



**CITY OF KIRKLAND**  
Department of Parks & Community Services  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
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## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Lynn Zwaagstra, Director  
Michael Cogle, Deputy Director  
Leslie R. Miller, Human Services Administrator

**Date:** March 10, 2017

**Subject:** Establishing a Kirkland Human Services Commission

## RECOMMENDATION:

That the City Council review and provide direction to staff on a draft Ordinance establishing a Human Services Commission for the City of Kirkland. Final legislation will be brought forward for adoption at the Council's April 4, 2017 regular meeting. Council could also choose to adopt the Ordinance at the March 21, 2017 Council meeting if there are no questions or modifications.

## BACKGROUND:

During the 2017-2018 budget process the City Council approved funding to support the implementation of a new Kirkland Human Services Commission. The City Council also discussed formation of the Commission at its February 2017 retreat.

### Human Services Policies

The draft ordinance described below states that the Commission's work would initially be governed by adopted human services policies. Existing policies are somewhat dated, having been adopted in 1986 via Resolution R-3315 and subsequently amended in 1989 via Resolution R-3540 (**Attachment A**). Staff anticipates that one of the early tasks of the Commission would be to review and make recommendations on updating these policies.

Note that Resolution R-3315 also established the Human Services Advisory Committee (HSAC), which would need to be dissolved following establishment of the new Commission. The draft Ordinance also contains language to formally dissolve the advisory committee. Council provided policy direction at the February retreat that time served on the HSAC would not count towards term limits as a Commission member.

Work of the Commission would also be guided by the goals and policies identified in the recently-updated Human Services Element of Kirkland's Comprehensive Plan (**Attachment B**).

Staff have drafted legislation (**Attachment C**) which would formally establish the Commission. The draft legislation was reviewed by the Council Public Works, Parks, and Human Services Committee on March 9, 2017 and incorporates their comments and suggestions. The draft Ordinance includes the following provisions:

- Commission meetings would be open to the public and would be held monthly. *[Staff are proposing to hold the Commission’s regular meetings on the 4<sup>th</sup> Tuesday evening of each month.]*
- The Commission would be comprised of 8 members, one of whom would be a youth representative.
- Initial terms of commissioners would be staggered, with four members appointed for initial 4-year terms, three members appointed for initial 2-year terms, and the youth member also appointed for a 2-year term.
- Duties and powers proposed for the Commission detail its advisory role to the Council, City Manager, and City staff. Other Commission functions would include developing recommendations on funding priorities and policies; review of grant applications and providing recommendations for grant funding; and studying and providing recommendations on emerging and other human services issues as directed by the City Council.
- Other miscellaneous provisions included in the draft legislation relate to attendance, vacancies, and term limits consistent with City Council Policies and Procedures.
- The Commission would receive staff support from the Department of Parks and Community Services.

**Sample Commission Agenda Topics**

Based on the traditional work of the Kirkland’s Human Services Advisory Committee and a review of the work plans of human services commissions in nearby cities, the following potential calendar provides an indication of the topics and issues that a Kirkland commission might begin to address over a two-year period. Note that during even-numbered years the grant application and review process takes center stage.

**Sample Human Services Commission Meeting Agendas**

**2017**

<b>Initial meetings....</b>	<input type="checkbox"/> <u>Presentation</u> : Responsibilities of City Commissioners <input type="checkbox"/> <u>Presentation</u> : Introduction to Human Services at the City of Kirkland (Commission binder) <input type="checkbox"/> <u>Presentation</u> : CDBG 101 <input type="checkbox"/> <u>Presentation</u> : Introduction to Goal Areas supported by Human Services Grants <input type="checkbox"/> <u>Presentation</u> : Kirkland’s Human Services Policies <input type="checkbox"/> <u>Discussion</u> : What do you need and want to know? <input type="checkbox"/> <u>Action Item</u> : Formulate CDBG Recommendations for publication <input type="checkbox"/> <u>Action Item</u> : Develop and adopt Work Plan
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<b>Subsequent Meetings...</b>	<input type="checkbox"/> <u>Action item</u> : Hold Public Hearing for Use of CDBG Funds <input type="checkbox"/> <u>Presentations</u> : Quarter Reviews: Grant Funding Report <input type="checkbox"/> <u>Presentation</u> : Developing an Equity Lens · <u>Community Conversation</u> : Listening Forums <input type="checkbox"/> <u>Discussion</u> : Establishing Priority Areas for Funding <input type="checkbox"/> <u>Discussion</u> : Updating Kirkland's Human Services Policies
<b>Additional Meetings...</b>	<input type="checkbox"/> <u>Site Visits</u> to Service Provider(s) on periodic basis <input type="checkbox"/> <u>Joint Commission Meeting</u> with other cities (2-3 per year) <input type="checkbox"/> <u>Joint meeting</u> with City Council

**2018 (Budget Year)**

<b>January</b>	<input type="checkbox"/> <u>Action Item</u> : 2018 Work Plan <input type="checkbox"/> <u>Discussion</u> : RFP City of Kirkland Supplemental Language <input type="checkbox"/> <u>Discussion</u> : application rating tool <input type="checkbox"/> <u>Discussion</u> : Priorities for 2019-2020 Funding
	<input type="checkbox"/> <u>Site Visit</u>
<b>February</b>	<input type="checkbox"/> <u>Presentation</u> : 4 <sup>th</sup> Quarter, Demographic and Outcomes Report Review <input type="checkbox"/> <u>Action Item</u> : Finalize RFP City of Kirkland Supplemental Language
<b>March</b>	<input type="checkbox"/> <u>Action Item</u> : Finalize Grant Application Rating Tool <input type="checkbox"/> <u>Joint Commission Meeting</u>
<b>April</b>	<input type="checkbox"/> <u>Discussion</u> : Application Assignments <input type="checkbox"/> <u>Discussion</u> : Review and Score an Application as a Group
<b>May #1</b>	<input type="checkbox"/> <u>Presentation</u> : 1 <sup>st</sup> Quarter Report Review <input type="checkbox"/> <u>Discussion</u> : Goal Area #1 Applications (roof and food)
<b>May #2</b>	<input type="checkbox"/> <u>Discussion</u> : Goal Area #1 Applications <input type="checkbox"/> <u>Action Item</u> : Establish Preliminary Goal Area #1 Funding Recommendations
<b>June #1</b>	<input type="checkbox"/> <u>Discussion</u> : Goal Area #2 Applications (supportive relationships)
<b>June #2</b>	<input type="checkbox"/> <u>Action Item</u> : Establish Preliminary Goal Area #2 Funding Recommendations <input type="checkbox"/> <u>Discussion</u> : Goal Area #3 Applications (safety from violence) <input type="checkbox"/> <u>Action Item</u> : Establish Preliminary Goal Area #3 Funding Recommendations
<b>July #1</b>	<input type="checkbox"/> <u>Discussion</u> : Goal Area #4 Applications (physical & mental health) <input type="checkbox"/> <u>Action Item</u> : Formulate CDBG Recommendations for publication
<b>July #2</b>	<input type="checkbox"/> <u>Action Item</u> : Establish Preliminary Goal Area #4 Funding Recommendations <input type="checkbox"/> <u>Discussion</u> : Goal Area #5 Applications (jobs & education)
<b>August #1</b>	<input type="checkbox"/> <u>Action item</u> : Public Hearing for Use of CDBG Funds <input type="checkbox"/> <u>Presentation</u> : 2 <sup>nd</sup> Quarter Report Review <input type="checkbox"/> <u>Action Item</u> : Establish Preliminary Goal Area #5 Funding Recommendations

<b>August #2</b>	<input type="checkbox"/> <u>Action item</u> : Finalize funding recommendations for 2019-2020
<b>September</b>	<input type="checkbox"/> <u>Discussion</u> : Review Recommendation Memo and Plan Presentation to the City Council
<b>October</b>	<input type="checkbox"/> <u>Action item</u> : Share Funding Recommendations to the City Council
<b>November</b>	<input type="checkbox"/> <u>Presentation</u> : 3 <sup>rd</sup> Quarter Report Review <input type="checkbox"/> <u>Discussion</u> : 2019-2020 Work Plan
	<input type="checkbox"/> Site Visit
<b>December</b>	<input type="checkbox"/> <u>Discussion</u> : Year in Review <input type="checkbox"/> <u>Action Item</u> : Finalize 2019-2020 Work Plan
	<input type="checkbox"/> Site Visit

**Next Steps in Establishing the Human Services Commission**

March 21, 2017	Council provides feedback on ordinance establishing Commission
April 4	Council approves ordinance establishing Commission
April/May	Recruitment
May/June	Commission selection by Council
June/July	Commission meetings begin

Attachments

RESOLUTION R- 3315A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND  
APPROVING A HUMAN SERVICES POLICY AND PROGRAM FOR THE CITY OF  
KIRKLAND AND ESTABLISHING A HUMAN SERVICES ADVISORY COMMITTEE

Whereas, rapid social change and the increasing urbanization and population growth within King County, east of Lake Washington have intensified the presence of human service problems, as well as increasing public awareness of the need for available human services; and

Whereas, the Federal government is progressively withdrawing its financial support for human service programs, looking to other levels of government and private agencies to provide such services and their financial support; and

Whereas, it increasingly appears to be the attitude of the general public that local government must do more in the human service area; and

Whereas, community attitudes in the City of Kirkland appear to favor a more active City of Kirkland role with regard to the provision of human services; now, therefore,

Be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The Kirkland City Council hereby approves and adopts the human services policy and program, all as set forth in Exhibit "A" to this resolution and by this reference incorporated herein. In said program, the City of Kirkland's role is as a human services funder and coordinator; rather than as a direct provider of human services.

Section 2. There is hereby established a human services advisory committee to review annual funding requests from human service provider agencies and to prepare recommendations to the City Council, in accordance with the priorities and criteria established in the human services policy and program adopted in Section 1 of this resolution.

Section 3. The membership of the human services advisory committee shall be composed of the City Manager, the Director of the Department of Parks and Recreation and the Human Resources Manager, together with four (4) residents of the City of Kirkland to be appointed by the City Council.



The four (4) resident or community-at-large members shall each meet the following eligibility requirements: be at least eighteen (18) years of age; be a resident of the City of Kirkland; and shall have no financial or proprietary interest in a human service provider organization, either as staff, board member, or otherwise. At-large appointments shall be for a term of two (2) years.

Passed by majority vote of the Kirkland City Council in regular, open meeting this 20th day of October, 1986.

Signed in authentication thereof this 20th day of October, 1986.

*Doris Cooper*  
MAYOR

ATTEST:

*Jane Perry* DEPUTY CLERK  
Director of Administration & Finance  
(ex officio City Clerk)



CITY OF KIRKLAND HUMAN SERVICES POLICY

TABLE OF CONTENTS

I.	<u>INTRODUCTION</u>	Page 1
II.	<u>CITY'S ROLE</u>	
	A. Program Emphasis/Eligibility Requirements	Pages 1-3
III.	<u>FUNDING FOR HUMAN SERVICE ORGANIZATIONS</u>	
	A. Development of City Funding Levels	Page 3
	B. Human Service Advisory Committee	Pages 3-4
	C. Funding Criteria	Pages 4-5
	D. Application Process	Pages 5-6
IV.	<u>STAFF RESPONSIBILITIES</u>	Page 7
V.	<u>REGIONAL COOPERATION</u>	Page 7
VI.	<u>CITY ADVOCACY</u>	Page 8
VII.	<u>CONCLUSION</u>	Page 8

ATTACHMENTS

- A. City Council Resolution R-3315
- B. City Funding Allocations to Human Service Providers
- C. City of Kirkland Human Service Funding Application Form

## CITY OF KIRKLAND HUMAN SERVICES POLICY

## I. INTRODUCTION

For quite some time, the City of Kirkland has been actively reviewing the human service needs and priorities of the City, and generally moving towards development of a formalized City policy and approach in this regard. This direction represents a general and increasing awareness on the part of the community and the Kirkland City Council that human service needs are a priority to local government for a number of reasons, including:

- A. The federal government is progressively withdrawing its financial support for many human service programs; filling "the gap" is falling upon the shoulders of other levels of government and the private sector as a result.
- B. It appears to increasingly be the attitude of the general public that local government must do more in the human services area. In the City of Kirkland, community attitudes seem to favor a more active City role in this respect.
- C. Rapidly increasing social change (e.g., the high rate of divorce and changing family structure, drug and alcohol abuse, etc.) has intensified and further aggravated the human service dilemma.
- D. The increasing urbanization and population growth of the Eastside is leading to intensification of human service problems, as well as increasing public awareness in this regard.

In other words, many things have combined during the past few years to cause increasing concerns in the human services area. There are more people and increasing people needs, combined with diminishing resources. There is increasing community recognition of the human service problem and of the urgency to develop new and better solutions in this regard. There is increasing recognition that local government effort is necessary, both for public safety and humanitarian reasons. There is increasing recognition that cities can no longer afford not to be involved.

Through adoption of a Human Services Policy, the City of Kirkland acknowledges the community needs and priorities relating to human services. The Human Services Policy represents a significant commitment and an important step in this regard.

## II. CITY'S ROLE

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

A. Program Emphasis/Eligibility Requirements

The City's Human Services Policy establishes the following program emphasis and priorities. These priorities and policy statements will also be used in determining the basic eligibility of human service organizations applying for City funds:

1. Priority will be given to the provision of human services to City of Kirkland residents who are experiencing difficulty in meeting basic human needs.
2. Priority will be given for implementation or support of programs which promote self-sufficiency and independent living for those persons dependent (or potentially dependent) upon human services.
3. The City will favor programs that primarily benefit poverty level, low and moderate income Kirkland residents.
4. Programs which are selected for funding should be accessible to the elderly, physically and developmentally disabled and low income residents.
5. Priority will be given to human service organizations which accept donations or charge fees based on the individual's ability to pay.

Human service organizations selected to receive funds must meet the priorities/eligibility requirements noted above. In addition, human service organizations must meet funding criteria set by the City.

B. Additional Program Emphasis

The City's Human Services Policy also incorporates the following guidelines and features:

1. The City will continue to work cooperatively with other jurisdictions to further explore the possibility of a regional approach to all or part of the human service program to include the possibility of joint administration and/or funding of human services.
2. 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 the total support of a program.
3. All human service programs currently funded by the City (with the exception of the City's contractual obligations to the

Seattle-King County Department of Health and Substance Abuse Programs) will be expected to apply for future funding through Kirkland's Human Services Policy application process.

4. The City will not fund human services that are the legal responsibility of another public agency or funding source. However, the City may choose to augment those services (e.g., mental health, drug abuse).
5. The City will continue to assess the needs of its residents and evaluate the effectiveness of services currently provided to the community.

### III. FUNDING FOR HUMAN SERVICE ORGANIZATIONS

#### A. Development of City Funding Levels

The City's Human Services Policy calls for an initial annual budget allocation for discretionary human services purposes of up to \$2.00 per capita, which translates to (but does not exceed) \$40,000 per year at this particular time. This discretionary amount is funding in addition to mandatory costs currently paid to King County Health Department for health-related services provided to Kirkland residents (see Attachment B). As a policy matter, the Council may adjust the annual per capita budget allocation for human services in the future as it deems appropriate.

This level of funding was selected for two reasons: first, it is tied specifically to the City's population who will benefit directly; secondly, it is consistent with what other cities in the region are considering or have implemented (e.g., the City of Redmond).

#### B. Human Services Advisory Committee

The City Human Services Policy establishes a Human Services Advisory Committee to review annual funding requests from human service providers and prepare recommendations to the City Council. All programs to be considered for City funding must participate in the application and Advisory Committee screening process.

The Advisory Committee will be an ad hoc group appointed by the City Council, and comprised of the following members:

- four citizens from the community-at-large
- three City staff members (City Manager, Parks and Recreation Director and Human Resources Manager)

Length of service for at-large appointees is two years. Persons wishing to serve on the Advisory Committee must meet the following eligibility requirements:

- must be at least eighteen years of age
- must be a City of Kirkland resident
- must not be a board or staff member of any specific human service organization

C. Funding Criteria

Human Service provider applications will be reviewed by the Human Services Advisory Committee to: 1) ensure conformance with the City's Human Service Policy program emphasis/eligibility requirements; and 2) determine compliance with City funding criteria. If the basic eligibility requirements are satisfied, the human service organizations will be interviewed, utilizing a point-factor evaluation system, to measure how closely they meet City human service funding criteria.

Criterion I (30 points maximum)

The service provider meets City of Kirkland funding priorities (i.e., services which help meet basic emergency services or programs which are preventative in nature).

Evaluate service provider's ability to:

- a. Document that a problem exists.
- b. Address how unmet needs will be met.
- c. Identify other organizations which are addressing this need.
- d. Describe specific funding request.

Criterion II (30 points maximum)

The service provider identifies client population to be served, including the service provider's ability to:

- a. Serve City of Kirkland residents.
- b. Identify type of population and income level served.

Criterion III (20 points maximum)

The service provider has an established process for generating alternative funding and/or additional sources of revenue.

Evaluate service provider's ability to:

- a. Support program through fund raising activities.
- b. Pursue other alternative sources of funding.

Criterion IV (20 points maximum)

The service provider charges fees based on individual ability to pay.

Evaluate service provider's ability to:

- a. Establish eligibility for client service based on income criteria.

Those organizations which meet basic eligibility requirements will be invited for interviews with the Human Services Advisory Committee. The purpose of the interviews will be to further ensure that the organizations applying for funds are in close harmony with Kirkland Human Services Policy's priorities, eligibility requirements and funding criteria. Subsequent to the interviews, the Advisory Committee will make specific recommendations to the City Council for annual funding.

D. Application Process

Beginning in 1987, application forms for human service organizations requesting funding from the City will be made available in July of each year and must be returned to the City no later than August 31. As a matter of policy, the City Council will not accept late and/or direct appeals to the City Council which have not gone through the preliminary application and interview process.

Organizations applying for funding from the City must complete the required City application forms (Attachment C).

Applications submitted in conformance with the deadline will be reviewed by the Human Services Advisory Committee. Those organizations most closely meeting City eligibility requirements and funding criteria will be asked to participate in an interview.

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

A general overview of the application process is as follows:

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 Kirkland 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.
2. Incoming applicants will be reviewed by the Human Services Advisory Committee which will evaluate the merits of each application using program eligibility requirements and funding criteria (and a corresponding point system) established by the City. Organizations most closely meeting the eligibility requirements and funding criteria will then be invited to an interview session for the purpose of clarifying proposals and to further ensure consistency with City funding criteria. Following the interviews, the Committee will evaluate the information collected and then make specific funding recommendations to the City Council. Late applications and those not participating in this Advisory Committee process will be disallowed.

The application review process will be timed to coincide with steps noted below.

#### Steps and Timing of Review Process

- a) Applications Available to Human Service Organizations - July
- b) Applications Due - End of August
- c) Human Services Advisory Committee Review of Applications - September-October
- d) Advisory Committee Makes Recommendations to City Council - End of October
- e) City Council allocates funds for human service providers as part of the adoption of the annual City Budget - November-December
- f) Human Service Contracts Implemented - January

## IV. STAFF RESPONSIBILITIES

The City Human Services Policy establishes a separate program within the Parks and Recreation Department's Human Resources Division. A staff member from this division will be assigned to perform the following tasks:

- A. Continue to explore opportunities for regional cooperation in solving human service problems. Support and participate in regional efforts to better identify and address human service needs.
- B. Annually notify eligible human service providers of funding application and requirement process. Provide orientation for providers regarding City policies and procedures for human service contracting.
- C. Review, negotiate, monitor, and evaluate contracts for the distribution of City funds. Prepare contracts for City Council review and approval.
- D. Conduct fiscal monitoring of programs receiving City support.
- E. As appropriate, recommend changes and improvements in the City's Human Services policies, programs, priorities, and services.
- F. Provide annual report to the City Council and City Manager summarizing the activities of the Human Services Program.
- G. Conduct an annual workshop for service providers to review the City's policies, funding priorities, application criteria and general process, etc.

## V. REGIONAL COOPERATION

The Human Services Policy calls for the City to continue to explore the potential for a higher level of regional cooperation (and the possibility of a future joint approach) with our neighboring cities. A common approach does not appear to be feasible in 1987, however, there may be potential advantages to a future regional or (subregional) approach to funding and/or administration of all (or a portion) of our human service efforts. In particular, Kirkland, Bellevue, and Redmond appear to be moving in a similar direction in many respects and should continue to actively explore the possibility of joint efforts. The City will also participate in discussions with neighboring cities to explore the potential for developing a common data base to provide a better factual basis and the serve as an aid in setting funding priorities.

## VI. CITY ADVOCACY

The City will continue to advocate federal, state, county, and private sector financial participation and partnership in human service funding and service delivery. Obviously, cities cannot (nor should they) be expected to carry this burden by themselves. All levels of government and the private sector must share concern and responsibility in this area if effective solutions are to be developed.

## VII. CONCLUSION

In summary, Kirkland'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 positive 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.

Attachments

- A. City Council Resolution R-3315
- B. City of Kirkland Funding Allocations to Human Service Providers
- C. City of Kirkland Human Service Funding Application Form

4106C/295A/AB:rk

## ATTACHMENT B

CITY OF KIRKLAND FUNDING ALLOCATIONS  
TO HUMAN SERVICE PROVIDERS

Revenue Source for all allocations: General Fund

1986	<u>Nondiscretionary Allocations</u>	
	King County Health Department	\$118,000
	King County Division of Alcoholism and Substance Abuse Services	\$ <u>6,157</u>
	Subtotal	\$124,157
	<u>Discretionary Allocations</u>	
	Youth Eastside Services (YES)	\$7,500
	King County Rape Relief	\$ <u>3,000</u>
	Subtotal	\$10,500
	Total	<u>\$134,657</u>
1987	<u>Nondiscretionary Allocations</u>	
	King County Health Department	\$180,000 (estimated)
	King County Division of Alcoholism and Substance Abuse Services	\$ 6,300 (estimated)
	Subtotal	\$186,300 (estimated)
	<u>Discretionary Allocations</u>	
	Funding for Human Service Organizations	\$ <u>40,000</u>
	Subtotal	\$ 40,000
	Total	<u>\$226,300</u>

The City allocated \$135,017 to the Kirkland Senior Center in 1986 and anticipates allocating approximately \$170,000 in 1987. Although the majority of the funding is earmarked for recreational activities, the Senior Center undertakes a number of human services-related programs (medical assistance and referrals, hot meal programs, etc.)

4221C/295A/LS:rk



CITY OF

KIRKLAND

123 FIFTH AVENUE · KIRKLAND, WASHINGTON 98033-6189 · (206) 828-1100

Attachment C

CITY OF KIRKLAND  
HUMAN SERVICE FUNDING APPLICATION

Application Deadline Date - \_\_\_\_\_ (Note: Late Applications  
will not be accepted.)

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

IRS Nonprofit Code: \_\_\_\_\_

Summary Statement of Proposed Service or Project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funds Requested: City: \$ \_\_\_\_\_  
United Way: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Name and Signature of Applicant:  
Name and Title: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_

I. COMMUNITY NEED OR PROBLEM

A. Describe the community need or problem and how it relates to City of Kirkland residents. Provide supportive data from surveys, need assessment profiles, etc. Include client use statistics for projects currently in operation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Describe how your service/project addresses unmet needs and how your agency proposes to address the problem without duplicating or overlapping the efforts of others:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. List any other private or government agencies which are or will be addressing the need or problem described above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Describe specific funding request.

Personal Services (Including Fringe Benefits and Percent of Personnel Time Dedicated to Proposal)

Describe: \_\_\_\_\_  
\_\_\_\_\_

Funds Requested: \_\_\_\_\_

Office or Operating Supplies

Describe: \_\_\_\_\_  
\_\_\_\_\_

Funds Requested: \_\_\_\_\_

Operating Expense: Operating Overhead (e.g., rent, telephone, etc.)

Describe: \_\_\_\_\_  
\_\_\_\_\_

Funds Requested: \_\_\_\_\_

Capital Equipment Expense

Describe: \_\_\_\_\_  
\_\_\_\_\_

Funds Requested: \_\_\_\_\_

Other - Please Specify  
Describe: \_\_\_\_\_  
\_\_\_\_\_

Funds Requested: \_\_\_\_\_

Total: \_\_\_\_\_

## II. CLIENT POPULATION

- A. State the number of unduplicated City of Kirkland clients you intend to serve during the term of this proposed project/service.

Specify geographical areas served: 98033 \_\_\_\_\_  
98034 \_\_\_\_\_  
Other \_\_\_\_\_

- B. Identify age group(s) and income level(s) of clients you intend to serve.

- C. What are the total number of clients your organization serves?  
Duplicated Count: \_\_\_\_\_ Unduplicated Count: \_\_\_\_\_  
City of Kirkland Clients: \_\_\_\_\_ City of Kirkland Clients \_\_\_\_\_

## III. ALTERNATIVE SOURCES OF FUNDING

- A. State alternative funding plan should City funds be awarded in an amount less than your request (e.g., fund raising activities, grants, other sources).

## IV. PROGRAM ELIGIBILITY

- A. Do you use income criteria to establish eligibility for services?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach copy of criteria.

- B. Do you use fee schedule or accept donations?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach copy of fee schedule.

- V. Describe any previous funding your organization has received from the City.

RESOLUTION R-3540

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND PROVIDING FOR LONGER TERMS FOR AT LARGE MEMBERS OF THE HUMAN SERVICES ADVISORY COMMITTEE, PROVIDING STAGGERED TERMS FOR SAID MEMBERS, AMENDING THE HUMAN SERVICES POLICY FOR THE CITY AND AMENDING KIRKLAND RESOLUTION R3315 ADOPTED OCTOBER 20, 1986.

Be it resolved by the City Council of the City of Kirkland as follows:

Section 1. Section 3 of Kirkland Resolution R3315, adopted October 20, 1986 and relating to the Human Services Advisory Committee is hereby amended to read as follows:

Section 3. The membership of the Human Services Advisory Committee shall be composed of the City Manager or his designee, the Director of the Department of Parks and Recreation, and the Human Services Manager, together with four (4) residents of the City of Kirkland to be appointed by the City Council.

The four (4) residents or community at large members shall meet the following eligibility requirements: Be at least eighteen (18) years of age; be a resident of the City of Kirkland; and shall have no financial or proprietary interest in a Human Service provider organization, either as staff, board member or otherwise. At large appointments shall be for a term of [~~two (2)~~] four (4) years.

Section 2. In order to provide for the staggering of terms for at large members of the Human Services Advisory Committee while maintaining a continuity of membership, the terms of the following current at large members are hereby extended and shall expire as of the following dates:

Jane Jorgensen, January 31, 1990

Richard Morse, January 31, 1990

Joanna Olmstead, January 31, 1992

Bruce Yasutake, January 31, 1992

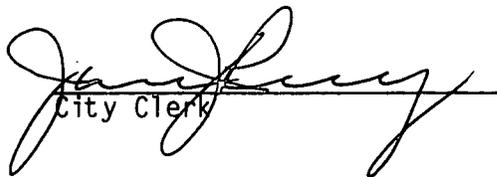
Section 3. The Human Services Policy for the City of Kirkland, adopted by Resolution R3315, is amended as set forth in attachment to this Resolution.

Passed by majority vote of the Kirkland City Council in regular, open meeting this 15th day of August, 1989.

Signed in authentication thereof this 15th day of August, 1989.

  
MAYOR

ATTEST:

  
City Clerk

## Attachment A

## FUNDING FOR HUMAN SERVICE ORGANIZATIONS

A. Development of City Funding Levels

The City's Human Services Policy calls for an annual budget allocation for discretionary human services purpose of \$3.00 per capita. This would translate to \$109,860.00 at this time. This discretionary amount is what is funded in addition to mandatory costs currently paid to King County Health Department for health-related services provided to City of Kirkland residents. As a policy matter, the Council may adjust the annual per capita budget allocation for human services in the future as it deems appropriate.

This level of funding was selected for two reasons: first, it is tied specifically to the City's population who will benefit directly; secondly, it is consistent with what other cities in the region are considering or have implemented (e.g., the City of Redmond).

B. Human Services Advisory Committee

The City Human Services Policy establishes a Human Services Advisory Committee to review annual funding requests from human service providers and prepare recommendations to the City Council. All programs to be considered for City funding must participate in the application and Advisory Committee screening process.

The Advisory Committee will be an ad hoc group appointed by the City Council, and comprised of the following members:

- four citizens from the community-at-large
- three City staff members (City Manager or his designate, Parks and Recreation Director, and Human Services Manager)

Length of service for at-large appointees is four years. Persons wishing to serve on the Advisory Committee must meet the following eligibility requirements:

- must be at least eighteen years of age
- must be a City of Kirkland resident
- must not be a board or staff member of any specific human service organization

## Attachment B

**GENERAL FUNDING CRITERIA FOR DETERMINING ELIGIBILITY OF  
HUMAN SERVICE ORGANIZATIONS APPLYING FOR CITY FUNDS**

Human Service provider applications will be reviewed by the Human Services Advisory Committee to: 1) ensure conformance with the City's Human Service Policy's basic eligibility requirements; and 2) determine compliance with City general funding criteria. If the basic eligibility requirements are satisfied, the staff will review the applications and provide an analysis, utilizing a subjective rating system which would measure eligibility requirements against one or more of the following factors:

1. Priority will be given to those agencies which provide basic emergency services to City of Kirkland residents; however, services which are preventative in nature are also eligible.
2. Priority will be given to those agencies which provide an appropriate solution to a documented need or identified problem in the community.
3. Priority will be given to those agencies providing services which promote self-sufficiency and independent living.
4. Priority will be given to those agencies which provide direct services.
5. Requests for proposed increases in funding must be based upon compelling and demonstrated need.
6. Priority will be given to those agencies which demonstrate a reasonable cost per unit of service or a high cost/benefit ratio.
7. Priority will be given to those agencies which will provide a good identification of client population served, particularly with regard to City of Kirkland residents.
8. City funding should avoid duplication of services.
9. Priority will be given to those agencies with a successful operational history to ensure that City funds will be utilized most effectively.
10. Priority will be given to those agencies which provide services benefitting poverty, low, and moderate income residents.

Attachment B  
Page Two

11. Agency services should be accessible to elderly, physically, and developmentally disabled, and low income residents.
12. Priority will be given to those agencies which will charge fees based on the ability to pay.
13. Priority will be given to those agencies which have an established process for generating alternative sources of funding.
14. 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.

The Human Services Advisory Committee will review all applications and the analysis prepared by the staff. If needed, the Advisory Committee will direct staff to gather additional information. The Advisory Committee will then meet to recommend funding levels. It will be the responsibility of staff to prepare these recommendations for City Council approval.

## Attachment C

## APPLICATION REVIEW PROCESS

Application forms for human service organizations requesting funding from the City will be made available in May of each year and must be returned to the City no later than June. As a matter of policy, the City Council will not accept late and/or direct appeals to the City Council which have not gone through the preliminary application and interview process.

Organizations applying for funding from the City must complete the required City application forms. Staff will review the applications and provide an analysis based on the information presented as it relates to the City's general funding criteria and policies. The Advisory Committee will review all applications and the staff analysis. Interviews, by exception only, will be limited to organizations where additional information is needed to gain a more in-depth understanding of the agency.

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

A general overview of the application process is as follows:

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 Kirkland 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.
2. Incoming applicants will be reviewed by the Human Services Advisory Committee which will evaluate the merits of each application using basic eligibility requirements and general funding criteria established by the City. Organizations most closely meeting the basic eligibility requirements and general funding criteria will then be invited to an interview session for the purpose of clarifying proposals and to further ensure

consistency with City general funding criteria. Following the interviews, the Committee will evaluate the information collected and then make specific funding recommendations to the City Council. Late applications and those not participating in this Advisory Committee process will be disallowed.

The application review process will be timed to coincide with steps noted below.

Steps and time of Review Process

- a) Applications Available to human Service Organizations - May
- b) Applications Due - June
- c) Human Services Advisory Committee Review of Applications - September-October
- d) Advisory Committee Makes Recommendations to City Council - End of October
- e) City Council allocates funds for human service providers as part of the adoption of the annual City Budget - November-December
- f) Human Service Contracts Implemented - January

## Attachment D

**STAFF RESPONSIBILITIES**

The City Human Services Policy establishes a separate program within the Parks and Recreation Department's Human Resources Division. A staff member from this division will be assigned to perform the following tasks:

- A. Continue to explore opportunities for regional cooperation in solving human service problems. Support and participate in regional efforts to better identify and address human service needs.
- B. Annually notify eligible human service providers of funding application and requirement process. Provide orientation for providers regarding City policies and procedures for human service contracting.
- C. Review, negotiate, monitor, and evaluate contracts for the distribution of City funds. prepare contracts for City Council review and approval.

## XII.B. HUMAN SERVICES



## XII.B. HUMAN SERVICES



### A. INTRODUCTION

The City of Kirkland seeks to enhance the quality of life for all citizens in the community, regardless of race, nationality, creed, ethnic background, socioeconomic status, sexual orientation, gender or age. The City recognizes that each person needs to have a sense of belonging, support in their community, and access to opportunities that fulfill the basic needs of life. The City has made a commitment to providing services and programs to those considered more vulnerable and/or at risk, including youth, seniors, and those with financial need, special needs and disabilities. The Human Services, Senior Services, and Youth Services Programs are all housed within the Parks and Community Services Department.

The challenges now and in the future are how to provide support to teens, how to serve the increasing senior population, and meet the growing basic needs of low- and moderate-income residents. Youth will continue to need support programs and positive leisure activities to help them become competent and responsible members of the community. Forecasts for the future indicate that one in four residents in the Puget Sound area will be over the age of 65 in 2035. To be able to continue residing in the community, many of these residents will need support services along with affordable housing or housing that accommodates seniors as they age, such as assisted living facilities, accessory apartments and smaller one-story homes. Kirkland has experienced an increase in the number of low- to moderate-income residents needing food, shelter, clothing, and other support services.

#### *DIVERSITY AND SOCIAL EQUITY*

Our community continues to be enriched with people from different countries, and with diversity in racial and ethnic groups, socioeconomic status and faith traditions. The City and human service providers need to be responsive to and inclusive of this diversity that exists now and in the future.

Discrimination based on disabilities is prohibited under Title II of the Americans with Disabilities Act and is also prohibited on the basis of race, color, national origin or sex under Title IV of the Civil Rights Act. Yet discrimination, injustice and denial of equitable access continue in many aspects of our society. The City and human service providers need to take responsibility to see that social equity exists in its policies, programs, and services.

Diversity and social equity are two important overarching foundations for youth services, senior services and human services.

#### *EXISTING CONDITIONS*

##### **Youth Services**

The Youth Services Program is run by the City's Youth Services Staff with support from the Kirkland Youth Council. The Kirkland Youth Council is an advisory board to the City Council representing the youth in the community. In addition, the Youth Council provides communication between the City Council, community-based groups, schools, and service organizations. Kirkland Youth Council members represent Kirkland locally, nationally, and internationally at summits and conferences.

The City of Kirkland works in partnership with community agencies to provide information and services to Kirkland youth and families. Because of the many immigrant and refugee families living in Kirkland and attending Kirkland schools, City and school-linked support programs have been established.

The Teen Union Building, located on the perimeter of Peter Kirk Park next to the Peter Kirk Community Center, provides a social, educational, recreational and leadership center for youth. The programs at the facility also provide a gateway to volunteer activities and jobs in the community.



## XII.B. HUMAN SERVICES



*Teen Union Building*

### Senior Services

The Peter Kirk Community Center provides opportunities for people age 50 and over to have healthy and rewarding lives and to participate in community events. To achieve the goal of promoting wellness of body, mind and spirit, the Center offers a wide variety of fitness, art and lifelong learning classes, in addition to health, legal and financial services, lunches and home meal deliveries.

The Kirkland Senior Council is an advisory board to the City Council representing residents 50 years and older. The Senior Council prioritizes and works to implement the Senior Council Work Plan and makes recommendations to the City Council.



*Senior activities held at Peter Kirk Community Center*

### Human Services

Kirkland has experienced demographic, economic and social changes. These changes have dramatically increased the need for health and human services. The City's Human Service Policy established a separate program within the Parks and Community Services Department. Human Services Staff is primarily responsible for the planning and administration of the City's human services program. The City's role in human services is as a partner, funder, facilitator, and coordinator, but not a direct provider of human services. The Human Services Advisory Committee serves as a committee to advise the City Council on allocation of the City's General Funds and Community Development Block Grant (CBDG) funds for human services.

### *RELATIONSHIP TO OTHER ELEMENTS*

The Human Services Element is one of the elements that implements the Guiding Principle of supporting a socially sustainable community through health and human services and programs that fulfill the basic needs of all people. The element also implements the Guiding Principle of providing a sense of community through involvement in government, schools, civic events and volunteer activities and by creating a sense of belonging through shared values. The Element addresses basic needs of access to information and services, food, and shelter. It also addresses health and well-being through social and civic engagement. For older people, the element also addresses affordable housing designed to accommodate mobility and safety, economic security and aging readiness through financial literacy and technology.

The Human Services Element supports the Housing Element by establishing policies to provide housing assistance and to encourage construction of housing appropriate for seniors, the disabled and those in need. The Human Services Element also establishes policies to allocate City funds to nonprofit organizations providing affordable housing.

The Human Services Element supports the Transportation Element by encouraging better access to ser-

## XII.B. HUMAN SERVICES



ices and activities for seniors, youth, and those in need who often rely on safe and convenient pedestrian connections and public transit. In addition, the Human Services Element supports the Public Services Element with policies by coordinating with social services organizations to provide assistance to Kirkland residents. Lastly, the policies in the Human Services Element support the Park, Recreation, and Open Space Element with policies that ensure that recreational programs are offered for seniors, youth, non-English speakers, and those in need.

### B. HUMAN SERVICES CONCEPT

The Human Services Element goals and policies broadly define the City's role in supporting diversity and social equity, and contributing to the social development of the community. This element supports the provision of services that are utilized by those considered more vulnerable and/or at risk, including youth, seniors, and those in need. This Element represents those services and programs that seek to enhance the quality of life for citizens of the community. The chapter also supports measures to ensure that human service programs and services are available and accessible to all.

### C. HUMAN SERVICES GOALS AND POLICIES

**Goal HS-1: Support diversity in City government and in the community by encouraging awareness, acknowledgment and sensitivity, and by being inclusive of Kirkland's entire populace.**

**Goal HS-2: Foster a City government and a community free of discrimination and committed to justice and social equity.**

**Goal HS-3: Build a community in which families, neighbors, schools, and organizations all work together to help young people become engaged, competent and responsible members of the community.**

**Goal HS-4: Maintain and improve the quality of life for Kirkland residents 50 years and older.**

**Goal HS-5: Create a community in which all members have the ability to meet their basic physical, economic and social needs, and the opportunity to enhance their quality of life.**

**Goal HS-6: Encourage human service organizations to make their services physically accessible to all.**

***Goal HS-1: Support diversity in City government and in the community by encouraging awareness, acknowledgment and sensitivity and by being inclusive of the entire populace.***



***Policy HS 1.1: Engage the diverse populations within Kirkland to create an inclusive community.***

The Puget Sound region, east King County and Kirkland are undergoing rapid demographic changes. In order to incorporate the strengths that a diverse populace offers, the City should engage and include residents of all ages, socioeconomic status, racial and ethnic groups and faith traditions, and encourage partnerships among them, the City, businesses, schools, faith groups, civic organizations and human service providers. The City should strive to increase participation in City programs, initiatives and activities among its diverse populations.

***Goal HS-2: Foster a City government and a community free of discrimination and committed to justice and social equity.***

***Policy HS-2.1: Work to achieve a community where everyone is treated with respect and given equitable access to resources.***

In Kirkland, further assurances of non-discrimination beyond Title II and Title IV should extend to religion, age, socioeconomic status, marital status, family structure, political affiliation, sexual orientation, gender identity and genetic information. Recognizing



## XII.B. HUMAN SERVICES

that public and private institutions should include all people in a respectful manner, the City should offer opportunities for the community to come together to respect differences, embrace diversity, communicate and work to advance more just and inclusive initiatives, programs, activities and strategies that end any discrimination and ensure justice and equitable access for all.

***Goal HS-3: Build a community in which families, neighbors, schools, and organizations all work together to help young people become engaged, competent and responsible members of the community.***

***Policy HS-3.1: Maintain and support the Kirkland Youth Council.***

The Youth Council provides an important link between the youth of Kirkland, the government, school district and the community. Their continued work to support youth initiatives should be supported and encouraged.



*Youth Council doing service project*

***Policy HS-3.2: Coordinate with the Kirkland Teen Union Building to provide a safe place for youth and provide recreational/educational activities and social programming.***

The Teen Union Building provides a safe place for teens to spend their time and to learn, socialize and do recreational activities. The City should continue to

support the Teen Union Building, its staff and programs to provide a safe and rewarding environment for the youth in the community.

***Policy HS-3.3: Provide connections between Kirkland youth and their community by partnering with the City, school district, and local youth-serving organizations.***

The City of Kirkland values its partnership with the Lake Washington School District and community organizations in helping to connect youth to their community. The Youth Council should continue its goal of connecting students to their community with youth summits, Citywide events and school activities. The City should continue to seek out grant opportunities to provide more school and community programs for youth.

***Policy HS-3.4: Provide access to information and services for Kirkland youth.***

The City should work with the Lake Washington School District and nonprofit organizations to provide information on social service programs, enrichment classes, teen employment and issues around safe driving, swimming and biking. The Kirkland Teen Union Building, the Youth Council, City classes and the school district are good vehicles for disseminating the information.

***Policy HS-3.5: Promote healthy lifestyles.***

Leisure time activities enrich lives, prevent social isolation and increase a sense of belonging to the community, as well as offer positive choices for how youth spend their time. Providing positive recreational activities encourages lifelong learning for teens, provides fitness opportunities and promotes healthy lifestyles. Through Kirkland's partnership with the Teen Union Building, businesses, and nonprofit organizations, the City should help to provide recreational and leisure time activities for youth.

## XII.B. HUMAN SERVICES



***Policy HS-3.6: Establish positive relationships between youth and Kirkland Police.***

A goal of the Kirkland Youth Council and the City of Kirkland is to foster a positive relationship between youth and police. The Kirkland Youth Council and the Police Department should continue to explore other ways in which to build positive relationships with the City and youth in the community.

***Policy HS-3.7: Support programs working to lower youth violence, substance abuse, depression and suicide in the community.***

The City's youth services programs help to maintain positive relationships with community youth, referring youth to services and preventing risky behavior, such as drug, alcohol, and tobacco use. Efforts are focused on working with the youth after school, on weekends and during the summer when the youth have more free time and thus may get involved with risky behavior.



*Friends of Youth center*

In addition, the youth services programs should also continue supporting Kirkland's school and community teen depression and suicide programs to help develop healthy and responsible youth.

The Police Department works with the Lake Washington School District to lower the number of youth who are using drugs, alcohol and tobacco through partnerships, such as the School Resource Officers. The City should continue the Police Department's

partnership with the school district as funding allows to develop and support the drug, alcohol, and tobacco use prevention programs.

***Goal HS-4: Maintain and improve the quality of life for Kirkland residents 50 years and older.***

***Policy HS-4.1: Maintain and support the Senior Council.***

The Kirkland Senior Council's mission is to preserve and improve the quality of life for Kirkland residents 50 years and older by identifying their concerns, advocating for their needs and creating programs and services that advance their well-being. The Senior Council offers people the opportunity to directly participate in the advocacy and creation of programs and services that meet their needs. The City should maintain the Senior Council and support its work.

***Policy HS-4.2: Provide opportunities for residents 50 years and older to be active, connected, and engaged in the community.***

Many people 50 years and older are active and thus prefer a wider range of recreational programs and services. They enjoy working, recreation, lifelong learning, and social engagement. Recognizing this, the Peter Kirk Community Center should provide a broad range of activities, classes and services for residents 50 years and older to engage and connect the residents with their community.



*"Seniors Are Artists" Art Show*



## XII.B. HUMAN SERVICES

The City has developed partnerships with other community organizations and businesses to increase program opportunities and locations, and provide greater marketing abilities. These partnerships should continue and increase as the number of people 50 years and older increase.

***Policy HS-4.3: Provide access to information, resources, services, and programs for older adults.***

Older adults, their caregivers and family members often do not know where to turn for help for available programs, services, and resources. Many older adults and their adult children lack knowledge about in-home services, assisted living options, and the steps between living in their own homes and moving into retirement, assisted living or nursing homes. Also many older adults need support to increase independence through financial planning and utilization of technology to access information. The Parks and Community Services Department should continue to provide access to resources at Peter Kirk Community Center. The challenges are compounded for the non-English speaking seniors and their families. The Parks and Community Services Department should continue partnerships with agencies to offer programs and services with bilingual staff, so that non-English speaking older adults have the opportunity to participate in social, recreational and educational activities.

In addition, many older adults do not drive or own vehicles so they depend on public transportation or safe pedestrian and bicycle connections to get them to their activities, shopping and medical appointments. The City should work with the regional transit providers to see that convenient and low-cost public transportation is provided throughout the City. A system of safe nonmotorized connections should also be provided from neighborhoods to business centers and public facilities as outlined in the Transportation Element.

***Policy HS-4.4: Maintain a safe environment for older adults in the community.***

Older adults have the need for safe access to community facilities and services and for emergency responsiveness from both police and emergency medical

services. The City should continue an ongoing dialogue to assure older adults that the City is committed to keeping the community safe while also offering a variety of personal safety programs.

The City should encourage partnership programs with various local agencies, such as the Gatekeeper program, to notify specified individuals when seniors fail to pick up their mail or newspapers, or when unattended problems are noticed at the home.

***Policy HS-4.5: Encourage affordable and appropriately designed older adult housing.***

Affordable and appropriately designed accessible housing are key issues for older adults in terms of what it will take for them to remain in Kirkland as they age. The City should support public and private efforts to create and preserve affordable housing, including accessory apartments, shared housing, small lots, cottages and one-story homes, as outlined in the Housing Element. In exploring options for affordable housing for older adults, the City should utilize the expertise available through ARCH (A Regional Coalition for Housing), the King County Housing Authority, local faith-based organizations with housing programs, nonprofit and for-profit housing developers, and other resources interested in affordable housing for older adults. In addition, the City should identify the necessary changes in land use regulations and building codes that will make alternative housing easier to implement. Additional goals, policies and background information that support affordable and senior housing are found in the Housing Element.

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***Goal HS-5: Create a community in which all members have the ability to meet their basic physical, economic and social needs, and the opportunity to enhance their quality of life.***

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***Policy HS-5.1: Regularly assess local human service needs, and provide leadership in the development of services to address newly identified needs.***

City staff should utilize census data to inform policies that address human service needs. In addition to following demographic change in the community, City

## XII.B. HUMAN SERVICES



staff should keep in close contact with human service organizations regarding the changing needs they are seeing.

***Policy HS-5.2: Promote community awareness of human service needs, the resources available to meet those needs, and the gaps in services.***

All residents would benefit from an education campaign that explains both the range of needs of residents and the resources available to meet those needs. The City should then act as a convener of community stakeholders to discuss and implement effective community responses.

***Policy HS-5.3: Provide funding for local nonprofit organizations serving the needs of Kirkland residents.***

Human services are those efforts targeted directly to individuals and families to meet basic human needs, and can be represented on a continuum of services including intervention, prevention, and enhancement. In order to address these needs, the City of Kirkland has five community goal areas that all community members should be able to achieve. These goal areas may change or expand as needs change:

- ◆ Food to eat and a roof overhead.
- ◆ Supportive relationships within families, neighborhoods and communities.
- ◆ A safe haven from all forms of violence and abuse.
- ◆ Health care to be as physically and mentally fit as possible.
- ◆ Education and job skills to lead an independent life.

The City Council should continue to allocate General Funds and Community Development Block Grant (CDBG) public services funds to support community-based nonprofit agencies that ensure a broad range of adequate support services are available to all residents, especially low- and moderate-income resi-

dents. The City should encourage services that respect the diversity and dignity of individuals and families, and foster self-determination and self-sufficiency.

***Policy HS-5.4: Maintain and support a Human Services Advisory Committee.***

The Human Services Advisory Committee reviews funding requests from human services providers and makes recommendations to the City Council. The Committee is a valuable resource for the City Council and should be continued to help the City have strong human service programs.

***Policy HS-5.5: Commit Community Development Block Grant Funds (CDBG) to affordable housing and house repairs for low- and moderate-income residents.***

The City engages in partnerships between jurisdictions and other government agencies, nonprofit and for-profit organizations to enable those organizations to provide and maintain decent and affordable housing for all residents, particularly those at or below the 80 percent of median income. The City commits CDBG and General Funds to provide affordable housing in East King County through nonprofit agencies, such as ARCH. The City should continue to support these agencies and their effort to provide affordable housing to Eastside residents, particularly low-income.

The City also uses its CDBG capital funds to support King County's program that responds to housing repair needs for low- to moderate-income individuals and families who cannot afford to repair their homes. The City should continue to support this program.

***Policy HS-5.6: Participate and provide leadership in local and regional human service efforts.***

Meeting human service needs requires a regional solution. The City should continue to work with other jurisdictions and community partners to develop a regional planning effort to identify critical human service needs and to seek regional means of meeting those needs. This includes taking a leadership role on local forums and committees.



## XII.B. HUMAN SERVICES

***Policy HS-5.7: Encourage the development of partnerships among the City, schools, human services providers and others, to address the needs of children and families within the school setting.***

The City has supported and facilitated human service organizations providing needed human services within schools. The City should expand these initiatives with the help of additional community partners.

***Policy HS-5.8: Ensure human service programs are available and financially accessible.***

It is a priority of the City to ensure that programs are accessible to all. To this end, the City should provide programs, and operating and capital funds annually to support social and health needs for those who have special needs, are financially challenged, are homeless, and/or who have limited access based on their language or cultural needs. Where possible, the City should provide language and culturally appropriate programs and scholarships, and accommodations for those with special needs. The City also should collaborate with other jurisdictions and nonprofit entities to assist in meeting the needs of Kirkland residents.

***Policy HS-5.9: Prior to adoption, consider impacts to human services of any proposed legislation, including City codes and regulations.***

The City should consider both the possible effects of legislation on vulnerable residents as well as create increased opportunities for them.

***Policy HS-5.10: Administer community donation programs.***

The City offers residents the opportunity to donate funds through programs such as “Kirkland Cares” that assist Kirkland residents through the utility billing process. The City contracts with a local nonprofit organization to allocate these funds to help Kirkland families pay their heating, electric, and water/sewer utility bills, and to provide food, shelter, homelessness prevention, and ongoing support to help families

move out of crisis and get back on their feet. The City should continue to administer and promote community donation programs to help those in need.

***Goal HS-6: Encourage human services organizations to make their services physically accessible to all.***

***Policy HS-6.1: Encourage services to become accessible to all in the community by removing any barriers, including but not limited to architectural, cultural, language, communication, and location.***

In order to ensure that Kirkland is a place where all people have the opportunity to thrive, the City should encourage and support human service providers to ensure that they are making their services available to those living with a full range of capabilities.

***Policy HS-6.2: Coordinate with human services organizations to locate facilities near commercial centers where transit and non-motorized facilities exist.***

So that older adults, teens, and those in need can easily access services and programs, the City should locate its facilities in or near commercial centers where transit and non-motorized facilities are available. The City should also encourage other organizations to locate their programs and services near commercial centers. Having transit, bicycle and pedestrian routes near support services facilities ensures accessibility for all. Lastly, the City should encourage community shuttles and volunteer transportation programs and other transportation options.

The City should work with regional transit providers to see that safe, convenient and low-cost public transportation is provided throughout the City. The City should also provide a system of non-motorized connections from residential neighborhoods to commercial centers as outlined in the Transportation Element.

ORDINANCE O-4568

AN ORDINANCE OF THE CITY OF KIRKLAND ESTABLISHING A HUMAN SERVICES COMMISSION AND REPEALING SECTIONS 2 AND 3 OF RESOLUTION 3315 (ESTABLISHING A HUMAN SERVICES ADVISORY COMMITTEE).

1           WHEREAS, the City Council finds that the provision of human  
2 services to residents, workers, and visitors of the City is of paramount  
3 importance; and

4  
5           WHEREAS, human services are those services provided  
6 specifically to individuals and families to meet basic human needs for  
7 survival, for finding and retaining gainful employment, for support in  
8 times of personal and family crisis, for assistance in overcoming family  
9 or individual problems, and for help in gaining access to available and  
10 appropriate services; and

11  
12           WHEREAS, in October 1986, the City Council recognized the  
13 intensification of the need for human services and passed a resolution  
14 establishing a human services advisory committee and adopting policies  
15 and procedures related to the administration of human services; and

16  
17           WHEREAS, in recognition of the increased complexity and need  
18 for human services and the desire to actively engage residents in the  
19 development and implementation of the City's human services policies  
20 the City Council has deemed it prudent to establish a Human Services  
21 Commission; and

22  
23           WHEREAS, a Human Services Commission would in part  
24 incorporate the duties of the previously established human services  
25 advisory committee and the City Council consequently desires to  
26 dissolve the advisory committee; and

27  
28           WHEREAS, the City Council has the authority, pursuant to  
29 Kirkland Municipal Code 165.55 to appoint additional City commissions  
30 consistent with state law and city ordinances.

31  
32           NOW, THEREFORE, the City Council of the City of Kirkland do  
33 ordain as follows:

34  
35           Section 1. A new Chapter 3.70 of the Kirkland Municipal Code is  
36 hereby adopted to read as follows:

37  
38           **Chapter 3.70**  
39           **HUMAN SERVICES COMMISSION**

40  
41           **3.70.010 Definition.**

42           Human services are those services provided specifically to  
43 individuals and families to meet basic human needs for survival, for  
44 finding and retaining gainful employment, for support in times of  
45 personal and family crisis, for assistance in overcoming family or

46 individual problems, and for help in gaining access to available and  
47 appropriate services.

48  
49 **3.70.020 Human services commission.**

50 The human services commission, hereinafter called the commission,  
51 is hereby created to involve residents of the city in advising the city  
52 council and city manager on matters related to the provision of human  
53 services.

54  
55 **3.70.030 Membership – Appointment.**

56 The commission shall consist of eight commissioners, who shall be  
57 appointed by majority vote of the city council. One member shall be a  
58 youth who, at time of appointment, shall be at least sixteen but not yet  
59 eighteen years of age.

60  
61 **3.70.040 Eligibility – Term.**

62 a. Members of the commission shall be residents of the city of  
63 Kirkland.

64 b. Commission members shall serve without compensation and shall  
65 be appointed without regard to political affiliation.

66 c. Initial terms of the first commissioners appointed under this  
67 chapter shall be staggered as follows: four members shall be appointed  
68 for initial terms of four years, and three members shall be appointed for  
69 initial terms of two years. The initial youth commissioner shall also be  
70 appointed for a term of two years.

71 d. A subsequent term shall be for four years, except that a  
72 subsequent term for the youth member shall be for two years. Term  
73 limitations for commissioners shall adhere to adopted city council  
74 policies and procedures.

75  
76 **3.70.050 Attendance.**

77 A commissioner will be expected to attend no less than eighty  
78 percent of all meetings in any twelve-month period for which there is  
79 no prearranged absence. City council may waive the eighty percent  
80 attendance requirement; however, no less than sixty percent of all  
81 meetings shall be attended. A commissioner may be removed by  
82 majority vote of the city council.

83  
84 **3.70.060 Vacancies.**

85 Vacancies occurring otherwise than through the expiration of a term  
86 shall be filled for the unexpired term by a majority vote of the city  
87 council.

88  
89 **3.70.070 Meetings and quorum.**

90 a. A meeting of the commission shall be held usually at least once a  
91 month and shall be open to the public.

92 b. Five members of the commission shall constitute a quorum for the  
93 transaction of business, and five affirmative votes shall be necessary to  
94 carry any proposition.

95  
96 **3.70.080 Officers.**

97 The commission shall elect from its members a chairperson and vice-  
98 chairperson. The chair and vice-chair shall be elected annually to serve  
99 a twelve-month term. A member may serve as chair multiple times, but

100 not for more than two consecutive terms. It shall be the duty of the  
 101 chair to preside at all meetings of the commission. In the chair's  
 102 absence, the vice-chair shall preside.

103

### 104 **3.70.090 Duties and powers.**

105 The commission shall have the power and responsibility to perform  
 106 the following functions:

107 A. The commission is directed by the city council to advise the parks  
 108 and community services department, city manager, and city council in  
 109 leading the city's efforts to support a socially sustainable community  
 110 through health and human services and programs that fulfill the basic  
 111 needs of all people and enhance the quality of life in our city now and  
 112 into the future.

113 B. To fulfill its mission, the commission will work with the parks and  
 114 community services department to establish an annual work plan which  
 115 proactively explores, investigates, analyzes, prioritizes, develops, and  
 116 recommends solutions and actions to the city manager and city council.

117 C. The commission's work shall be governed by human services  
 118 policies adopted by the city council. The commission shall advise the  
 119 city council as to changes or refinements to these policies as needed.

120 D. The commission shall provide the public opportunities to be  
 121 involved in the commission's activities.

122 E. The commission shall review requests for grant funding of human  
 123 services according to guidelines contained in the human services policies  
 124 and make recommendations to the city council.

125 F. The commission shall develop recommendations on priorities for  
 126 the allocation of city resources to meet identified needs.

127 G. The commission shall actively pursue the goal of regional  
 128 cooperation in the planning, funding and delivery of human services.

129 H. At the direction of the city council the commission shall study and  
 130 provide recommendations to the city council on emerging issues and  
 131 concerns in the area of human services.

132 I. The commission may review and make comment on city actions  
 133 which may affect the availability of human services in the city.

134 J. The commission shall perform such other advisory functions as  
 135 directed by resolution or motion of the city council.

136

### 137 **3.70.100 Staff support.**

138 The parks and community services department shall provide  
 139 technical and clerical support for the commission.

140

141 Section 2. Resolution 3315, Section Nos. 2 and 3 (establishing  
 142 a human services advisory committee) are hereby repealed, and the  
 143 human services advisory committee shall be disbanded and dissolved as  
 144 of the effective date of this ordinance.

145

146 Section 3. If any provision of this ordinance or its application to  
 147 any person or circumstance is held invalid, the remainder of the  
 148 ordinance or the application of the provision to other persons or  
 149 circumstances is not affected.

150

151 Section 4. This ordinance shall be in force and effect five days  
 152 from and after its passage by the Kirkland City Council and publication  
 153 pursuant to Section 1.08.017, Kirkland Municipal Code in the summary

154 form attached to the original of this ordinance and by this reference  
155 approved by the City Council.

156  
157 Passed by majority vote of the Kirkland City Council in open  
158 meeting this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

159  
160 Signed in authentication thereof this \_\_\_\_\_ day of  
161 \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

\_\_\_\_\_  
City Attorney

PUBLICATION SUMMARY  
OF ORDINANCE O-4568

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO ESTABLISHING A HUMAN SERVICES COMMISSION AND REPEALING SECTIONS 2 AND 3 OF RESOLUTION 3315 (ESTABLISHING A HUMAN SERVICES ADVISORY COMMITTEE).

SECTION 1. Establishes a Human Services Commission.

SECTION 2. Repeals Section Nos. 2 and 3 of Resolution 3315 disbanding and dissolving the human services advisory committee.

SECTION 3. Provides a severability clause for the ordinance.

SECTION 4. Authorizes publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as five days after publication of summary.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

I certify that the foregoing is a summary of Ordinance \_\_\_\_\_ approved by the Kirkland City Council for summary publication.

\_\_\_\_\_  
City Clerk