** \$32.0

Capacity/New Property Costs

\$0.00

Temporary Facility Capacity Costs

\$0.00

(Portable costs not included in the formula)

Permanent Facility Square Footage

94.55%

Temporary Facility Square Footage

5.45%

School Construction Assistance Program Credit

Current SCAP percentage 38.11%
Current Construction Cost Allocation \$375.00
OSPI Sq/Ft/Student

ES: 90 MS: 108 HS: 130

Tax Payment Credit

Single Family AAV \$960,260 Multi-Family Unit AAV \$329,512

Debt Service Rate

Current/\$1,000 \$1.29225

GO Bond Interest Rate – Bond Buyer Index

Avg – March 2024 3.48%

Developer Provided Sites/Facilities

None

APPENDIX A

Student Generation Factors from New Development

All Units Constructed 2017 - 2021 (5 years)

	Single Family	Townhomes	Multi-Family (Townhomes/ Condos/Apts)	Multi-Family (Condos/Apts)
K-5	0.324	0.171	0.071	0.031
6-8	0.118	0.050	0.027	0.015
9-12	0.120	0.048	0.034	0.020
K-12	0.562	0.269	0.132	0.066

Student Generation Rates for the Northshore School District (January 2023)

Permit Years: 2017 to 2021

	Rates for Different Unit Types			Single and Multi-family Rate Summary						
	<u>SF</u>	MF/Apartments	Townhomes	<u>Duplexes</u>	Permit Counts	<u>Permits</u>	<u>K-5</u>	6-8	9-12	<u>Total</u>
K-5	0.32	0.03	0.17	0.23	SF All	2056	0.32	0.12	0.12	0.56
6-8	0.12	0.02	0.05	0.14	MF Units (all)	2027	0.071	0.027	0.034	0.13
9-12	0.12	0.02	0.05	0.29						
	0.56	0.07	0.27	0.65						

Written Summary

56 students for every 100 single family homes

7 students for every 100 apartment units

27 students for every 100 townhome units

65 students for every 100 Duplex units

(please note -- there are very few duplex units so the sample may not be representative)

Methodology

Permit addresses were compared to the addresses for students enrolled in October 2022 to create the rates.

Student Generation Rates by Grade

GRADE	SF Units Students Generated	SF Generation Rate
K	123	0.060
1	121	0.059
2	104	0.051
3	116	0.056
4	112	0.054
5	91	0.044
6	89	0.043
7	75	0.036
8	78	0.038
9	64	0.031
10	69	0.034
11	58	0.028
12	56	0.027
Total	1156	0.562

* Grades K-12 Only (Preschoolers Excluded)

Apartment Student Generation Rates by Grade

GRADE	MF Units Students Generated**	MF Generation Rate
K	11	0.007
1	11	0.007
2	4	0.003
3	9	0.006
4	6	0.004
5	4	0.003
6	4	0.003
7	12	0.008
8	6	0.004
9	11	0.007
10	7	0.005
11	10	0.007
12	2	0.001
Total	97	0.066

Duplex Student Generation Rates by Grade

GRADE	MF Units Students Generated**	MF Generation Rate
K	2	0.038
1	5	0.096
2	1	0.019
3	1	0.019
4	0	0.000
5	3	0.058
6	3	0.058
7	1	0.019
8	3	0.058
9	3	0.058
10	6	0.115
11	4	0.077
12	2	0.038
Total	34	0.654

Townhome Student Generation Rates by Grade

. O William C Staa	cite deficiation nates by drade	
GRADE	MF Units Students Generated**	MF Generation Rate
K	16	0.032
1	16	0.032
2	22	0.044
3	9	0.018
4	11	0.022
5	12	0.024
6	14	0.028
7	5	0.010
8	6	0.012
9	8	0.016
10	7	0.014
11	4	0.008
12	5	0.010
Total	135	0.268

^{*} Includes MF Units classified by the jurisdiction as Apartment, Duplex, or Townhome

^{**} Grades K-12 Only (Preschoolers Excluded)

APPENDIX B.1

School Impact Fee Calculation: **Single Family Dwelling Unit** Northshore School District, 2024 CFP

School Site Acquisition	Site Size			Site	Student	
Cost:	Acreage	Cost/Acre	Facility Size	Cost/Student	Factor	Cost/SFDU
Elementary	0	\$0	1	\$0	0.324	\$0
Middle	0	\$0	1	\$0	0.118	\$0
Senior	0	\$0	1	\$0	0.120	\$0
					TOTAL	\$0
						_
School						
Construction	Sq. Ft. %	Eacility Cost	Eacility Sizo	Bldg.	Student	Cost/SEDII
Cost:	Permanent	Facility Cost	Facility Size	Cost/Student	Factor	Cost/SFDU
Elementary	94.55%	\$90,880,000	655	\$138,748	0.324	\$42,504
Middle	94.55%	\$0	-	\$0	0.118	\$0
Senior	94.55%	\$10,725,000	268	\$40,019	0.120	\$4,541
					TOTAL	\$47,045
Temporary	Sq. Ft. %			Bldg.	Student	
Facility Cost:	Temporary	Facility Cost	Facility Size	Cost/Student	Factor	Cost/SFDU
Elementary	5.45%	\$0	25	\$0	0.324	\$0
Middle	5.45%	\$0	25	\$0	0.118	\$0
Senior	5.45%	\$0	25	\$0	0.120	\$0
					TOTAL	\$0
State School Construction						
Funding Assistance	Const Cost	OCDI C~	Funding.	Cradit/Studa	Student	
Credit:	Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Stude nt	Factor	Cost/SFDU
Clausents	6275	00	20.440/	642.062	0.224	64.467
Elementary Middle	\$375	90	38.11%	\$12,862	0.324	\$4,167
Senior	\$0 \$375	0 130	0.00% 38.11%	\$0 \$18,579	0.118 0.120	\$0 \$2,229
Jenioi	73/3	130	JO.11/0	710,373	TOTAL	\$6,397
					TOTAL	70,337

School Impact Fee Calculation: Single Family Dwelling Unit Page 2

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$ 960,260.44
Current Capital Levy Rate/\$1000	\$1.29225
Annual Tax Payment	\$1,240.90
Years Amortized	10
Current Bond Interest Rate	3.48%

Present Value of Revenue Stream \$10,330

Impact Fee Summary - Single Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$47,045
Temporary Facility Cost	\$0
State SCFA Credit	(\$6,397)
Tax Payment Credit	(\$10,330)
Unfunded Need	\$30,318
50% Required Adjustment	\$15,1591

Single Family Impact Fee	\$15,159
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APPENDIX B.2

School Impact Fee Calculation: **Townhome Dwelling Unit** Northshore School District, 2024 CFP

School Site Acquisition Cost:	Site Size	Cost/Aoro	Facility Cino	Site	Student	Cost/TUDU
Acquisition cost.	Acreage	Cost/Acre	Facility Size	Cost/Student	Factor	Cost/THDU
Elementary	0	\$0	1	\$0	0.171	\$0
Middle	0	\$0	1	\$0	0.050	\$0
Senior	0	\$0	1	\$0	0.048	\$0
					TOTAL	\$0
School Construction	5 5 0			DI I	6	
Cost:	Sq. Ft. % Permanent	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/THDU
	remanent	ruemey cost	r delity 5120	cost, stauciit	ractor	C034, 11120
Elementary	94.55%	\$90,880,000	655	\$138,748	0.171	\$22,433
Middle	94.55%	\$0	-	\$0	0.050	\$0
Senior	94.55%	\$10,725,000	268	\$40,019	0.048	\$1,816
		, -, -,		, -,	TOTAL	\$24,249
Temporary Facility						
Cost:	Sq. Ft. %	Facility Cook	Fa ailite . Cina	Bldg.	Student	Cook/TUDU
	Temporary	Facility Cost	Facility Size	Cost/Student	Factor	Cost/THDU
Elementary	5.45%	\$0	25	\$0	0.171	\$0
Middle	5.45%	\$0	25	\$0	0.050	\$0
Senior	5.45%	\$0	25	\$0	0.048	\$0
					TOTAL	\$0
6 6						
State School Construction						
Funding Assistance	Const Cost	OSPI Sq.	Funding	Credit/Stude	Student	
Credit:	Allocation	Ft./Student	Assistance	nt	Factor	Cost/THDU
Elementary	\$375	90	38.11%	\$12,862	0.171	\$2,199
Middle	\$0	0	0.00%	\$0	0.050	\$0
Senior	\$375	130	38.11%	\$18,579	0.048	\$892
					TOTAL	\$3,091

School Impact Fee Calculation: **Townhome Dwelling Unit Page 2**

Tax Payment Credit Calculation:

Average SFR Assessed Value	\$ 960,260
Current Capital Levy Rate/\$1000	\$1.29225
Annual Tax Payment	\$1,241
Years Amortized	10
Current Bond Interest Rate	3.48%

Present Value of Revenue Stream \$10,330

Impact Fee Summary - Townhome Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$24,249
Temporary Facility Cost	\$0
State SCFA Credit	(\$3,091)
Tax Payment Credit	(\$10,330)
Unfunded Need	\$10,827
50% Required Adjustment	\$5,414

Townhome Impact Fee	\$5,414
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APPENDIX B.3

School Impact Fee Calculation: Multi-Family Dwelling Unit (Townhome, Apartment, Condo blend)

Northshore School District, 2024 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/SFDU
Elementary	0	\$0	1	\$0	0.071	\$0
Middle	0	\$0	1	\$0	0.027	\$0
Senior	0	\$0	1	\$0	0.034	\$0
					TOTAL	\$0
School Construction	Sq. Ft. %			Bldg.	Student	
Cost:	Permanent	Facility Cost	Facility Size	Cost/Student	Factor	Cost/MFDU
Elementary	94.55%	\$90,880,000	655	\$138,748	0.071	\$9,314
Middle	94.55%	\$0	-	\$0	0.027	\$0
Senior	94.55%	\$10,725,000	268	\$40,019	0.034	\$1,286
					TOTAL	\$10,601
Temporary Facility	Sq. Ft. %			Bldg.	Student	
Cost:	Temporary	Facility Cost	Facility Size	Cost/Student	Factor	Cost/MFDU
Elementany	5.45%	\$0	25	\$0	0.071	\$0
Elementary Middle	5.45%	\$0 \$0	25	\$0 \$0	0.071	\$0 \$0
Senior	5.45%	\$0 \$0	25	\$0 \$0	0.027	\$0 \$0
Sellioi	3.43/0	3 0	23	3 0	TOTAL	\$0 \$0
					TOTAL	, 10
State School						
Construction Funding	Const Cost	OSPI Sq.	Funding	Credit/Stude	Student	
Assistance Credit:	Allocation	Ft./Student	Assistance	nt	Factor	Cost/MFDU
Elementary	\$375	90	38.11%	\$12,862	0.071	\$913
Middle	\$373 \$0		0.00%	\$12,862		
	•	0		•	0.027	\$0 \$633
Senior	\$375	130	38.11%	\$18,579	0.034	\$632
					TOTAL	\$1,545

School Impact Fee Calculation: Multi-Family Dwelling Unit (Townhome, Apartment, Condo blend) Page 2

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$ 329,512
Current Capital Levy Rate/\$1000	\$1.29225
Annual Tax Payment	\$425.81
Years Amortized	10
Current Bond Interest Rate	3.48%
Present Value of Revenue Stream	\$3,545

Impact Fee Summary - Multi-Family Dwelling Unit:

Site Acquisition Cost	\$0
Permanent Facility Cost	\$10,601
Temporary Facility Cost	\$0
State SCFA Credit	(\$1,545)
Tax Payment Credit	(\$3,545)
Unfunded Need	\$5,511
50% Required Adjustment	\$2,755

Multi-Family Impact Fee	\$2,755
(Townhomes, Apts, Condos)	32,733

APPENDIX B.4

School Impact Fee Calculation: Multi-Family Dwelling Unit (Apartment, Condo blend)

Northshore School District, 2024 CFP

School Site Acquisition Cost:	Site Size Acreage	Cost/Acre	Facility Size	Site Cost/Student	Student Factor	Cost/MFDU
Elementary	0	\$0	1	\$0	0.0310	\$0
Middle	0	\$0	1	\$0	0.0150	\$0
Senior	0	\$0	1	\$0	0.0200	\$0
					TOTAL	\$0
School Construction	Sq. Ft. %			Bldg.	Student	
Cost:	Permanent	Facility Cost	Facility Size	Cost/Student	Factor	Cost/MFDU
Elementary	94.55%	\$90,880,000	655	\$138,748	0.0310	\$4,067
Middle	94.55%	\$0	-	\$0	0.0150	\$0
Senior	94.55%	\$10,725,000	268	\$40,019	0.0200	\$757
					TOTAL	\$4,824
Temporary Facility Cost:	Sq. Ft. % Temporary	Facility Cost	Facility Size	Bldg. Cost/Student	Student Factor	Cost/MFDU
Elementary	5.45%	\$0	25	\$0	0.0310	\$0
Middle	5.45%	\$0	0	\$0	0.0150	\$0
Senior	5.45%	\$0	25	\$0	0.0200	\$0
					TOTAL	\$0
State School Construction Funding	Const Cost	OCDI C~	Erradia -		Student	
Assistance Credit:	Const Cost Allocation	OSPI Sq. Ft./Student	Funding Assistance	Credit/Student		Cost/MFDU
Assistance create.	Allocation	. c., staaciit	Assistance	ci cary stadent	i actor	2034 WII DO
Elementary	\$375	90	38.11%	\$12,862	0.0310	\$399
Middle	\$0	0	0.00%	\$0	0.0150	\$0
Senior	\$375	130	38.11%	\$18,579	0.0200	\$372
					TOTAL	\$770

School Impact Fee Calculation: Multi-Family Dwelling Unit (Apartment, Condo blend) Page 2

Tax Payment Credit Calculation:

Average MFR Assessed Value	\$ 329,512
Current Capital Levy Rate/\$1000	\$1.29225
Annual Tax Payment	\$425.81
Years Amortized	10
Current Bond Interest Rate	3.48%

Present Value of Revenue Stream \$3,545

Impact Fee Summary - Multi-Family Dwelling Unit:

\$0
\$4,824
\$0
(\$770)
(\$3,545)

Unfunded Need \$508

50% Required Adjustment \$254

Multi-Family Impact Fee (Apts/Condos) \$254



Report to the City Council

Meeting Date: October 1, 2024

Agenda Item: First Reading of Ordinance No. 769, amending Chapter 21.37 WMC

pertaining to Off-street Parking Regulations: Grumbach

Staff Contact: Robert Grumbach

<u>Issue:</u> Shall the City Council pass First Reading of Ordinance No. 769,

amending Chapter 21.37 pertaining to Off-street Parking

Regulations?

Alternatives: 1) Pass First Reading of Ordinance No. 769, as presented;

2) Pass First Reading of Ordinance No. 769, as amended; or

3) Do not pass First Reading of Ordinance No. 769.

Recommended Motions: I MOVE TO PASS FIRST READING OF ORDINANCE NO. 769 RELATING

TO OFF-STREET PARKING REGULATIONS, AS PRESENTED

OR

I MOVE TO PASS FIRST READING OF ORDINANCE NO. 769 RELATING TO OFF-STREET PARKING REGULATIONS WITH THE FOLLOWING

AMENDMENTS:

State the proposed change

Staff Report

Agenda Item Number: 8.



CITY OF WOODINVILLE, WA

REPORT TO THE CITY COUNCIL

17301 133rd Avenue NE, Woodinville, WA 98072 www.ci.woodinville.wa.us

To: Honorable City Council Date: October 1, 2024

By: Robert Grumbach, AICP, Development Services Director

Subject: First Reading of Ordinance No. 769, amending Chapter 21.37 WMC pertaining to

Off-street Parking Regulations

ISSUE: Shall the City Council pass First Reading of Ordinance No. 769, amending Chapter 21.37 pertaining to Off-street Parking Regulations?

RECOMMENDATION: Pass First Reading of Ordinance No. 769.

BACKGROUND/DISCUSSION:

- 1. A study session to discuss the Planning Commission's recommendation was held on September 17, 2024. The following highlights the proposed changes to Chapter 21.37 WMC:
 - Changed from a "Net Floor Area" to a "Gross Floor Area" as the method for calculating off-street parking requirements. Additionally, the parking rates in Table 21.36.070 were evaluated and revised to reflect a gross floor area calculation.
 - Add new parking provisions for outdoor uses/ spaces with occupancy.
 - Add new middle housing parking standards (middle housing = minimum two housing units stacked/attached):
 - One off-street parking space per unit on lots smaller than 6,000 square feet; and
 - o Two off-street parking spaces per unit on lots larger than 6,000 square feet.
 - Moved the Accessory Dwelling Unit parking standard to Table 21.37.060.
 - Add new standards for athletic facilities involving tennis, pickleball and similar types of courts.
 - Add new parking standard for preschools and revise standard for daycare, so they are consistent with each other.
 - Add new parking lot design standards for residential development per the Growth Management Act.
 - o Garages and carports cannot be mandatory.
 - o Parking spaces may be enclosed or unenclosed.
 - o Tandem parking spaces must count towards meeting minimum parking standards at a rate of 20 lineal feet per space.
 - Legal existing parking lots with nonconforming gravel surfaces must be allowed to meet minimum parking standards with up to six parking spaces.
 - Parking spaces may not be required to exceed eight feet wide by 20 feet depth, except ADA stalls.
 - o Tree retention requirements cannot make a residential development infeasible.
 - Must allow the use of grass block pavers for parking surfaces.
 - Add new residential loading space requirement.
 - Revised parking modification provisions summarized as follows:
 - Deleting the frequent transit service parking reduction. This option is not used but transit services can still be accounted for in parking management techniques.
 - Keep the multiple-use shared parking provision, which allows parking reductions for secondary and so on tenants and land uses. The primary land use supplies parking at 100 percent of required parking.

- o Revise the parking reduction study provisions by:
 - ✓ Creating a more detailed approach for the optional multiple use share parking and setting a standard that the reduction cannot be less than the peak parking demand with a cap of a 40 percent reduction (current code allows a maximum 50 percent reduction although typical reduction requests are in the 20 to 35 percent range). This provision can be applied to developments with two or more uses.
 - ✓ Allowing a parking reduction based on predicted parking demand but capping the reduction at 25 percent. This is to allow for trip reduction measures that can lower the need for parking (e.g., transit, carpooling, other ride sharing options, etc.).
 - ✓ Revising the requirements for parking studies to include more specifics. This was further revised to incorporate more recent lessons learned. The proposed change includes adding definitions to help staff with terminology and adding a prohibition on using internal capture rates that are applicable to vehicle trips but not parking demand.
- Add information on how to prepare parking studies.
- Revised electric vehicle charging stations to be consistent with new Building Code requirements.
- 2. At the September 17 meeting, Council Members asked for additional information and consideration of the following:
 - Reduce the reduction allowance proposed in WMC 21.37.080(1)(b) (Optional Multiple Use Shared Parking) from 40 percent to 35 percent.

DISCUSSION: A couple of important considerations:

- It is anticipated that most parking reduction requests will be made under this provision.
- This provision has two standards that must be satisfied: (1) The parking reduction request <u>cannot be reduced below the highest peak hour parking demand</u>; and (2) Even if an analysis of the highest peak hour parking demand supports a larger reduction, the maximum reduction is 40 percent.

The primary reason applicants request parking reductions are costs and space. A parking space in a parking garage typically can carry a \$50,000 per stall price, and in a surface parking lot a \$5,000 per stall price. The average parking space occupies between 300 and 500 square feet of area (includes drive aisles). When considering these limitations, the purpose of a parking reduction is to promote a more efficient use of the parking supply as it is rare that a parking stall is occupied 24 hours.

The consequences of restricting the maximum reduction from 40 percent to 35 percent is difficult to fully predict due to consistency challenges in the methods used in parking studies over the years. With this said, a review of past approved parking reduction studies produced the following:

Harvest - Hotel: 8.2% reduction
Harvest - Retail: 44.5% reduction
Harvest - Derby: 4.6% reduction
Harvest - Alexan: 23.9% reduction
Red Hook Site: 50% reduction

Woodgate: 27% reduction Civic Campus: 37% reduction Woodin Creek: 12.5% reduction The Reserve Building: 22% reduction Woodinville Auto Center: 28% reduction

The available information indicates at least three important projects would likely not have happened with a 35% cap. It is also worth noting that the Harvest retail project

(44% reduction) has had land uses where the actual occupants have lower parking requirements than what was predicted in the parking study. This means the actual parking reduction is likely to be less than the 44% reduction approved.

It is also worth noting that the Woodgate project included a land use assumption that a significant percentage of the commercial floor area would be occupied by a daycare/preschool, which generates lower parking requirements than retail or restaurants. In the future, should the daycare/preschool space leave, the reduced cap could act as a significant constraint in leasing the space to another business, as the property owner will have less flexibility with the parking to adjust their parking management plan in a manner that could otherwise support a broader range of business uses in that space.

 Lowering parking standards as an incentive for Affordable Housing (staff interpreted affordable to mean housing restricted to household income at 80 percent Area Median Income or less).

DISCUSSION: As indicated above, the cost of parking can significantly affect the ability of developers to provide housing with income restrictions. The Planning Commission Recommendation/Ordinance No. 769 includes this provision for affordable units:

Affordable housing designated at 80% Area	Per the standards in this table, except required
Median Income or less and consistent with the	parking may be reduced by one stall for each on-
other provisions in WMC 3.43.050(7)	street parking space adjoining the site

Because of the challenges with transit agencies providing services to Woodinville, this provision attempts to strike a balance by offering an incentive to promote developers to build affordable housing units while recognizing transit serves may be inadequate to replace our dependency on cars.

The Growth Management Act (GMA) was amended to mandate certain restrictions on parking for affordable and senior housing for units near transit facilities and parking for middle housing (no income restrictions on the middle housing). This state mandate is included in Ordinance No. 769. In researching codes most jurisdictions appear to currently allow the following to support affordability:

- Reduced parking requirements for senior housing:
- Allow compact parking stalls (compact stalls require less space, which in turn can reduce costs)

In searching if jurisdictions have specific code provisions for affordable units, most appear to rely on the GMA requirement, but a few jurisdictions have the following provisions that are specific to affordable units:

- Bellevue authorizes an increase in compact stalls to account for 75% of the total required with affordable units (Woodinville does not allow compact stalls).
- Kenmore does not appear to have specific provisions for affordable housing but authorizes in its downtown and certain urban zones reduced parking (e.g., 0.5 parking stalls per dwelling), including no minimum parking requirements for senior housing developments.
- Bothell does not appear to have specific provisions for affordable housing but waives minimum parking requirements for middle housing on lots less than 6,000 square feet.

 Redmond and Kirkland did not appear to have any specific provisions for affordable housing,

RCW 36.70A.540 also contains provisions for jurisdictions who enact or expand affordable housing incentive programs that could include parking reductions. Currently, it is unclear what jurisdictions might implement such provisions, but there is an overall trend towards having minimum parking standards that do not overpark and reduce parking requirements where transit services may be more readily available.

ALTERNATIVES:

- 1) Pass First Reading of Ordinance No. 769, as presented:
- 2) Pass First Reading of Ordinance No. 769, as amended; or
- 3) Do not pass First Reading of Ordinance No. 769.

PROPOSED MOTIONS:

I MOVE TO PASS FIRST READING OF ORDINANCE NO. 769 RELATING TO OFF-STREET PARKING REGULATIONS, AS PRESENTED

OR

I MOVE TO PASS FIRST READING OF ORDINANCE NO. 769 RELATING TO OFF-STREET PARKING REGULATIONS WITH THE FOLLOWING AMENDMENTS:

State the proposed change

ATTACHMENTS:

1) Ordinance No. 769

ORDINANCE NO. 769

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON
AMENDING CHAPTER 21.37 OF THE WOODINVILLE MUNICIPAL CODE (WMC)
AND ORDINANCE NOS. 737, 766, TO REVISE MINIMUM OFF-STREET PARKING
REQUIREMENTS; AMEND PARKING REDUCTION PROVISIONS; AND AMEND
OTHER RELATED PROVISIONS FOR OFF-STREET PARKING

WHEREAS, the City of Woodinville is fully planning under Washington's Growth Management Act (GMA) pursuant to Chapter 36.70A RCW; and

WHEREAS, the City Council adopted Ordinance No. 737 on September 13, 2022, repealing, and adopting new chapters in the Unified Development Code (UDC) as part of the UDC Update Project; and

WHEREAS, future phases of the UDC Update Project included consideration of substantive changes to the Off-Street Parking provisions in Chapter 21.37 WMC, which were not included in Ordinance No. 737; and

WHEREAS, the State Legislature amended the GMA to require cities and counties fully planning under GMA to adopt certain parking requirements when near transit facilities; and

WHEREAS, the City Council adopted the Woodinville 2015 Comprehensive Plan by Ordinance No. 591, and amended by Ordinance Nos. 641, 646, 650, 651, 669, 689, 701, 704, 711, 716, 717, 724, 733, 741, 748, 761, 763 and 765; and

WHEREAS, the following comprehensive goals and policies support off-street parking:

- Policy ED 1.5.A. Improve access to retailers through traffic circulation improvements and parking strategies.
- Policy T-2.3. Encourage parking facilities to be designed to facilitate pedestrian access.

WHEREAS, after providing notice consistent with WMC 21.86.090, the Planning Commission held public hearings on April 26, and June 28, 2023, to receive public testimony on the proposal and voted to forward a recommendation to the City Council; and

WHEREAS, after the public hearing and Planning Commission action on a recommendation, modifications to the Planning Commission's recommendation were considered; and

WHEREAS, after providing notice consistent with WMC 21.86.090, the Planning Commission held a public hearing on a revised Planning Commission recommendation on June 26, 2024, and voted on the revised recommendation to the City Council; and

WHEREAS, pursuant to RCW 36.70A.106(3)(b), a notice of intent to adopt was transmitted to the Washington State Department of Commerce on February 28, 2023, (material ID# 2023-S-4824); and

WHEREAS, a State Environmental Policy Act (SEPA) threshold Determination of Nonsignificance (DNS) for the proposed code amendments was reissued on June 7, 2024, using the procedures set forth in WAC 197-11-340(2).

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

<u>Section 1.</u> Amend WMC 21.11A.170. Section 21.11A.170 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) and 766 § 6 are amended to read as follows (new text is shown by <u>underline</u>; deletions of text are shown by ((strikethrough))):

. . .

"Preschool" means an educational facility that focuses on pre-kindergarten early childhood education for children 36 months and older. (Also, see Educational Facilities definition in WMC 21.11B.060.)

. . .

<u>Section 2.</u> Amend WMC 21.11B.050. Section 21.11B.050 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are amended to read as follows (new text is shown by <u>underline</u>; deletions of text are shown by ((strikethrough))):

"Daycare facility" means facilities designed for the supervised nonmedical care for periods less than 24 consecutive hours of children and adults who are not related to the governing authority by marriage, blood, or adoption. "Daycare facilities" can include community centers offering daycare, child daycare centers, family daycare providers, extended day programs, full day programs, and part day programs. Facilities including childcare must be licensed by the State of Washington as required by RCW 43.216.255. This term does not include preschools or adult family homes.

. . .

Section 3. Amend WMC 21.37.040. Section 21.37.040 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are amended to read as follows (new text is shown by underline; deletions of text are shown by ((strikethrough))):

- (1) When a permit application is received for a shell building with unknown tenants, parking requirements shall be based on the range of likely possible uses as determined by the director. In determining the range of likely possible uses, the director may rely on recent economic trends, mixture of uses from recent projects, or other reasonable measurements.
- (2) Shell buildings designed for industrial, or warehousing shall include a minimum 20 percent of the gross floor area to be ((assumed as)) calculated as professional office space when calculating parking requirements.

Section 4. Amend WMC 21.37.050. Section 21.37.050 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are amended to read as follows (new text is shown by <u>underline</u>; deletions of text are shown by ((strikethrough))):

(1) No building or structure shall be approved for occupancy, or use of land allowed, unless adequate parking facilities are provided consistent with the requirements of this chapter.

- (2) All required parking spaces shall be made available and continuously maintained for the parking of residents, customers, patrons, and employees of the related uses.
- (3) It shall be the responsibility of the property owner to ensure that parking areas, drive aisles, and driveways <u>associated with their property</u> are continually maintained in good condition and free of refuse and debris. All required landscaping for parking facilities shall be kept in a healthy condition and properly maintained.
- (4) No business, or permanent display, or other non-parking activity may occur on any required parking space, except such activities may occur on parking spaces in excess of those required by this chapter.

<u>Section 5.</u> Repeal and readopt WMC 21.37.060. Section 21.37.060 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are repealed and readopted to read as follows:

21.37.060 Off-street parking requirements.

- (1) Minimum required. The minimum number of off-street parking spaces required for uses shall be provided in accordance with the corresponding off-street parking ratios set forth in Table 21.37.060.
- (2) Maximum allowed.
 - (a) The maximum number of parking spaces shall not exceed 110 percent of the minimum number of parking spaces required, except as provided in WMC 21.37.060(2)(b).
 - (b) Parking spaces provided inside of structured parking facilities/garages shall not count towards the maximum number of parking spaces if the entire area above the structured parking facility/garage has a building story as defined in the building codes approved for occupancy.
- (3) Unspecified parking. If a parking requirement for a use is not specified in this chapter, the director shall establish the minimum parking requirement using the most recent version of the Institute of Transportation Engineers Parking Generation Manual, or other professional sources approved by the director.
- (4) Calculations.
 - (a) Off-street parking ratios shall be based on the gross floor area measured as the definition prescribes in WMC 21.11A.070 to include the sum of area of each floor level expressed as square footage of a building including cellars, basements, mezzanines, occupiable penthouses, hallways and corridors, lobbies, storage, and other occupiable floor space that are within the principal outside face of exterior walls and have floor surfaces with clear standing head room of six feet, six inches, and greater.
 - (b) Outdoor areas used as floor space for commercial activity shall be included in the calculation for off-street parking as follows:
 - (i) The outdoor floor space is accessory to an indoor commercial use, and the following conditions are present:
 - (A) The outdoor floor space is covered, and the commercial use of the covered space is of a permanent nature as determined by the director; and
 - (B) The outdoor covered floor space may include temporary enclosures; and
 - (C) Permanent heating and/or cooling equipment is installed to condition the space; and
 - (D) The cover is not required to be of a solid shelter as pergolas, canopies, and similar coverings may be included as outdoor covered floor space; and
 - (E) Table umbrellas and similar temporary small coverings shall not be included as outdoor covered floor space; and

- (F) The first 250 square feet of outdoor covered floor space may be excluded from the calculations for off-street parking; or
- (ii) The outdoor floor space, whether covered or uncovered, serves as the primary floor space for the commercial establishment; and:
 - (A) The use of the outdoor floor space for commercial use is of a permanent nature as determined by the director; and
 - (B) The use is not expressly listed as an outdoor use (e.g., Outdoor Recreational Facilities/ Parks, Uncovered Storage Areas, Dealership Sales, etc.) in Table 21.37.060; and
 - (C) Only the floor area accessible to customers shall be counted in determining the outdoor gross floor area used for calculating off-street parking; or
- (iii) The director may waive the requirement for including outdoor areas in the off-street parking calculation if a parking study approved by the director demonstrates that the use of the outdoor area will not generate a demand for parking.
- (c) Parking garages and surface parking areas are excluded from calculating gross floor
- (d) If the formula for calculating off-street parking spaces results in a fraction, the number of off-street parking spaces shall be rounded to the nearest whole number with fractions of 0.50 and greater rounded up, and fractions below 0.50 rounded down.
- (5) Parking spaces on public and private streets shall not be used to meet minimum parking requirements. No development plans shall assume that excess vehicles can be parked on the streets.

Table 21.37.060 Minimum Parking Required

Use	Minimum Parking Required		
Residential Uses			
Single-family detached	2 stalls per dwelling		
Duplex and Townhouse			
Lot area less than 6,000 square feet	1 stall per dwelling		
Lot area 6,000 square feet and larger and having 2 bedrooms or less	1.33 stalls per dwelling		
Lot area 6,000 square feet and larger and having more than 2 bedrooms	2 stalls per dwelling		
Guest parking for duplexes and townhomes (minimum 4 dwellings on a lot)	1 stall per 4 dwellings, which may be satisfied with on- street parking adjoining the site		
Multifamily dwelling			
Senior (55+) – all	1 stall per dwelling		
Lot area less than 6,000 square feet	1 stall per dwelling		
Lot area 6,000 square feet and larger and having 2 bedrooms or less	1.33 stalls per dwelling		
Lot area 6,000 square feet and larger and having more than 2 bedrooms	1.5 stalls per dwelling		
Affordable housing designated at 80% Area Median Income or less and consistent with the other provisions in WMC 3.43.050(7)	Per the standards in this table, except required parking may be reduced by one stall for each on-street parking space adjoining the site		
Accessory Dwelling Unit	1 stall per dwelling		

Use	Minimum Parking Required		
Recreational/Entertainment	minimum r arking required		
Arts & Cultural Uses not listed	1 stall per 500 square feet		
Theater and Entertainment Facilities with fixed seating	0.2 stall per each fixed seat		
Theater and Entertainment Facilities without fixed seating	1 stall per 200 square feet		
Athletic facilities – racquet sports	1 stall per court; plus, 1 stall per 300 square feet of clubhouse facility		
Athletic facilities – fitness/health club	1 stall per 200 square feet		
Indoor Recreational Facilities not listed	1 stall per 300 square feet		
Outdoor Recreational Facilities/ Parks/Playfields	Per parking study		
General Sales, Office, & Services Uses			
Retail, Wholesale to the Public, and Personal Service	e Establishments		
2,000 square feet or less	1 stall per 750 square feet		
Over 2,000 square feet and less than 30,000 square feet	1 stall per 350 square feet		
30,000 square feet and over	1 stall per 500 square feet		
Professional Office	1 stall per 300 square feet		
Food & Grocery Stores	1 stall per 275 square feet		
Eating and Drinking Places			
No indoor seating	1 stall per 200 square feet		
With indoor seating	1 stall per 125 square feet		
Trade Contractors (excluding areas counted under outdoor storage areas)	1 stall per 550 square feet		
Tasting Rooms*	,		
750 square feet or less	1 stall per 200 square feet		
	1 stall per 100 square feet		
* Unless separated from other uses by a permanent height, the entire floor area shall be designated as ta barrier provided they do not open up the floor area of	sting room. Doors and windows may be included in the		
General Sales & Services not listed	1 stall per 350 square feet		
Education, public administration, healthcare, and	other institutional uses		
Public Administration	1 stall per 300 square feet		
Public Safety Facilities (e.g., police and fire)	Per parking study		
Essential Public Facilities – uses with occupancy	Per parking study		
Education			
Day Care/Preschool	1 stall per 440 square feet		
Elementary School (includes all associated enclosed spaces)	1 stall per 900 square feet		
Jr. High/ Middle School (includes all associated enclosed spaces)	1 stall per 1,500 square feet		
High School (includes all spaces)	1 stall per 625 square feet		

Han	Minimum Daukina Danninad		
Use	Minimum Parking Required		
Secondary School (includes all associated enclosed spaces excluding athletic facilities)	1 stall per 270 square feet		
Specialized Instruction Schools	1 stall per classroom; plus 1 stall per 2 students		
Health Care			
Hospital	1 stall per 450 square feet		
Medical/Dental Clinics/Office	1 stall per 300 square feet		
Long-term Care Facilities	0.4 stall per unit/ bed		
Veterinary	1 stall per 300 square feet		
Transportation Uses			
Auto and Vessel Service Centers	1 stall per 600 square feet		
Dealership Sales of Vehicles, Trucks, Vessels, and RVs	1 stall per 320 square feet of indoor area		
Heavy Equipment Service Centers	1 stall per 1,250 square feet		
Fuel Service Stations			
As a Primary Use with Service Bays and/ or Convenience Store	1 stall per 350 square feet of store; plus 1 stall per bay; plus 3 stalls per facility		
As an Accessory Use (No Service Bays or Convenience Store)	1 stall per facility		
Industrial/ Warehouse Uses			
Light Industrial	1 stall per 1,500 square feet		
Manufacturing/ Production, excluding Light Industrial	1 stall per 1,000 square feet		
Research & Development	1 stall per 400 square feet		
Warehousing, excluding accessory sales areas, which shall count under General Sales & Services	1 stall per 2,500 square feet		
Wholesale trade, excluding accessory sales areas, which shall count under General Sales & Services	1 stall per 1,250 square feet		
Uncovered Storage Areas	1 stall per 3,500 square feet (areas used for overnight storage shall not count towards the required number of parking stalls)		
Self-Service Storage	1 stall per 3,500 square feet of storage area (includes indoor and outdoor storage areas); plus 1 stall per 300 square feet of office		
Other Uses			
Temporary Lodging	1 stall per room		
Bed & Breakfast	1.1 stalls per room		
Religious Facilities, excluding areas for schools, which shall count under Education Uses	1 stall per 100 square feet		
Emergency Shelters	Per parking study		
Public Areas of Assembly not listed	1 stall per 50 square feet		
Funeral Services	1 stall per 75 square feet		
Cemetery	Per parking study		
Utility Facilities	Per parking study		

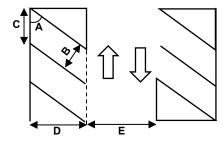
Use	Minimum Parking Required
Level 3 staffed Wireless Communication and Information Facilities (other wireless facilities do not require off-street parking)	Per parking study
Uses not identified in the table	See WMC 21.37.060(3)

<u>Section 6.</u> Repeal and readopt WMC 21.37.070. Section 21.37.070 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are repealed and readopted to read as follows:

21.37.070 Parking design standards.

- (1) Maximum Distance. Where off-street parking facilities are not abutting the use they serve, the maximum distance of parking facilities as measured from the center of the nearest building entrance shall be as follows:
 - (a) For commercial, industrial, and public uses, at least 25 percent of the required parking spaces shall be located within 500 feet;
 - (b) For detached single-family dwellings, parking spaces shall be located on the same lot as the dwelling they service;
 - (c) For dwellings that are not detached single-family, at least 25 percent of the required parking spaces shall be located within 100 feet; and
 - (d) For nonresidential uses permitted in a residential zone, parking spaces shall be located on the same lot as the use they serve and at least 25 percent of the required parking spaces shall be located within 150 feet.
- (2) Parking Lot Design. The minimum parking lot stall and aisle design standards are set forth in Figure 21.37.070(2)(a) and the corresponding dimensional standards in Tables 21.37.070(2)(b), 21.37.070(2)(c), and 21.37.070(2)(d) unless exempt pursuant to subsection (7) of this section.
 - (a) Figure 21.37.070(2)(a), Parking Lot Design Standards:

Figure 21.37.070(2)(a). Parking Lot Design Standards



(b) Residential Dimensional Standards for Parking. All parking stalls and aisles supporting residential uses shall comply with the dimension standards in Table 21.37.070(2)(b).

Table 21.37.070(2)(b): Residential Parking Lot Dimensional Standards

Α	ВС		D	E	
Parking Stell Wi		Curb Langth	Stall Depth	Aisle Width	
Angle	Stall Width	Curb Length	b Length Stan Depth	One-Way	Two-Way
0° (Parallel)	20 feet	20 feet	8 feet	12 feet	20 feet
45°	8 feet	11 ½ feet	19 feet	12 feet	20 feet
60°	8 feet	9 ½ feet	20 feet	18 feet	20 feet
90°	8 feet	8 feet	18 feet	24 feet	24 feet

⁽c) Nonresidential Dimensional Standards for Surface Parking. Parking stalls and aisles located within surface parking lots supporting nonresidential uses shall comply with the dimension standards in Table 21.37.070(2)(c).

Table 21.37.070(2)(c): Nonresidential Surface Parking Lot Dimensional Standards

Α	В	С	D	E	
Parking	Stall Width Curb Length	Stall Depth	Aisle Width		
Angle	Stall Width	Curb Length	Stall Depth	One-Way	Two-Way
0° (Parallel)	22.5 feet	22.5 feet	9 feet	12 feet	20 feet
45°	9 feet	12.5 feet	19 feet	12 feet	20 feet
60°	9 feet	11 feet	20.5 feet	18 feet	20 feet
90°	9 feet	9 feet	18 feet	24 feet	24 feet

⁽d) Nonresidential Dimensional Standards for Structured Parking. Parking stalls and aisles located within structured parking facilities supporting nonresidential uses shall comply with the dimension standards in Table 21.37.070(2)(d).

Table 21.37.070(2)(d): Nonresidential Structured Parking Lot Dimensional Standards

Α	В	С	D	E	
Parking	Stall Width Curb Len	Curb Longth	Stall Depth	Aisle Width	
Angle	Stall Width	Curb Length		One-Way	Two-Way
0° (Parallel)	22.5 feet	22.5 feet	8.5 feet	12 feet	20 feet
45°	8.5 feet	12 feet	19 feet	12 feet	20 feet
60°	8.5 feet	10 feet	20 feet	18 feet	20 feet
90°	8.5 feet	8.5 feet	18 feet	24 feet	24 feet

- (3) Width Measurement. The stall width of each parking space shall be measured from inside between the stall stripes, except the stall width of each nonresidential parking space may include up to two inches of width from each side of the stall's striping.
- (4) Columns. In structured parking facilities, structural columns may encroach up to six inches in a parking stall; provided, that placement does not interfere with door swing or maneuverability in and out of the stall.
- (5) Compact Stalls. Compact parking stalls are prohibited for satisfying parking requirements.
- (6) Tandem parking. The use of tandem or end-to-end parking spaces to satisfy parking requirements is prohibited, except residential developments may have tandem parking spaces authorized that are assigned to individual dwelling units.
- (7) Driveways. Within residential developments, driveways passing through required zoning setback areas may be used for parking when serving detached single-family dwellings but shall not be included for purposes of calculating the number of parking spaces.
- (8) Parking Construction Standards.
 - (a) All parking facilities shall be constructed with a dust-free and all-weather surface, except:
 - (i) Parking for residential only uses may use grass block pavers for a parking surface; or
 - (ii) Parking for residential only uses may have a gravel surface for up to six parking stalls, provided the stalls with the gravel surface are derive from existing parking that meet the definition of a nonconforming structure due in whole or in part to the gravel surface.
 - (b) Parking facilities shall be designed and constructed in accordance with the transportation infrastructure standards and specifications adopted pursuant to Chapter 12.09 WMC. This includes grading requirements set forth in Chapter 15.05 WMC and drainage requirements set forth in Chapter 13.05 WMC.
 - (c) Landscaping. Landscaping shall be provided for parking facilities pursuant to Chapter 21.36 WMC.
 - (d) Landscape Clearance Area. Any parking spaces abutting a landscaped area shall provide an additional 12 inches above the minimum stall width to provide a place to step other than in the landscaped area. The additional width shall be separated from the adjoining parking stall by a parking stall division stripe.
 - (e) Pedestrian circulation in accordance with WMC 21.37.130 shall be incorporated into the design of the parking facilities.
 - (f) Parking Lot Lighting. Adequate lighting shall be provided for the safety of traffic and pedestrian circulation on the site pursuant to WMC 21.33.190. Lighting shall be designed to minimize direct illumination of abutting properties and adjoining streets. The Director may waive the requirements for installment of lighting if it is determined to not be necessary for the safety of traffic and pedestrian circulation.
 - (g) Limits on Alley Access. Any alley that dead-ends may provide access to no more than eight off-street parking spaces, except for single-family and duplex developments, access is to no more than a total of eight dwelling units, excluding accessory dwelling units.
 - (h) Off-street parking and access shall be compliant with the Americans with Disabilities Act and designed using standards set forth in Washington State regulations for barrier-free accessible facilities (WAC 50-50-005).

<u>Section 7.</u> Repeal and readopt WMC 21.37.080. Section 21.37.080 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are repealed and readopted to read as follows:

21.37.080 Modifications to off-street parking requirements.

- (1) In accordance with the provisions prescribed by this section, the director may approve modifications to the required minimum number of off-street parking spaces set forth in WMC 21.37.060, provided only one of the following parking modifications may be utilized per site.
 - (a) Multiple use shared parking. Two or more tenants/uses may share parking stalls and reduce the total number of required parking spaces as follows:
 - (i) The use requiring the highest number of parking spaces under WMC 21.37.060 shall provide parking at 100 percent of the parking required for that use;
 - (ii) The use requiring the second highest number of parking spaces under WMC 21.37.060 shall provide parking at 85 percent of the parking required for that use;
 - (iii) The use requiring the third highest number of parking spaces under WMC 21.37.060 shall provide parking at 75 percent of the parking required for that use;
 - (iv) All other uses within the development shall provide parking at 65 percent of the parking required for each of the uses;
 - (v) Where multiple tenants have the same use category in Table 21.37.060 (e.g., Eating and Drinking Places), the parking requirements for each tenant shall be combined as a single use for purposes of applying WMC 21.37.080(1)(a) through (d); and
 - (vi) The director may require a covenant, written contract, or agreement to be recorded with King County Records for the sharing of parking. The form and content of the document must obtain approval from the director. The agreement shall be applicable to all relevant parties/ owners sharing the parking and shall not be modified or revoked without the expressed authorization of the director.
 - (b) Optional multiple use shared parking. The total number of required parking spaces may be reduced based on two or more tenants/uses sharing parking stalls based on a parking study prepared in accordance with WMC 21.44.080(3), provided the following are satisfied:
 - (i) Parking is provided in common facilities accessible to tenants/patrons of the uses sharing the parking;
 - (ii) The total number of parking spaces shall not be less than the highest peak hour parking demand of all uses sharing the parking;
 - (iii) Notwithstanding WMC 21.37.080(1)(b)(ii), in no case shall the total number of parking spaces be less than 60 percent of those required pursuant to WMC 21.37.060; and
 - (iv) The director may require a covenant, written contract, or agreement to be recorded with King County Records for the sharing of parking. The form and content of the document must obtain approval from the director. The agreement shall be applicable to all relevant parties/ owners sharing the parking and shall not be modified or revoked without the expressed authorization of the director.
 - (c) Predicted parking demand. The total number of required parking spaces may be reduced based on predicted parking demand determined by a parking study prepared in accordance with WMC 21.44.080(3), provided the following are satisfied:
 - The parking is not shared with other tenants or users, except to the extent parking stalls available outside of the hours of peak parking demands are contracted for daily carpool/transit services;
 - (ii) The total number of parking spaces shall not be less than 75 percent of those required pursuant to WMC 21.37.060; and
 - (iii) The director may require a covenant or an agreement to be recorded with King County Records to enforce any conditions that may be applied in granting a modification to the minimum required parking.

- (d) Residential parking reductions near transit. In accordance with RCW 36.70A.620, minimum parking space requirements for specified residential uses may be reduced pursuant to WMC 21.37.080(2)(a) through (d).
 - (i) For dwelling units that are affordable to very low-income or extremely low-income households as defined by RCW 36.70A.030, and that are located within one-quarter mile of a transit stop that receives transit service at least two times per hour for 12 or more hours per day, minimum parking requirements for one-bedroom and studio units are reduced to one parking space per one-bedroom unit and 0.75 space per studio unit. The director shall require the applicant/ property owner to record a covenant that prohibits the rental or sale of a unit subject to this parking reduction for any purpose other than providing for housing for very low-income or extremely low-income individuals.
 - (ii) For senior citizen households or housing units specifically for people with disabilities that are located within one-quarter mile of a transit stop that receives transit service at least four times per hour for 12 or more hours per day, minimum parking space requirements are eliminated for residents. The director shall require an applicant/ property owner to record a covenant that prohibits the rental or sale of a unit subject to this parking restriction for any purpose other than providing for senior citizen households or housing for people with disabilities.
 - (iii) For market rate multiple dwelling units that are located within one-quarter mile of a transit stop that receives transit service from at least one route that provides service at least four times per hour for 12 or more hours per day, minimum parking requirements for one-bedroom and studio dwelling units are modified to require one parking space per one-bedroom unit and 0.75 space per studio unit.
 - (iv) When utilizing parking space reductions for one-bedroom and/or studio dwelling units in WMC 21.37.080(1)(d)(i) through (iii), those dwelling units shall provide additional guest parking at one parking space per four dwelling units.
- (2) When a modification to the minimum required parking involves sharing parking between residential and nonresidential uses, only parking stalls satisfying the dimensional standards for nonresidential parking spaces may be utilized for shared parking. (See WMC 21.37.070(2)(c) and (d) for nonresidential dimensional standards).
- (3) Parking study.
 - (a) To be valid, parking studies must obtain approval from the director. The director may require the parking study to be prepared by a licensed professional traffic engineer and such studies shall be in a form and content approved by the director using the following guidance:
 - (i) Project description including project location, boundaries of the study area, and vicinity map;
 - (ii) Current and assumptions of proposed uses, including gross square footage of the space for each use;
 - (iii) Current and proposed parking inventory with drawings showing the conceptual layout and dimensions of the off-street parking facilities;
 - (iv) An analysis of the required minimum parking pursuant to WMC 21.37.060;
 - (v) A parking demand analysis, which should include, but is not limited to sources and assumptions, peak parking demand, time-of-day distribution of parking demand separated by uses, and day-of-week, and seasonal variations;
 - (vi) When a parking demand study involves conducting a parking occupancy data collection survey, the parking survey should be performed over multiple days and timeframes pre-approved by the director; and
 - (vii) The director may require other documentation or information as necessary to support the parking conditions used in a parking modification request.

- (b) In lieu of a survey collecting parking occupancy data, the director may approve using data from the most recent version of the Institute of Traffic Engineer Parking Generation Manual, or the Urban Land Institute's Shared Parking Manual, or other professional sources in preparing a parking demand study.
- (c) The use of internal capture rates, which describe the characteristics of trip generation between two or more land uses within a single development, shall not be considered in determining modifications to parking requirements; except this provision does not apply to the parking data from the most recent version of the Urban Land Institute Shared Parking manual when only this data is used exclusively in the parking demand study.
- (d) In determining allowances for modifications to the minimum parking requirements, the director may consider opportunities to reduce parking demand through the application of advanced parking management techniques prescribed in WMC 21.37.080(4).
- (e) The Director may require a parking study to be evaluated by an independent qualified professional selected by the City at the applicant's expense when the Director determines the independent evaluation to be necessary for reviewing a proposal
- (4) Parking management techniques. The following is a non-exhaustive list of possible implementation strategies for managing the supply of parking spaces and anticipated parking demand:
 - (a) Ride sharing (incentives for carpools, vanpooling, and other programs to encourage high occupancy vehicle travel);
 - (b) Transit use if transit stops are located within 660 feet of the closest point of occupiable buildings within the development;
 - (c) Alternative styles of transportation (encourage bicycles, motorcycles, walking, consider market rates for employee parking, promote off-peak trips, etc.);
 - (d) Efficient use of parking (supply a mix of short-term and long-term parking, cluster uses sharing parking, minimize reserved spaces, consider permits, etc.);
 - (e) Effective management of parking such as assigning administrative responsibilities for a program to a person or company, achieving consistency in policy and enforcement, undertaking periodic monitoring, filing update reports with the City, etc.;
 - (f) Other parking management techniques not listed and approved by the director
- (5) Terms and conditions. The following terms and conditions apply to this section.
 - (a) "Total parking demand" means the accumulation of vehicles parked at a given site at any associated point in time. This value should be the highest number of vehicles within the period of observation under what are considered normal conditions.
 - (b) "Peak period of parking demand" means the hour or hours of the day during which the highest total parking demand typically occurs within a development.
 - (c) The director may apply other terms to implement this section using professional sources such as the Institute of Transportation Engineer Parking Generation Manual.

<u>Section 8.</u> Amend WMC 21.37.100. Section 21.37.100 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are amended to read as follows (new text is shown by <u>underline</u>; deletions of text are shown by ((strikethrough))):

Loading areas may share designated parking spaces, so long as loading/unloading occurs when the use is closed for business and during which time parking is not needed or used.

(1) Every nonresidential building, excluding self-service storage facilities, and every building having 40 multiple dwelling units or more, shall provide loading spaces in accordance with the nonresidential indoor usable floor area square footage of buildings and/or number of dwelling units, and the corresponding number of nonresidential loading spaces in Table 21.37.100(1) and multiple dwelling unit load spaces in Table 21.37.100(2).

- (2) Each loading space shall be:
 - (a) A minimum of 10 feet wide, 30 feet long, and have an unobstructed vertical clearance of 14 feet, six inches, except loading spaces for multiple dwelling units may have minimum dimensions of nine feet wide, 18 feet long, and have an unobstructed vertical clearance of 10 feet;
 - (b) Constructed pursuant to the applicable provisions in WMC 21.37.070(6);
 - (c) Maintain the same as parking spaces;
 - (d) Located so that vehicles do not obstruct pedestrian or vehicle traffic movement or project into any roads or rights-of-way;
 - (e) Separated from required parking areas and signed as designated loading spaces; and
 - (f) The director may modify the provisions in WMC 21.37.100(2)(a), (b), (c), and (e) when application of the standards is not feasible due to site constraints. Modified standards must be of an adequate size and dimensions to accommodate vehicles loading and/or unloading in connection with the business conducted in such building as the loading space supports.
- (3) Loading spaces located within 100 feet of areas zoned residential shall be screened and operated as necessary to reduce noise and visual impacts.
- (4) Multistory self-service storage facilities shall provide two loading spaces, and single-story facilities one loading space, adjacent to each building entrance that provides common access to interior storage units. Each loading berth shall measure not less than 25 feet by 12 feet with an unobstructed vertical clearance of 14 feet six inches.

Table 21.37.100(1) Nonresidential Loading Spaces

Total Usable Floor Area Square Feet	Minimum Number of Loading Spaces Required		
0 – 9,999	None		
10,000 – 40,000	1		
40,001 – 70,000	2		
70,001 – 100,000	3		
100,001 – 140,000	4		
140,001 – 200,000	5		
200,001 – 260,000	6		
260,001 and for each additional 140,000 or fraction thereof	1 additional space		

Table 21.37.100(2) Multiple Dwelling Unit Loading Spaces

Total Multiple Dwelling Units	Minimum Number of Loading Spaces Required		
<u>0 – 39</u>	<u>None</u>		
<u>40 - 150</u>	<u>1</u>		
151 and for each additional 150 or fraction thereof	1 additional space		

(5) In buildings containing mixed residential and nonresidential uses, the number of multiple dwelling unit loading spaces may be reduced by a corresponding number of nonresidential loading spaces shared and available to the residential uses. For example, a mixed-use building with 20,000 square feet of nonresidential usable floor area and having 150 multiple dwelling units would be required to provide only one non-residential loading space for the

building. A mixed-use building having 20,000 square feet of nonresidential usable floor area and having 200 multiple dwelling units would be required to provide one nonresidential loading space plus one multiple dwelling unit loading space for the building.

<u>Section 9.</u> Amend WMC 21.37.140. Section 21.37.140 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are amended to read as follows (new text is shown by <u>underline</u>; deletions of text are shown by ((strikethrough))):

- (1) Electric vehicle charging infrastructure is permitted ((as an accessory use)) in all zones and is required to be provided pursuant to the state building code, WAC 51-50-0429. When electric vehicle charging infrastructure is not required, it is encouraged to be included with parking facilities.
- ((Parking spaces containing electric vehicle charging infrastructure shall be reserved for charging electric vehicles only.))
- (3) Spaces reserved for electric vehicle charging may be included in the minimum required parking spaces pursuant to other provisions of this chapter. ((Unless required otherwise by law, there is no minimum number of parking spaces required to be reserved for electric vehicle charging.))
- (4) The design and location of parking spaces reserved for electric vehicle charging shall at a minimum include the following:
 - (a) The space shall satisfy the dimensional requirements set forth in WMC 21.37.070;
 - (b) The space shall include posted signage indicating the following:
 - (i) The parking space is ((only)) for electrical vehicle charging ((purposes)), and the days and hours of availability if time limits or tow away provisions are applicable ((to be enforced)); and
 - (ii) Information on the charging station, identifying voltage and amperage levels and any time of use, fees, or safety information;
 - (c) ((A minimum of 10 percent of the spaces reserved for charging electric vehicles shall be designated and designed as accessible parking spaces; rounded to the next whole number with fractions of 0.50 and higher rounded up and fractions less than 0.50 rounded down;))
 - ((((d))) Charging infrastructure shall not be located so as to interfere with accessibility requirements of WAC 51-50-005;
 - (((e))) (d) ((Accessible)) Electric vehicle charging infrastructure for accessible parking spaces should be located in close proximity to the building or facility entrance and such parking spaces shall be connected to a barrier-free accessible route of travel.
- (5) Electric vehicle charging infrastructure shall be maintained in all respects and shall include signage containing contact information for reporting equipment not functioning or other problems encountered.
- (6) Where electrical vehicle charging infrastructure is installed, adequate site lighting shall exist <u>for such parking spaces</u>, unless charging is for daytime use only.
- (7) Electric vehicle charging infrastructure may be located ((en))to support on-street parking spaces subject to the City's Transportation Infrastructure Standards and Specifications as adopted in Chapter 12.09 WMC, and as approved by the Director.

<u>Section 10.</u> Amend WMC 21.41.020. Section 21.41.020 of the Woodinville Municipal Code and the corresponding portions of Ordinance No. 737 § 2 (Att. A) are amended to read as follows (new text is shown by underline; deletions of text are shown by ((strikethrough))):

This section applie	s additional	developmen	t criteria to	accessorv	dwelling	units.

. .

- (4) Special Development Standards.
 - (a) Accessory dwelling units shall comply with the development standards of the underlying zone where the accessory dwelling unit is located, except as modified by this section.
 - (b) The accessory dwelling unit may be fully contained within the primary dwelling, attached to the primary dwelling, attached to an accessory building, or detached.
 - (c) The accessory dwelling unit must have a gross floor area of at least 300 square feet and shall not have a gross floor area that exceeds the lesser of 1,200 square feet or 50 percent of the gross floor area of the primary dwelling.
 - (d) The accessory dwelling unit must have a similar outside architectural appearance as the primary dwelling.
 - (e) The main entrance to an accessory dwelling unit must be located in such a manner as to be unobtrusive from the same view of the building which encompasses the entrance to the primary dwelling.
 - (f) ((In addition to the parking requirements for other uses on the site, one off-street parking space is required for the accessory dwelling unit.
 - (g))) To encourage the development of housing units for people with disabilities, the Director may authorize in writing reasonable deviation from the stated requirements to install features that facilitate accessibility.

<u>Section 11.</u> Severability. Should any section, paragraph, sentence, clause, or phrase of this Ordinance be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, or phrase of this Ordinance.

<u>Section 12.</u> Effective date. This Ordinance concerning powers vested solely in the Council, it is not subject to referendum and shall become effective five (5) days after its passage and publication as required by law. The City Clerk is directed to publish a summary of this ordinance at the earliest possible publication date by publication of the ordinance title.

ADOPTED BY THE CITY COUNCIL AN THIS DAY OF, 2024.	ID SIGNED IN AUTHENTICATION OF ITS PASSAGE
ATTEST/AUTHENTICATED:	Mike Millman, Mayor
Katie Hanke, City Clerk	
APPROVED AS TO FORM: OFFICE OF THE CITY ATTORNEY	
Jeffrey Ganson, City Attorney	

PASSED BY THE CITY COUNCIL: PUBLISHED: EFFECTIVE DATE: ORDINANCE NO. 769