



Parks & Recreation Committee Agenda

May 9, 2024, 4:00 PM

SeaTac City Hall – City Council Chambers

Hybrid Meeting

Councilmembers:
Iris Guzmán, Chair
Mohamed Egal
Peter Kwon

A quorum of the Council may be present.

Staff Coordinator: Mary Tuttle, Parks & Recreation Director

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City's website <https://seatacwa.gov/seatvlive> and click the "live" channel 1 grey box.

| ITEM | TOPIC | PROCESS | WHO | TIME |
|------|--|----------------------|--|----------------------|
| 1 | Call to Order | | Chair | 4:00 |
| 2 | Roll Call of Committee Members | Take Attendance | Chair | 2 min. 4:00-4:02 |
| 3 | Minutes of April 11, 2024 | Approval of minutes. | Committee | 3 min. 4:02-4:05 |
| 4 | PUBLIC COMMENTS: The committee will hear in-person public comments and is also providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Providing written comments and registering for oral comments must be done by 2:00 PM the day of the meeting. Registration is required for remote comments and encouraged for in-person comments. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record. <ul style="list-style-type: none">• Instructions for providing remote oral public comments are located at the following link: Council Committee and Citizen Advisory Committee Virtual Meetings.• Submit email/text public comments to PRpubliccomment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website. | | Chair | 10 min. 4:05-4:15 |
| 5 | Human Services Update and Briefing | Information Only | Erin Bryant-Thomas, Human Services Manager | 20 min 4:15-4:35 |
| 6 | CRF23-13: Hotel/Motel Vouchers for USO Members | Review and Direction | Evan Maxim, CED Director | 20 min 4:35-4:55 |
| 7 | CRF23-18: Engagement & | Review and Direction | Evan Maxim, CED Director | 20 min 4:55-5:15 |

| | | | | |
|----|-------------------------|------------------|-------------|--------------------|
| | Services for Seniors | | | |
| 8 | Update on Current CRF's | Information Only | Mary Tuttle | 5 min 5:15-5:20 |
| 9 | Directors Update | Information Only | Mary Tuttle | 5 min 5:20-5:25 |
| 10 | Adjourn | | | 5:25 |



Parks and Recreation Committee Minutes

Thursday, April 11, 2024

4:00 PM

Hybrid Meeting
City Council Chambers

Commence: 4:04 PM

Adjourn: 4:28 PM

| Members: | Present | Excused | Unexcused |
|--------------------|-------------------------------------|--------------------------|--------------------------|
| Iris Guzmán, Chair | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mohamed Egal | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Peter Kwon | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other City Council Members Present:

Staff Present: Mary Tuttle, Parks & Recreation Director; Michael Fitzpatrick, Deputy Parks & Recreation Director; Gwen Rathe, Administrative Assistant III; Gwen Voelpel, Deputy City Manager; Nicole Jones, Recreation Manager

Others Present:

| | |
|---|--|
| 1. Call to Order | Meeting was called to order at 4:00 PM by Chair Iris Guzmán. |
| 2. Roll Call | Roll call was taken. See above. |
| 3. Approval of Minutes | Minutes from the March 14, 2024, meeting were approved as written. |
| 4. Public Comment | None |
| 5. SeaTac Des Moines Creek Park Trailhead – Design Contract Amendment | <p>Michael Fitzpatrick reviewed the recent project changes that require a design contract amendment. Changes include a vehicle access driveway, a paved multi-modal path from S. 200th Street into the new trailhead, widening 18th Avenue S. to the east and the addition of fully accessible playground equipment including a zipline.</p> <p>Original Design Contract: \$250,000 Amendment #1 – Critical Areas Report: \$8,130.50 Amendment #2 – 18th Ave S., Entry Drive, Playground expansion \$187,500. New Contract Total: \$445,630.50</p> |


| | |
|----------------------------|--|
| | <p>Staff is determining how to incorporate security cameras and additional lighting.</p> <p>Requesting a recommendation to be brought to the May 14, 2024 Regular Council Meeting. Michael will provide a presentation to the full City Council so everyone is updated on the project and changes.</p> <p>The Committee unanimously recommends that the topic be moved as an action item to the May 14, 2024 RCM.</p> |
| 6. Update on Current CRF's | <p>Updates were given on the following CRF's:</p> <ul style="list-style-type: none">• Youth Internships – Staff have a meeting with College and Career at Tyee and another internship program run through Highline Public Schools to better determine next steps. Staff want to identify overall number of youth who might be interested and what their desires might be with an internship program.• Senior Services – Director Maxim will be presenting at the May Parks & Recreation Committee meeting.• Defenders of Trees – The Urban Forrester position has been approved and we are looking forward to it being posted for recruitment by the end of this month. |
| 7. Directors Update | <p>Mary Tuttle gave an update:</p> <ul style="list-style-type: none">• Make Music Day, May 18 at Angle Lake Park. Looking for musical entertainers and artistic performers.• There were an estimated 375 participants at the Egg Hunt.• Deputy Director was successful in submitting a pre-application for a RCO grant to fund a mini-pitch at Riverton Heights Park. RCO will review the pre-application. An invitation from RCO to submit a full application is pending.• Working through a MOU with SCORE regarding 18th Ave. South, including a maintenance agreement.• Senior program is working with Food Innovation Network to provide multi-cultural meals to seniors on Tuesdays. The seniors are enjoying the meals.• The senior program survey in 2023 showed that seniors would like more recreation programs. Staff located a Zumba Gold instructor and have received positive feedback on the new class.• ACLAC has selected two artists for the public art pilot. One artist is an individual, and the other is a team of two artists. |
| | <p>The meeting was adjourned at 4:28 PM.</p> |

HUMAN SERVICES UPDATE

Parks & Recreation Committee

May 9, 2024



 King County



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED:

- INFORMATIONAL BRIEFING
- NO ACTION REQUESTED

STAFF RECOMMENDATION:

- NO RECOMMENDATION

NO ACTION REQUESTED:

REVIEWS TO DATE:

- P&R COMMITTEE MAY 9, 2024



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

To provide an update on the Human Services Division.

WHY IS THIS ISSUE IMPORTANT?

The Parks & Recreation Committee is due for an update on the current status of the Human Services Division, including:

1. Progress on the 2025/2026 Application Review Process.
2. Updates on the Human Services Strategic Plan.
3. Upcoming Funding Opportunities.



WHAT'S CHANGED SINCE March 14, 2024 MEETING

| March 14 th | May 9 th |
|---|--|
| Human Services Funding Collaborative (HSFC) Applications Closed on April 6 th | Staff reviewed all application submissions and conducted a due diligence check on 85 applications |
| Human Services increased outreach & offered Office Hours to over 15 CBO's | Over 7 CBO's that we met with applied for funds |
| HSFC Review Process Overview & Orientation occurred w/ CSAC on April 15 th | CSAC to utilize updated rating tool for application review beginning May 15 th <ul style="list-style-type: none">• Next CSAC meeting June 10th |
| Human Services Strategic Plan (HSSP) Closed & Offer made March 5 th | Offer Made to Siliana Consulting, LLC Work began April 1 st & Actively recruiting for Community Liaisons |



HUMAN SERVICES FUNDING COLLABORATIVE (HSFC)

2025/2026 HSFC Application Review Process

- **Received 85 Completed Applications**
- **Community Services Advisory Committee (CSAC)**
 - Review Panel of 6 Committee Members
 - Materials provided to Committee for review
 - Batch of 15 applications per month over a 6-month period
 - Facilitating deliberation and discussions at the CSAC's monthly meetings
- **Implemented Changes**
 - Conducting pre-screening and due diligence checks by Human Services staff
 - Providing orientation on raters' roles and addressing implicit biases
 - Utilizing a rating tool that all CSAC members use
 - Ensuring adherence to conflict-of-interest guidelines
 - Including 2-3 staff members as part of the rating team



HUMAN SERVICES STRATEGIC PLAN PROGRESS UPDATE

Siliana Consulting LLC. - Started on April 1, 2024

• Dynamic Team of Four

- Nyambura – Project Lead (Internal)
- Juana – Project Lead (External)
- Wanjiku – Project Analyst
- Anthony – Project Analyst

• Internal Engagements

- Communications Staff
- Parks & Rec Staff
- GIS Staff
- Other City of SeaTac Staff
- Council & Committee - TBA

• External Engagements

- Community Liaison Recruitment
 - Recruiting for 4 Community Liaisons
- Looking to partner with other City of SeaTac Summer Activities



JOIN OUR PROFESSIONAL COMMUNITY TEAM!

We are Recruiting!

★ Be a Voice for Your Community! ★

Are you passionate about making a difference right where you live? Do you believe that everyone deserves to have their voice heard? If you're nodding yes, then you're the hero we're looking for!

◆ Join Us as a Community Liaison!

Siliana Consulting, in collaboration with the City of SeaTac, is launching an exciting initiative to shape the future of human services in your community. We're searching for dedicated individuals to step into the role of Community Liaison for the Human Services Strategic Plan project. This is more than just a job—it's a chance to impact lives and make real changes.

What Will You Do?

Engage directly with your neighbors to understand their needs and aspirations.
Facilitate discussions that bring diverse voices to the table.
Work alongside city officials to translate community insights into actionable plans.

Why You?

You're a communicator: You know how to listen and engage in meaningful dialogue.
You're a networker: Connecting with people is your superpower.
You're a changemaker: You see the potential for improvement everywhere and have the motivation to make it happen.
You're a justice advocate: You want to ensure that every person is heard and valued in our community.

Perks of the Role:

Flexible part-time hours (10 hrs/month) that fit your lifestyle.
Competitive compensation (\$45/hr) because your efforts deserve recognition.
Training and support from our experienced team, so you're ready from day one.
Languages we love (but not required): Amharic, Somali, Arabic, Spanish, Tagalog, Vietnamese, Khmer, French. If you speak any of these, you're already ahead!

How to Apply:

Please scan and fill out the QR to fill out the application by **May 8th, 2024**

info@silianaconsultingllc.com
425-500-3004



Siliana Consulting LLC is committed to fostering a diverse and inclusive environment. We welcome applications from individuals of all backgrounds and do not discriminate based on age, race, sex, gender identity, religion, disability, or any other protected status.



UPCOMING FUNDING OPPORTUNITIES

- **CDBG Minor Home Repair Application**
 - Pre-Application due May 20th
- **FEMA Funding for Asylum Seekers**
 - \$340,900,000
- **State Funding for Asylum Seekers**
 - \$22,740,000

| STATE AGENCY | AMOUNT | DESCRIPTION |
|--------------|--------------|---|
| COMMERCE | \$5,000,000 | Grant to King County for costs provided to transitional and long-term housing for unsheltered and recently arrived individuals and families |
| | \$2,500,000 | Grant to Tukwila for costs incurred related to unsheltered, recently arrived individuals and families. Tukwila must contract with ORIA to provide tiered support services. |
| DSHS ORIA | \$1,000,000 | \$250,000 in FY 2024 and \$750,000 in FY 2025 provided solely for school districts that have seen a significant increase in McKinney Vento students seeking asylum with the opportunity to receive grants that provide additional education opportunities and family supports |
| | \$700,000 | Provided solely for members of the Sub-Saharan African community |
| | \$810,000 | Staff and Administrative costs at ORIA (2.5 FTEs) |
| | \$22,740,000 | Support Services for individuals newly arriving into the U.S. and WA who do not qualify for federal refugee resettlement services. Support services include but are not limited to housing assistance, food, transportation, childhood education services, education and employment supports, connection to legal services, and social services navigation. |

Source: [cox5950-S.EAMC-COF-H-3501.2.pdf \(wa.gov\)](https://www.wa.gov/programs/commdev/cdbgc/2024/05/01/2024-05-01-cdbgc-minor-home-repair-application)

Tentative Timeline

| DATES | ACTIVITIES |
|------------------------------|---------------------------------|
| March 25 – April 30, 2024 | Stakeholder Listening Sessions |
| May 1 - July 30, 2024 | Competitive Procurement Process |
| July 1, 2024 | Funding becomes available |
| August 1 – Sept. 30, 2024 | Contracts Executed |
| Oct. 1, 2024 – Dec. 30, 2024 | Contract Training and TA |
| February – April 2025 | Contract Monitoring |
| June 30, 2025 | Contracts End |



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED:

- INFORMATIONAL BRIEFING
- NO ACTION REQUESTED

STAFF RECOMMENDATION:

- NO RECOMMENDATION

NO ACTION REQUESTED:

REVIEWS TO DATE:

- P&R COMMITTEE MAY 9, 2024





MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: 5/9/2024
To: Parks and Recreation Committee
From: Evan Maxim, CED Director
Subject: CRF23-13: Hotel Vouchers for USO Members

Summary

Deputy Mayor Guzmán submitted CRF23-13, which would expand the existing hotel voucher system to provide hotel vouchers to United Service Organization (USO) and military members and their families. The existing hotel voucher program is primarily used to fund emergency shelter for people experiencing homelessness or for victims of domestic violence.

Based upon a preliminary analysis by SeaTac’s Legal Department, the hotel voucher program must meet Washington State Constitutional limits, which may prevent or significantly limit the proposed expansion.

Staff is seeking Parks and Recreation Committee direction on whether to proceed with expanding the program as proposed by CRF23-13.

Analysis

CRF23-13 (attached) indicates that the goal of the proposal is to support USO and active military members. At times, USO and active military members are delayed while using SEA airport and forced to stay overnight – paying for hotel rooms using their own money. The proposed CRF23-13 requests that staff evaluate expanding the current hotel voucher program, and possibly partnering with CBOs, to provide hotel vouchers to members of the USO and active military.

The existing hotel voucher program is intended to provide hotel nights for SeaTac residents who are experiencing homelessness and are in crisis or victims of domestic violence. Staff believes that expanding this program to include USO and active military (and their families) could be feasible from an operations standpoint, provided the program complied with the Washington State Constitution.

Article 8, Section 7 of the Washington State Constitution provides:

“No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation. (underline added)”

SeaTac’s Legal department has indicated that the program must be designed to focus on people who meet the Washington State Constitutional exception (poor and infirm). Because the proposed expansion is not designed to support the poor and infirm specifically, the proposed expansion may not be legal. At a minimum, providing hotel vouchers to USO and active military members and their families will require verification of income.

Income verification could be done by a partner Community Based Organization (CBO) or by City staff. The City recognizes this is a potentially problematic requirement (e.g. some people who otherwise would qualify could not provide proper documentation). It’s possible that the income verification could also create uncomfortable situations.

City staff have little information regarding the existing need for this program expansion. Consequently, if the City Council directs staff to proceed, staff recommends establishing a pilot program for two years, with a follow up report to Council to inform a decision on whether to make the program permanent.

Budget Significance

Based upon a preliminary review and estimated 20 hotel vouchers, staff anticipates that expanding the existing hotel voucher program will cost approximately \$7,130. Ongoing annual costs are estimated at approximately \$4,120 per year.

P&R Committee Direction

Provide guidance to staff on whether to proceed in establishing a USO and active military member hotel vouchers program.

Alternative(s)

Direct staff to halt further work on this item.

Packet Materials

- This memorandum
- CRF23-13
- PowerPoint presentation



COUNCIL REQUEST FORM (CRF)

Tracking Number (Executive Asst. to assign): 2023-13

Revision date: 3/15/22 LKE

CITY COUNCILMEMBER TO COMPLETE

Please click on the "Click here to enter text". This opens the text boxes which expand as you type.

- **Date of Request:** 10/17/2023
- **Desired Response Date:** 12/31/2023
Is this issue time sensitive; are there other timing factors to consider?
- **Title of Request:** Hotel/motel vouchers for USO members
- **Requestor:** Iris Guzmán

Click on one:

- Policy Operations

Choose one:

- Action (click one):** Proclamation Motion Resolution Ordinance
 Research
 Information
 Other (describe)

- **Issue**
A clear concise description of the issue(s) that need(s) to be addressed.
It has been brought to our attention that USO members waiting for flights out of SEA are unable to catch flights within a day or two. As a result, they are forced to stay overnight. If traveling with family members such as spouses, children and pets, staying at the airport isn't an option. Thus requiring them to pay out of pocket for any stays at our local hotels/motels. I'd like our Human Services Dept. to investigate hotel/motel vouchers for these emergency situations.

Background

Please detail all necessary information essential to the understanding of the problem statement and request.
This past summer, during a busy travel time for our military members, some who were moving to another state, were not able to get on flights in a timely manner. This resulted in their having to rent rooms in SeaTac out of their own pocket. Depending on where they stay and for how long, this can be very costly. Our active military members and their families deserve better.

- **Request**
What is being requested to assist in addressing the issue described? What specific scope of work would you like the City staff to address?
Ask the Human Services Manager to investigate funding and partner with local agencies to provide vouchers for these emergency situations.

- **Connection**
How is the work connected to a current or upcoming decision before the City Council?
Given we have several active military bases in Western Washington where a majority of active USO members fly out of SEA, this would align SeaTac's values of supporting our community (all members).

■ **Relationship to City Business or Proposed City Business/Services**

Describe how this will enhance what is already offered and/or what it will provide that is not currently available. This would fall into under the Human Services Dept. in providing services to those in need. This would also encourage USO members to stay in our area now and in the future.

Why is this the City's issue to address?

Active USO members serve our local community in multiple ways. It would behoove us to provide this emergency service on an as needed basis.

■ **Connection to Comprehensive Plan**

Choose all that apply.

- Introduction/Framework (community engagement)
- Land Use
- Housing & Human Services
- Transportation
- Capital Facilities
- Utilities
- Community Design
- Economic Vitality
- Environment
- Parks, Recreation & Open Space
- None Applicable

■ **Describe specifically how this request is connected to the Comprehensive Plan categories you checked above.**

[Click here to enter text.](#)

■ **Connection to Citywide Goals**

Choose one or more below

Promote Our Neighborhoods

Develop Urban Villages around light rail stations that promote programs and activities and maintain single-family neighborhoods to create a sense of place.

Build Effective & Accountable Government

Increase community trust through better community engagement, collaboration, and transparency.

Create & Preserve Housing

Ensure access for all to adequate, safe, and affordable housing, and basic human services.

Expand Green & Public Spaces

Enhance the community by maintaining and improving parks and community spaces.

Increase Connectivity & Safety

Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

None Applicable

- Explain how this request fits the City Goals checked above.**
 This will help increase safety and reduce noise, fires and resident complaints and concerns surrounding the use of illegal fireworks.
- Options** - describe proposed options for moving the idea or issue forward for the body to consider.
 Look to other cities who have passed similar modifications.
- Supporting Documentation** - are there documents that support your request or that should be considered?
 Attached are two supporting forms. The first is a post-season report from the Tukwila Police and Fire Depts. The second is city of Tukwila's ordinance modifying their fireworks ban.

Email this form to the Executive Assistant

The Executive Assistant will email acknowledgement of receipt and begin the process with the City Manager who is responsible for assigning the Council Request to the appropriate staff.

COUNCIL REQUEST WORK FLOW (staff to complete)

Updated form inserted here 10/17/23. LKE

The following sections will be completed by staff. CRF's will be managed in Teams.

Section 2: Executive Assistant – Acknowledgement

ACTION: Executive Assistant

- Enter CRF on the status report
 - Assign a tracking number
 - Save the CRF in the **Leadership Team on Teams**
 - Email receipt of CRF to Council requestor with the CRF tracking number
 - Share the CRF from Teams to the City Manager for department head(s) assignment

Section 3: City Manager – Review and Staff Assignment

ACTION: City Manager

Enter date received: 10/20/20223

Enter Department Head(s) assigned and due date: CED, 11/17/2023

Share CRF to assigned Department Head(s); copy Executive Assistant; copy Deputy City Manager for PW, PCPS, and CED

**Section 4: Preliminary Response
 Department Head - answer each question**

Enter estimated time needed to complete the request (in hours):

Initial Program Setup:

- Additional investigation related to the need: 10 hours
- Council Committee briefing & direction (2 meetings): 10 hours
- Budget amendment (if needed): 10 hours
- Securing hotel vouchers: 5 hours
- Coordination with USO at Airport (if needed): 10 hours

- Community Outreach / Communications Plan: 10 hours
- Workstation Manual 5 hours
- **Total** **60 hours**

Program Operation:

- Coordination with USO at Airport (if needed): 1 hour per event
- Providing vouchers to CSO (estimate): 1 hours per event
- **Total** **2 hours per event**

Enter estimated completion date based on current workload:

Assuming P&R committee confirmation on direction in Q1 2024, initial program setup estimated in Q2 of 2024.

What is the estimated budget impact/cost?

Initial Program Setup (first year):

- Staff costs for setup (60 hours): \$3,540
- Voucher costs (estimated 20 vouchers / year): \$2,000
- Staff costs for implementation (30 hours): \$1,590
- **Total:** **\$7,130**

Program Operation (annually)

- Staff costs (40 hours): \$2,120
- Voucher costs: \$2,000
- **Total:** **\$4,120**

Department Head(s) Comments (optional):

The Human Services division does not have information around the community need related to USO services members needing hotel vouchers due to missed or delayed flights. The estimated 20 vouchers per year is based upon an initial estimate, that would be refined through additional communication with military bases, presuming the City Council directs staff to proceed with this program.

Additionally, staff recommends establishing this USO hotel voucher program as a 2-year pilot program, which will allow the City to gather additional data and information that could be used by the City Council to inform a decision on whether to implement a permanent program.

When complete, send an email to the City Manager by the due date; copy Executive Assistant, and copy Deputy City Manager for PW, PCPS, and CED

Section 5: Determination and Action

ACTION: City Manager

Review Department Head preliminary response/estimates and select a box below in accordance with the Council Administrative Procedures:

- Minor Less than one hour
- Minor but Council referral/approval requested due to nature of request
- Significant More than one hour, but less than three hours
- Significant but Council referral/approval requested due to nature of request

- Major More than three hours. **Council referral to Council Committee P&R**
- Major More than three hours. Approval to proceed. Council Committee not applicable
- Item is on the automatic referral list (exhibit B of the Council Administrative Policies and Procedures). Select Council Committee or CSS: Click here to enter text.
- No Action Required – Work already in progress or in workplan.

Notify/share with Executive Assistant.

Section 6: Routing based on Category Determination

ACTION: Executive Assistant

Choose one of the four below based on category assigned in Section 5 above:

1. No Council Referral/Approval Required - Minor and Significant

- Share CRF with Department Head(s) to complete the final response in Step 8. Copy the City Council, City Manager and DCM for PW, PCPS, and CED.

2. Council Referral/Approval Required - Major or Minor/Significant

- Add referral to City Manager’s Council Meeting Notes for next Regular Council Meeting
- Send the updated CRF to City Council 1/12/24

3. Automatic Referral

- Send the CRF to the City Council
- Update the status report
- Notify the appropriate council committee coordinator

4. No Action Required-Work already in progress or in workplan

- Send the CRF to the City Council noting response in section 4
- Update the status report
- Notify appropriate staff to track progress on the status report

Section 7: Following the Council Action at the RCM

ACTION: Executive Assistant

Check the Council Actions posted by the City Clerk following the RCM.

Choose an option below:

Council Referral

- RCM date:** Click here to enter text.
- Enter Council Committee:** Click here to enter text.
- Update the CRF and status report
- Notify responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED

- Email updated CRF to City Council
- Coordinator will track milestones to resolution on the status report in Teams

OR

Approval to proceed when Council Committee referral is not applicable.

- Enter RCM Meeting approval date: [Click here to enter text.](#)
- Update the CRF and status report
- Email responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED
- Email updated CRF to City Council
- Coordinator will track milestones to resolution on the status report in Teams

If Council did **NOT approve referral to Committee or Approval to Proceed:**

- Mark as closed on CRF and status report
- Email the Department Head(s) assigned; copy Deputy City Manager for PW, PCPS, and CED
- Email updated CRF to City Council

SECTION 8 Final response

This section is **only** used for: Minor and Significant, or Major Approval to Proceed without referral to Council Committee – reference step 6 above.

ACTION: Department Head

Response date: [Click here to enter text.](#)

Actual time spent: [Click here to enter text.](#)

Insert response here:

When final response completed, notify City Manager, Executive Assistant and copy Deputy City Manager for PW, PCPS, and CED.

ACTION: City Manager

- If response is satisfactory, notify Executive Assistant by email.

OR

If response requires editing, notify Department Head(s) for edits, copy Executive Assistant, copy Deputy City Manager for PW, PCPS, and CED. Once response edited satisfactorily, notify Executive Assistant.

ACTION: Executive Assistant

- Email updated CRF to City Council
- Update the status report

CRF23-13: Hotel Vouchers / USO

Parks & Recreation Committee

May 9, 2024



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

CRF 23-13 requests that the City evaluate expanding the existing hotel voucher program to provide hotel vouchers to members of United Service Organizations (USO) and active military members and families. City staff is seeking Parks & Recreation Committee direction.

WHY IS THIS ISSUE IMPORTANT?

1. Deputy Mayor Iris Guzmán has submitted a Council Request Form (CRF) on this subject.
2. USO members are sometimes forced to stay overnight while waiting for flights from SEA. The CRF notes that USO and active military members and their families deserve support from the community.
3. SeaTac currently administers a hotel voucher program, which provides for an overnight hotel stay for people in crisis. Staff understands that the proposed CRF 23-13 would expand this program to USO and active military members.
4. Article 8, Section 7 of the Washington State Constitution establishes limits on the use of City funds.

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED:

- Provide guidance to staff on establishing a USO and active military member hotel vouchers program.
 - It is possible the proposed expansion may not meet legal requirements.

ALTERNATIVE:

- Direct staff to halt further work on this item.

STAFF RECOMMENDATION:

- Staff are concerned that the income verification process may be challenging.
- Staff recommends establishing a 2-year pilot program to gather additional data and information.

REVIEWS TO DATE:

- RCM: 1/12/2024
- P&R: 5/9/2024 (tonight)

CRF2023-13: USO MEMBER HOTEL VOUCHERS

OVERVIEW

- USO and active military members waiting for flights out of SEA are sometimes unable to catch flights, which requires the rental of hotel rooms by the USO / military members. Staff understands that the proposed CRF23-13 would establish a hotel voucher program for USO and active military members and their families.
- Staff estimate that creating a pilot program for USO and active military members will require approximately **60 hours**.
 - If events at the airport are desirable, an additional **2 hours / event** will be required.
- Staff anticipates the following costs (time & hard costs) to provide **20 vouchers/year**:
 - Initial program set up: **\$7,130**
 - Annual operation: **\$4,120**



GIFTING OF PUBLIC FUNDS

ARTICLE 8, SECTION 7 – WASHINGTON STATE CONSTITUTION

- “No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation. (underline added)”
- Hotel vouchers purchased by the City may only be used by people who are poor and / or infirm.
 - The current hotel voucher program is used to help people who are experiencing homelessness and / or are victims of abuse or domestic violence.
- SeaTac’s Legal department has indicated that the program expansion must focus on people who meet the Constitutional exception (poor and infirm).
- At a minimum, confirmation of income status of USO and active military members will be required prior to providing hotel vouchers



PILOT PROGRAM

POSSIBLE 2-YEAR PILOT PROGRAM

- Staff recommends establishing the program as a 2-year pilot program
 - Determine whether 20 vouchers per year is sufficient
 - Identify / address operational challenges
 - Confirm cost assumptions
- Next steps
 - Establish necessary protocol / paperwork to verify income
 - Possibly identify a partner CBO to administer the program
 - Acquire additional hotel vouchers
 - Partner with USO and SEA to advertise the program



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED:

- Provide guidance to staff on establishing a USO and active military member hotel vouchers program.
 - It is possible the proposed expansion may not meet legal requirements.

ALTERNATIVE:

- Direct staff to halt further work on this item.

STAFF RECOMMENDATION:

- Staff are concerned that the income verification process may be challenging.
- Staff recommends establishing a 2-year pilot program to gather additional data and information.

REVIEWS TO DATE:

- RCM: 1/12/2024
- P&R: 5/9/2024 (tonight)



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: 5/9/2024
To: Parks and Recreation (P&R) Committee
From: Evan Maxim, CED Director
Subject: CSF23-18: Expansion of Senior Services

Summary

CRF23-18 proposed the expansion of senior services to provide companionship, assistance completing forms / documents, transportation, and mental health support. Staff recommends evaluating the expansion of services as part of the Human Services Strategic Plan. Alternatively, staff is seeking direction to establish a pilot program to do this work. If a pilot program is selected, staff will require additional funding.

Analysis

The City currently supports several senior programs, including senior recreation programs and senior human service programs. These programs are summarized in the Department Head response to CRF23-18.

The City has hired a consultant, Siliana, to complete a Human Services Strategic Plan (HSSP). The HSSP will include a community needs assessment and stakeholder engagement. Once complete, the HSSP will guide the City Council in making decisions on funding services. Stakeholder engagement normally will include surveys, interviews and focus groups with seniors, their families, and caregivers. CED staff recommend that the City Council direct the City to evaluate expanding senior services as a component of the HSSP. This approach allows for a full evaluation of service needs, vetting of a consultant, and development of service delivery.

As an alternative, staff could develop a pilot program with a service provider to implement the support services as a pilot program in selected senior housing complexes or communities to test their effectiveness. Staff's initial thoughts are that the pilot program would entail funding to a service provider to support a 0.5 FTE (i.e. case manager) to be staffed by one of our CBO's to provide the supports described in this CRF. This case manager could hold a SeaTac specific caseload of about 50 people. Based upon the pilot program's findings, staff would work with the service provider to make any necessary adjustments based on feedback from participants and stakeholders following the completion of the pilot program.

Budget Significance

If the City Council directs staff to proceed with a pilot program, staff will need to work with a service provider to develop a budget and request a budget amendment. At present, staff anticipates that the budget amendment would be incorporated into the September 2024 budget amendment package.

P&R Committee Direction

Direct staff to evaluate the expansion of senior services in the Human Services Strategic Plan (HSSP).

Alternative(s)

- Provide guidance to staff to develop a pilot program and proceed in expanding senior services by contracting with partner Community Based Organizations (CBOs).
- Direct staff to halt further work on this item.

Packet Materials

- This memorandum
- CRF2023-18
- PowerPoint Presentation



COUNCIL REQUEST FORM (CRF)

Tracking Number (Executive Asst. to assign): 2023-17

Revision Date 6/28/23 LKE

Section 1: Councilmember to complete.

If this item is on the list of automatically referred topics (exhibit B of the Council Administrative Policies and Procedures):

<https://www.seatacwa.gov/home/showpublisheddocument/34911/638181157487800000> please list corresponding Council Committee or Council Study Session: Click here to enter text.

Please click on the "Click here to enter text". This opens the text boxes which expand as you type.

Date of Request: December 21, 2023

Desired Response Date: April 30, 2024

Is this issue time sensitive; are there other timing factors to consider?

Title of Request: Social Enrichment and meals for Seniors (outside of Senior Center)

Requestor: Iris Guzmán, MSW

Click on one:

- Policy Operations

Click one:

- Proclamation – In accordance with section 6. (L) of the Council Administrative Policies and Procedures: Attach a copy of the proposed proclamation and desired Council Meeting date.
- Proposed proclamation attached (Councilmember to provide)
- Desired RCM date: Click here to enter text.
- Executive Assistant forwarded CRF and attachment to City Clerk for processing.
- STOP** (the City Clerk will take it from here)

Action (click one): Motion Resolution Ordinance

Research

Information

Other (describe)

Issue

A clear concise description of the issue(s) that need(s) to be addressed.

Aging seniors in their homes and senior housing lacking transportation, support systems (family, friends, etc), and unable to leave their homes due to mobility and safety issues due to past trauma. There is a need for companionship and support on filling out forms and connecting to resources.

Background

Please detail all necessary information essential to the understanding of the problem statement and request.

Currently, we have a senior center that provides activities and meals for those who are social and mobile. This excludes those who aren't independent or able to get themselves to the center. Many senior housing complexes is located in an area (i.e. S 200th and International Blvd S) that is not safe for many of our residents and especially our seniors.

Request

What is being requested to assist in addressing the issue described? What specific scope of work would you like the City staff to address?

Support services at senior housing apartments that work one on one with those who are in most need. This includes seniors who are home bound, who need help completing documents and forms, who need transportation to appointments (help schedule ACCESS and other free rides), Meals on Wheels that are culturally responsive and nutritious. Home visitors to spend time with seniors who are lonely; mental health support.

Connection

How is the work connected to a current or upcoming decision before the City Council?

Help our seniors age with dignity in their own homes.

Relationship to City Business or Proposed City Business/Services

Describe how this will enhance what is already offered and/or what it will provide that is not currently available.

[Click here to enter text.](#)

Why is this the City's issue to address?

With our aging population, it is imperative we support our seniors during their time of need. This will allow them to age in place healthy and connected to the larger community. This will reduce mental and physical health issues that will cost more in the long-term.

Connection to Comprehensive Plan

Choose all that apply.

- Introduction/Framework (community engagement)
- Land Use
- Housing & Human Services
- Transportation
- Capital Facilities
- Utilities
- Community Design
- Economic Vitality
- Environment
- Parks, Recreation & Open Space
- None Applicable

Describe specifically how this request is connected to the Comprehensive Plan categories you checked above.

[Click here to enter text.](#)

Connection to Citywide Goals

Choose one or more below

Promote Our Neighborhoods

Develop Urban Villages around light rail stations that promote programs and activities and maintain single-family neighborhoods to create a sense of place.

Build Effective & Accountable Government

Increase community trust through better community engagement, collaboration, and transparency.

Create & Preserve Housing

Ensure access for all to adequate, safe, and affordable housing, and basic human services.

Expand Green & Public Spaces

Enhance the community by maintaining and improving parks and community spaces.

Increase Connectivity & Safety

Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

None Applicable

Explain how this request fits the City Goals checked above.

This will expand on the services seniors receive at the Senior Center in north SeaTac. This will bridge the gap as our population ages and lives longer.

Options - describe proposed options for moving the idea or issue forward for the body to consider.

Click here to enter text.

Supporting Documentation - are there documents that support your request or that should be considered?

Click here to enter text.

Email this form to the Executive Assistant

The Executive Assistant will email acknowledgement of receipt and begin the process with the City Manager who is responsible for assigning the Council Request to the appropriate staff.

The following sections will be completed by staff. CRF's will be managed in Teams.

Section 2: Executive Assistant – Acknowledgement

ACTION: Executive Assistant

- Enter CRF on the status report
- Assign a tracking number
- Save the CRF in the **Leadership Team on Teams**
- Email receipt of CRF to Council requestor with the CRF tracking number
- Share the CRF from Teams to the City Manager for department head(s) assignment

Section 3: City Manager – Review and Staff Assignment

ACTION: City Manager

Enter date received: 01/12/2024

Enter Department Head(s) assigned and due date: Mary Tuttle, Parks, due 01/26/2024: **Evan Maxim CED, due 02/202024**

Share CRF to assigned Department Head(s); copy Executive Assistant; copy Deputy City Manager for PW, PCPS, and CED

Section 4: Preliminary Response
Department Head - answer each question

Enter estimated time needed to complete the request (in hours): See Director Comments

Enter estimated completion date based on current workload: See Director Comments

What is the estimated budget impact/cost? See Director Comments

Department Head(s) Comments (optional):

Senior Recreation Programming – Activities for Seniors to keep them socially, emotionally and physically engaged.

Typical Senior Recreation Programs include consistent daytime programming at a community center, which is anchored by a lunch, a consistent array of trips and tours and occasional outreach activities provided inside locations where this population frequents. Examples of locations for occasional outreach include Senior Living facilities and places of worship.

A typical weekday inside a Senior Recreation Program:

Tue - Friday

9:45 - 11:15 am: Activities a la' carte (Fitness/ Wellness, Cultural or Arts, Enrichment, etc.)

11:30 – 12:30: Lunch

12:45 – 2:30 pm: Activities a la' carte (Fitness/ Wellness, Cultural or Arts, Enrichment, etc.)

Trips and Tours are usually offered 1-2 days/ week (ex: Mondays and/ or Fridays) and encompass outings which span the entire day.

During the pandemic, programs at the Community Center (CC) were cancelled. Senior Recreation Program staff responded to concerns over isolationism for senior program participants who were no longer able to attend the CC and began delivering Meals on Wheels. As social distancing continued, the MOW program began to identify more Seniors who qualified. SeaTac Senior Program staff continued to take on additional seniors who qualified for the MOW service.

Once the Senior Programs resumed at the SeaTac Community Center, Recreation staff began recruiting volunteers and continued to provide Meals on Wheels (MOW), as another provider was not identified who could step into the space. Usually MOW and connectivity transportation is provided by organizations focusing on social services, rather than recreation program staff. Current MOW service includes 200+ meals/ day (over 13,000/ year), and volunteers are not always reliable, causing Recreation Program staff to be pulled into delivering the meals.

Hyde Shuttle & Meals on Wheels

The request aligns to a greater degree with the work Human Services is doing, as it relates to the social services arena. A Senior Recreation Program does not provide 1:1 supports or mental health services, nor do they typically provide MOW, case management or actively connect seniors to transportation for help with grocery shopping, medical appointments, trips to the pharmacy, activities outside of those held at a Senior Center, etc.

A Senior Recreation Program should be primarily focused on preventing social isolation within groups of individuals, through the provision of group offerings. Examples include the Senior Meals, Trips, Tours, Classes, Dances, Game/Cards, etc. The Hyde Shuttle and Senior Shuttle (SeaTac staff) are both options to get Seniors to and from the Community Center.

While the Senior Program staff are connected with Sound Generations as a Meals on Wheels delivery and wellness check partners, services such as mental health support, assistance with filling out forms, senior home repair and 1:1 visitation are provided through other Sound Generations partners. Sound Generations partners with Senior Facilities and community partners in order to connect with the Senior Community.

In the ask, the CRF does reference culturally responsive food for Meals on Wheels. Meals on Wheels does provide this already, when requested by Seniors. Available options include vegetarian, vegan, halal, and kosher meals.

Sound Generations provides assistance with access through the Hyde Shuttle, which Seniors are able to use for those Seniors who do not drive for groceries, doctor visits, going to the pharmacy and bank, as well as getting to the SeaTac Community Center. The Hyde shuttle is based out of City Hall and can support transportation to different locations.

Existing Human Service programs for Seniors

There are several existing Human Service programs supported by the City of SeaTac that also provide services to senior residents.

- FD Cares (PSRFA) currently provides direct fall prevention, case management, and support to senior residents when contacted by a concerned community member or if called by the resident.
- The Community Service Officer (Denise Contreras) in Police also makes house calls to our elderly residents and partners with human services to provide services to senior residents in needs.
- Catholic Community Services, funded by our Human Services contracts, engage with seniors who are home bound and provide companionship and provide support to complete light housework, errands, and other activities.
- Multi-Service Center (MSC) provides support to senior residents who are completing documents. Human Services and Parks staff, along with the new social worker in Police can provide back up support on completing documents for our senior program.
- Finally, there are several countywide programs that also provide senior support, including Community Living Connections, Aging and Disability Services, etc.

Human Services Strategic Plan: Senior Support Services

Long-term, staff recommends that senior supportive services be incorporated into the work underway in developing the Human Services Strategic Plan and funded through the City's existing Human Services program funding. The City is in the process of selecting a consultant and anticipates the completion of the Human Services Strategic Plan (HSSP) in Fall / Winter of 2024. Human Service contracts identified through the HSSP would be implemented in 2025/2026.

Implementing the proposed support services for aging seniors into our Human Services portfolio requires careful planning and coordination. Staff recommends that SeaTac proceed with the current approach, which will include conducting a needs assessment and stakeholder engagement, particularly with those who are homebound or face mobility challenges. Stakeholder engagement normally will include surveys, interviews and focus groups with seniors, their families, and caregivers. The senior center recently conducted a survey, which may also provide some additional insight into senior resident needs.

Human Services and Recreation staff are working on a transition plan for the MOW wheels, to move it out of Recreation and manage it through the Human Services contracted programs. This will enable Senior Recreation Program staff to focus on providing additional high quality recreation based offerings, which was an ask by Seniors in the survey completed fall of 2023. Staff are anticipating this will be a slow transition, as a provider will need to be identified by Human Services staff and a communication plan will need to be developed so as to not startle seniors with the change.

A long-term approach to carry out this request would require the City to contract out the desired support services. The City should contract all of the support services to an established community-based organization with expertise in serving aging populations. This organization should have a proven track record, adequate resources, and cultural competence to deliver the services effectively.

The Human Services division would also need to work on service design and development. Many of the programs we fund provide some sort of service, but getting crystal clear on their process is critical to understanding eligibility, capacity and ability to actually meet the unique needs of this vulnerable population.

Senior Support Services: Pilot Program

As an alternative, staff could develop a pilot program with a service provider to implement the support services as a pilot program in selected senior housing complexes or communities to test their effectiveness. Staff's initial thoughts are that the pilot program would entail funding to a service provider to support a 0.5 FTE (i.e. case manager) to be staffed by one of our CBO's to provide the supports described in this CRF. This case manager could hold a SeaTac specific caseload of about 50 people. Based upon the pilot program's finding, staff would work with the service provider to make any necessary adjustments based on feedback from participants and stakeholders following the completion of the pilot program.

Staff does not currently have a clear sense of the existing need for this type of senior services; consequently, staff will work with the service provider to identify the appropriate contract dollar amount. To implement a pilot program, staff will need to clearly define roles and responsibilities, establish communication channels, and monitor the organization's performance to ensure adherence to contractual obligations.

Based upon current workload, the City anticipates that a pilot program could be implemented by the August / September of 2024. The proposed pilot program would be established outside of the normal human services contracting cycle as a sole source funding process. Presuming the contract is established in 2024, staff would propose that the duration of the pilot program would extend through the remainder of 2024 and the calendar year of 2025 (i.e. a duration of approximately 18 months) with an option to renew for 2026 based upon the pilot program's performance.

When complete, send an email to the City Manager by the due date; copy Executive Assistant, and copy Deputy City Manager for PW, PCPS, and CED

Section 5: Determination and Action

ACTION: City Manager

Review Department Head preliminary response/estimates and select a box below in accordance with the Council Administrative Procedures:

- Minor Less than one hour
- Minor but Council referral/approval requested due to nature of request
- Significant More than one hour, but less than three hours
- Significant but Council referral/approval requested due to nature of request
- Major More than three hours. Council referral to Council Committee **Refer to P&R Committee**

- Major More than three hours. Approval to proceed. Council Committee not applicable
- Item is on the automatic referral list (exhibit B of the Council Administrative Policies and Procedures). Select Council Committee or CSS: Click here to enter text.
- No Action Required – Work already in progress or in workplan.

Notify/share with Executive Assistant.

Section 6: Routing based on Category Determination

ACTION: Executive Assistant

Choose one of the four below based on category assigned in Section 5 above:

1. No Council Referral/Approval Required - Minor and Significant

- Share CRF with Department Head(s) to complete the final response in Step 8. Copy the City Council, City Manager and DCM for PW, PCPS, and CED.

2. Council Referral/Approval Required - Major or Minor/Significant

- Add referral to City Manager’s Council Meeting Notes for next Regular Council Meeting
- Send the updated CRF to City Council

3. Automatic Referral

- Send the CRF to the City Council
- Update the status report
- Notify the appropriate council committee coordinator

4. No Action Required-Work already in progress or in workplan

- Send the CRF to the City Council noting response in section 4
- Update the status report
- Notify appropriate staff to track progress on the status report

Section 7: Following the Council Action at the RCM

ACTION: Executive Assistant

Check the Council Actions posted by the City Clerk following the RCM.

Choose an option below:

Council Referral

- RCM date: Click here to enter text.
- Enter Council Committee: Click here to enter text.
- Update the CRF and status report
- Notify responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED
- Email updated CRF to City Council

Coordinator will track milestones to resolution on the status report in Teams

OR

Approval to proceed when Council Committee referral is not applicable.

Enter RCM Meeting approval date: [Click here to enter text.](#)

Update the CRF and status report

Email responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED

Email updated CRF to City Council

Coordinator will track milestones to resolution on the status report in Teams

If Council did **NOT approve referral to Committee or Approval to Proceed:**

Mark as closed on CRF and status report

Email the Department Head(s) assigned; copy Deputy City Manager for PW, PCPS, and CED

Email updated CRF to City Council

SECTION 8 Final response

This section is **only** used for: Minor and Significant, or Major Approval to Proceed without referral to Council Committee – reference step 6 above.

ACTION: Department Head

Response date: [Click here to enter text.](#)

Actual time spent: [Click here to enter text.](#)

Insert response here:

When final response completed, notify City Manager, Executive Assistant and copy Deputy City Manager for PW, PCPS, and CED.

ACTION: City Manager

If response is satisfactory, notify Executive Assistant by email.

OR

If response requires editing, notify Department Head(s) for edits, copy Executive Assistant, copy Deputy City Manager for PW, PCPS, and CED. Once response edited satisfactorily, notify Executive Assistant.

ACTION: Executive Assistant

Email updated CRF to City Council

Update the status report

CRF23-18: Senior Support Services Parks & Recreation Committee May 9, 2024



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

CRF 23-18 requests that the City evaluate working Community Based Organizations (CBOs) to provide in home senior support services. City staff is seeking Parks & Recreation Committee direction.

WHY IS THIS ISSUE IMPORTANT?

1. Deputy Mayor Iris Guzmán has submitted a Council Request Form (CRF) on this subject.
2. CRF23-18 would expand existing services to provide support to seniors that are homebound. Services would include companionship, assistance completing forms / documents, transportation, and mental health support.
3. SeaTac currently participates in a Meals on Wheels program. CED and Parks staff are currently working on modifying this program to be entirely a contracted service.
4. The update to the Meals on Wheels program provides an opportunity to expand services to include those described in CRF23-18.

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED:

- Direct staff to evaluate the expansion of senior services in the Human Services Strategic Plan (HSSP).

ALTERNATIVE:

- Provide guidance to staff to develop a pilot program and proceed in expanding senior services by contracting with partner Community Based Organizations (CBOs).
- Direct staff to halt further work on this item.

STAFF RECOMMENDATION:

- Direct staff to evaluate the expansion of senior services in the Human Services Strategic Plan.

REVIEWS TO DATE:

- RCM: 3/26/2024
- P&R: 5/9/2024 (tonight)

EXISTING RECREATION AND HUMAN SERVICE PROGRAMS FOR SENIORS (1 of 2)

OVERVIEW

- Senior Recreation programs
 - Array of trips and tours
 - Typically anchored by a meal / lunch
 - Occasional outreach activities (e.g. senior living facilities, places of worship)
- Meals on Wheels program
 - Significantly expanded during COVID, serving 200+ meals a day
 - Culturally responsive meal options available – including vegetarian, vegan, halal, and kosher meals.
 - During COVID, this program shifted to direct service with Recreation staff
 - Transitioning back to contracted service / volunteers.
- Hyde Shuttle
 - Provided in partnership with Sound Generations
 - Provides seniors who do not drive with access to groceries, doctor visits, going to the pharmacy and bank, and the SeaTac Community Center



EXISTING RECREATION AND HUMAN SERVICE PROGRAMS FOR SENIORS (2 of 2)

OVERVIEW

- Other SeaTac supported services:
 - FD Cares (PSRFA) currently provides direct fall prevention, case management, and support to senior residents.
 - The Community Service Officer in Police also makes house calls to our elderly residents and partners.
 - Catholic Community Services, engages with seniors who are home bound and provide companionship and provides support to complete light housework, errands, and other activities.
 - Multi-Service Center (MSC) provides support to senior residents who are completing documents.
 - There are several countywide programs that also provide senior support, including Community Living Connections, Aging and Disability Services, etc



CRF23-18: EXPANSION OF SENIOR SERVICES

STAFF RECOMMENDATION

- The proposed CRF23-18 would expand existing senior services provided by CBOs beyond the existing programs.
- Staff recommends that the expansion of senior services be evaluated as part of the Human Services Strategic Plan (HSSP), currently underway. This plan includes:
 - Needs assessment
 - Develop of services based upon community input
 - Implementation of a well thought out communication plan
- Unfortunately, this approach takes time and would not result in expanded services immediately



CRF23-18: EXPANSION OF SENIOR SERVICES

PILOT PROGRAM

- Alternatively, staff could work with a service provider to implement a program in select senior living facilities
- The pilot program would require paying for a case manager at a service provider, to provide the services described in the CRF
- Based upon an assumed 0.5FTE, the case manager could support approximately 50 people.
- The 18-month pilot program could inform a long-term approach
- Staff anticipates that the pilot program could be established by the Fall of 2024



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED:

- Direct staff to evaluate the expansion of senior services in the Human Services Strategic Plan (HSSP).

ALTERNATIVE:

- Provide guidance to staff to develop a pilot program and proceed in expanding senior services by contracting with partner Community Based Organizations (CBOs).
- Direct staff to halt further work on this item.

STAFF RECOMMENDATION:

- Direct staff to evaluate the expansion of senior services in the Human Services Strategic Plan.

REVIEWS TO DATE:

- RCM: 3/26/2024
- P&R: 5/9/2024 (tonight)