



## Human Services Commission Meeting

Date: January 24, 2023

Time: 6:30 p.m.

Place: Virtual Zoom Meeting -

**Webinar ID:** [https://kirklandwa-](https://kirklandwa.gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09)

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**Passcode:** 822788

*The commission is directed by the City Council to advise the Parks and Community Services Department, City Manager, and City Council in leading the City's efforts to support a socially sustainable community through health and human services and programs that fulfill the basic needs of all people and enhance the quality of life in our city now and into the future.*

### AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. LAND ACKNOWLEDGMENT**
- 4. APPROVAL OF MINUTES**
  - a. December 13, 2022
- 5. ITEMS FROM THE AUDIENCE**
- 6. BUSINESS ITEMS**
  - a. Commissioner and Staff Introductions
  - b. Human Services Commission Orientation
  - c. 2023 Work Plan
  - d. KTUB Update
- 7. COMMUNICATIONS**
  - a. Commissioner Reports
  - b. Staff Reports and Announcements
- 9. ADJOURNMENT**

#### Upcoming Commission Activities:

February 28, 2023 – Regular Meeting

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**CITY OF KIRKLAND**  
**HUMAN SERVICES COMMISSION**  
**Minutes Commission Regular Meeting**  
**December 13, 2022**

**1. CALL TO ORDER**

Vice Chair Jory Hamilton called meeting to order at 6:31pm

**2. ROLL CALL**

Members Present: Commissioners, Jonathan Stutz, Gabriella Lopez Vazquez, Marjorie Carlson, Michelle Alten-Kahler, and Vice Chair Jory Hamilton

Chair Gildas Cheung at 6:33pm

Staff Present: Jen Boone, Human Services Manager, Amanda Judd, Human Services Coordinator

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

**3. LAND ACKNOWLEDGEMENT**

Commissioner Jonathan Stutz read land acknowledgement. Commissioner Michelle Alten-Kahler will read the acknowledgment at the January meeting.

**4. APPROVAL OF MINUTES**

Chair Gildas Cheung requested a motion to approve the November 22, 2022 minutes. Motion made by Commissioner Jonathan Stutz and seconded by Commissioner Marjorie Carlson. Motion carried (Yes: 6 No: 0).

**5. ITEMS FROM THE AUDIENCE**

None

**6. BUSINESS**

- a. Teen Union Building (KTUB) Proposal Review

Human Services Manager Jen Boone and Recreation Services Manager Sara Shellenbarger presented the two external proposals and City proposal to operate the Kirkland Teen Union Building. Commissioners were asked to provide feedback.

## **7. COMMUNICATIONS**

### **a. Commissioner Reports**

Chair Gildas Cheung sat in on the Human Services Commission candidate interviews that took place on 12/13.

### **b. Staff Reports**

Human Services Manager Jen Boone shared City Council member feedback on thank you note submitted by the Human Services Commission.

## **8. ADJOURNMENT**

Chair Gildas Cheung requested a motion to adjourn. Moved by Commissioner Jonathan Stutz and seconded by Commissioner Marjorie Carlson. The meeting was adjourned at 8:05 p.m.



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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager

**Date:** January 17, 2023

**Subject:** COMMISSIONER AND STAFF INTRODUCTIONS

### **RECOMMENDATION:**

The Human Services Commission meet the two newly appointed Commissioners.

### **BACKGROUND:**

Two new Commissioners are attending their first meeting this month. The Council appointed Melantha Jenkins to fill the vacant adult seat and Chloe Sow to fill the vacant youth seat. The Commission and staff will participate in an exercise to get to know the new Commissioners as part of the onboarding process.



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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager

**Date:** January 17, 2023

**Subject:** HUMAN SERVICES COMMISSION ORIENTATION

### **RECOMMENDATION:**

That the Human Services Commission receive the orientation training.

### **BACKGROUND:**

In addition to the two newly appointed Commissioners, Commissioners appointed in 2021 did not receive the typical onboarding due to the pandemic. Commissioners who have received the training supported a refresh for the entire body. Commissioners will receive information about the Parks & Community Services Department, the Human Services Division, and the role and responsibilities of the Commission.



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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager

**Date:** January 17, 2023

**Subject:** 2023 WORK PLAN

### **RECOMMENDATION:**

That the Human Services Commission receive an overview of the 2023 work plan.

### **BACKGROUND:**

The Commission's activities are directed on a two-year cycle, parallel to the City's budget process. During a budget year, the Commission's focus is developing grant recommendations for organizations to receive funding for the next two years. The Commission successfully presented its recommendations that were approved and adopted as part of the 2023-2024 budget on December 13, 2022. During the off year, the Commissioners are asked to expand their knowledge around current needs in the community to prepare for the 2025-2026 funding cycle which begins in 2024. Through trainings, inviting nonprofit organizations to present on the work they do, and related activities, the Commission receives information around current needs to help guide the development of its priorities for the next funding cycle.



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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager  
Regula Schubiger, Youth Services Coordinator

**Date:** January 19, 2022

**Subject:** Kirkland Teen Union Building Update

### **RECOMMENDATION:**

It is recommended that the Human Services Commission receive an update on the Kirkland Teen Union Building (KTUB) process.

### **BACKGROUND DISCUSSION:**

At its December 13, 2022 meeting, staff collected feedback on the service level comparison between the top two external model proposals submitted by Boys and Girls Club and the YMCA, and the City's model. Staff presented the top external proposal and an alternative city-operated model to City Council during the study session on January 17, 2023. Staff will provide an update on the direction received following the presentation. Attachment A includes a copy of the Council packet, with a memo comparing the two models and a copy of the City's proposed model.

**Attachment A - Kirkland Teen Union (KTUB) Operating Models**



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## **MEMORANDUM**

To: Kurt Triplett, City Manager

From: Lynn Zwaagstra, Director of Parks and Community Services  
John Lloyd, Assistant Director of Parks and Community Services  
Sara Shellenbarger, Recreation Manager  
Jen Boone, Human Services Manager  
Regi Schubiger, Youth Services Coordinator

Date: January 17, 2023

Subject: Kirkland Teen Union Building (KTUB) Operating Models

## **RECOMMENDATION**

Staff request that City Council considers two different operating models for KTUB; Boys and Girls Club as a non-profit service provider to operate the facility as a teen center, or a City-operated alternative for the teen center. Components to consider include scope, strengths of the model, and financial sustainability. Staff are seeking direction on which model is preferred so that discussions and operational plans can be pursued as the department moves towards re-opening KTUB as a teen center in 2023.

## **BACKGROUND**

The Kirkland Teen Union Building (KTUB), operated as a teen center, was vacated by the previous contracted service provider in 2020 when the City elected not to renew the lease. The City intended to issue a new RFP for teen services in 2020 to re-evaluate how KTUB could best serve the growing need for social, educational, recreational, volunteer and job opportunities for teens. This RFP was placed on hold by the COVID-19 pandemic that erupted in the early spring of 2020. During the initial months of the pandemic, the vacant KTUB building was offered to non-profit agencies serving those experiencing homelessness, but none of them were able to utilize the building. The City then agreed to lease the facility to Studio East on an emergency basis to keep the non-profit organization solvent and present in Kirkland during the pandemic. KTUB is leased to Studio East through May 2023. While Studio East has a long history of serving youth and reaches thousands of youth per year, the facility is being operated as Studio East and not a full service teen center. This history is outlined in a memo to City Council on [October 19, 2021](#). In the fall of 2022, City staff conducted a formal process to seek external operators to run KTUB as a teen center, discussed below. Concurrently, Parks and Community Services (PCS) staff developed a model for department operation of KTUB, should the City elect to operate the facility internally.



## Comprehensive Plan

Per the Kirkland Comprehensive Plan, KTUB is a component of Youth Services and PCS. It is housed under both the Recreation and the Human Services divisions. Chapter XII.B. of the Comprehensive Plan outlines several objectives for Youth Services under 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." The objectives listed below provide direction to staff.

### ***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.

### ***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.

### ***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.

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 youths 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.

KTUB is described in the comprehensive plan as a facility that "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." The comprehensive plan description is the foundation upon which staff built the request-for-proposal process and developed the city-operated model. The potential for a city-operated model to provide maximum flexibility and community responsiveness with the facility became apparent during the past three years of the pandemic.

### **Youth Voice**

KTUB was built with youth voice at its heart, with youth participating in design and programming discussions before the facility opened in 2001. Over the facility's 22-year history, a youth-centered approach has informed the programs and services offered at KTUB. During this time of transition to a new operator, youth voice is and continues to be integral to the future success of KTUB.

Leading up to and throughout the process to identify a new KTUB operator, City staff have engaged the Kirkland Youth Council (KYC) to better understand the needs of youth during a period of significant community change.

The Kirkland Youth Council is an advisory board to the City Council. Due to a concerted effort by staff and KYC, it now strongly represents the diverse perspective of youth in the community. Currently, there are 38 active members. Members represent grades 6-12 and 12 different schools. Over half of the students identify as female, 40% male, and 4% gender fluid. The applicants' racial identity also reflects a good cross section of the Kirkland community – 43% Asian, 39% White, 7% Multi-racial, and 7% Black. 43% speak English and an additional language at home.

The Youth Council provides communication between the City Council, community-based groups, schools, and service organizations. Annual activities include Teen Traffic Court, community service projects, mini-grant program, collaborating with City and school district leadership on hot topics, and hosting a youth summit every biennium.

In response to the pandemic, Kirkland Youth Council conducted a needs assessment survey in the spring of 2021 to better understand youth needs and offer a platform for youth input on community programs and services. Approximately 320 youth participated in the survey, influencing City-initiatives and priorities since. Key findings of the survey include:

- Stress and anxiety play significant roles in the mental health of teens
- Stigma of mental health impacts understanding and accessing services and support
- The wellbeing of students who identify as LGBTQ+ is much lower than heterosexual peers – safety, support, and lack of connection to community were cited as key factors
- Teens did not feel connected to the community nor respected or listened to by adults
- Teens need support with job searching, networking, and interviewing

The survey impact was two-fold: 1) it informed the 2022 piloted teen recreation programs and 2) it led to historic investment in human services grant funding to youth behavioral health services. The survey also influenced the City's operating model for KTUB.

#### *2022 Piloted Teen Programs*

Recognizing the gap in services for youth with KTUB not operating as a teen center, Council allocated one-time funding to pilot new teen programs in 2022. Programs were developed based on KYC's survey results and included cooking classes, monthly teen nights, free outdoor recreation trips/adventures, life skills workshops, art workshops, and gym nights. The teen nights and outdoor recreation programs had a focus on reducing historical barriers to participation for youth of color and youth from low-income families. Over 360 youth participated in the piloted teen programs, and nearly 70 were on waitlists. Over half of the programs filled to capacity and two-thirds filled to over 80% capacity. The piloted programs were very successful with positive feedback received from youth participants and family members. The piloted programs received one-time funding to continue in 2023-2024 budget.

#### *Youth Behavioral Health*

The Human Services Commission included youth behavioral health services as a priority area for 2023-24 human services funding. Council approved \$400,000 in funding to organizations that support youth and their families to receive behavioral health support, including youth of color, youth experiencing homelessness or housing instability, low-income, immigrants and refugees, and youth experiencing substance use challenges.

In Fall 2022, City staff held a listening session with Kirkland Youth Council to hear what teens want to see offered at KTUB. Kirkland Youth Council members were asked to solicit input from their peers in advance. Key desired offerings expressed during the listening session include:

- Safe spaces to relax, socialize and study
- Creative expression opportunities like dance, art, and music classes
- Recreational sports
- Teen nights including performances and games

- Life beyond high school workshops and skill development training
- Connecting with job or volunteer opportunities
- Mental health services.

The group emphasized the importance of KTUB being an inclusive anti-racist space. Suggestions included multilingual signage, staff representing the community served, and ensuring KTUB remains a substance free zone with resources available for substance use. Members also noted the importance of offering services at no cost, citing that even with scholarship opportunities, cost creates barriers to participation. A comprehensive list of desired service offerings from the listening session is included with the City's proposed operating model in **Attachment B**.

Regardless of who operates KTUB, the City anticipates the Youth Council playing an active role in the services offered at KTUB. Staff plan to work with the operator to engage the Youth Council two to four times a year in discussion on service offerings, feedback, and additional strategies to outreach to participants.

### **REQUEST FOR PROPOSAL PROCESS**

Given the anticipated facility vacancy in summer 2023, City staff have pursued a process of selecting an operating model and operator that best achieves the vision of the City for operating KTUB as a teen center, with youth voice informing the scope of work. The information below highlights the request-for-proposal process used to seek an outside service provider.

A request-for-proposals (RFP) was published in early August 2022. The RFP documents are included in **Attachment C**. The scope of services within the RFP established the City's vision for operating KTUB, informed by the City's Comprehensive Plan Chapter XII.B. Human Services HS-3.2-3.7. It should be noted that the RFP did not place limits on the size or scope of the proposal or on the City financial support requested. A press release was published and local organizations in the business of operating youth centers were notified of the RFP.

A two-month window was given for interested organizations to submit a proposal. During that time, two facility tours were offered, and question and answer addenda were published.

Proposals were due late September 2022. Five proposals were received. The organizations who submitted proposals were: Studio East, Washington Autism Alliance, KAMP Music, Boys and Girls Club of King County, and YMCA of Greater Seattle.

The evaluation team was comprised of eight City staff members with different expertise and knowledge of serving youth through recreational and social services, and all with a focus on diversity, equity, inclusion and belonging. The evaluation team completed a written evaluation of the proposals using criteria identified in the RFP. Following the written evaluation process, the YMCA and the Boys and Girls Club were identified to move forward to the next round in the evaluation process.

The Boys and Girls Club and the YMCA were invited to give presentations to the evaluation team in November 2022 and participated in subsequent follow-up interviews in December 2022, which focused on the organizations' operational plans, understanding of youth's needs specific to Kirkland, strategies to engage youth voice, and marketing plans. Both organizations had strong proposals for Kirkland that built on their existing regional programs and facilities.

The Boys and Girls Club and YMCA proposals were also shared with stakeholders in December 2022: Kirkland Youth Council, Human Services Commission, and Park Board. Their feedback is summarized later in the memo.

After the interviews and presentations, the evaluation team unanimously recommended the Boys and Girls Club as the preferred provider from the RFP process, should the City decide to have a non-profit service provider operate KTUB. The evaluation team identified the Boys and Girls Club proposal’s strengths as:

- Established presence in Kirkland and a clear strategy to leverage KTUB
- Demonstrated clear understanding of the needs of Kirkland youth
- Clear prioritization of mental health support and services
- Clearly articulated operational plan
- Established relationship with the City and high interest in further collaboration
- Clear commitment to equity and social justice

Concurrent to the interview and evaluation process, the City finalized its own operating model for KTUB, should Council choose to have KTUB as a City-operated facility. The City’s operating model was developed to demonstrate an alternate option that also meets the goals for teen services. The City’s model offers the unique expertise of the Recreation and Human Services divisions, an understanding of Kirkland teens’ needs, the ability to fully utilize the space with additional programming in the mornings and on weekends, and the ability to control and adapt operations with the changing needs in the community.

Attached to this memo are:

- The Boys and Girls Club Proposal, identified as the top external proposal by the RFP evaluation team – **Attachment A**
- The City’s Operating Model– **Attachment B**

The next section summarizes the top external proposal (Boys and Girls Club) and the City’s operating model, with consideration of the scope, strengths, and financial sustainability of each.

**BOYS AND GIRLS CLUB PROPOSAL**

The Boys and Girls Club of King County submitted a proposal to operate KTUB as a club-based teen center, with a focus on youth development and mental health support. Their proposal includes weekday after-school drop-in programs, Friday night events, summer camp, and behavioral health services on-site. A summary of the Boys and Girls Club’s operational plan for teens at KTUB is shown in **Table 1**, below.

**Table 1:** Summary of Boys and Girls Club’s Operational Plan for Teens

After School Drop-in Activities	<ul style="list-style-type: none"> <li>• Games</li> <li>• Homework help</li> <li>• Self-guided art</li> <li>• Yoga and dance</li> <li>• Life skills</li> <li>• STEM activities</li> <li>• Podcasting, music lessons, lyricism</li> </ul>
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Supplemental Programs	<ul style="list-style-type: none"> <li>• Character and leadership clubs</li> <li>• Service projects</li> <li>• Sport and recreation programs</li> <li>• Academic success programs</li> <li>• Arts programs</li> <li>• Health and wellness programs</li> <li>• Workforce readiness</li> <li>• Rainbow Club (LGBTQ+)</li> <li>• Summer camp focused on academic success, healthy lifestyles, good character, and citizenship</li> </ul>
Late Night	<ul style="list-style-type: none"> <li>• Friday teen events open to non-club members</li> </ul>
Services	<ul style="list-style-type: none"> <li>• As part of Boys and Girls Club’s Mental Wellness Initiative: <ul style="list-style-type: none"> <li>○ Behavioral health specialist at KTUB during drop-in hours</li> <li>○ Available off-hours for youth experiencing homelessness, in foster care, or in need of support</li> </ul> </li> <li>• As part of Boys and Girls Club’s Youth Force program: <ul style="list-style-type: none"> <li>○ Offer safety net career development services to equip youth with the resources and foundation to successfully enter the workforce and become economically self-sufficient</li> </ul> </li> </ul>
Staffing	<ul style="list-style-type: none"> <li>• 1.0 FTE Teen Director to oversee operations at KTUB</li> <li>• 2 part-time Youth Development Professionals (YPD) to provide direct programming to youth (partially benefitted)</li> <li>• Mental Wellness Initiative staff during club hours</li> </ul>
Drop-in Hours	<ul style="list-style-type: none"> <li>• Academic Year: 21 hours/week</li> <li>• Summer Program Hours: 45 hours/week</li> </ul>
Anticipated Numbers Served Annually	<ul style="list-style-type: none"> <li>• Avg. daily attendance at clubs across Greater Seattle: 61</li> <li>• Avg. registered club members per club across Greater Seattle: 320</li> <li>• 150 Kirkland Club members in 2021</li> <li>• 11 Kirkland Teen Club members, 7 Sammamish Teen Club members</li> </ul>

Strengths of the Boys and Girls Club Proposal

Addressing community needs

- The Boys and Girls Club has an established club in Kirkland, including a club and programs specifically for teens, with existing connections within the community and knowledge of Kirkland youth and families’ needs.
- The Boys and Girls Club has a vision to use their existing club in Kirkland as a feeder program to KTUB, so that teens have their own dedicated space separate from younger youth, with dedicated programs and staff geared towards serving teens.
- Plan to provide (paid) transportation from Juanita High School and area middle schools to KTUB and have existing vehicles to do so.

Diversity, Equity, Inclusion, and Belonging

- The Boys and Girls Club identifies as an anti-racist organization and hires staff from within the communities it serves.
- Heritage months are celebrated with inclusive programming.
- Youth with sensory needs are included and aids are welcome.

### Youth Voice

- A county-wide Teen Advisory Board that shapes policies and programs and do advocacy projects, which includes a representative from Kirkland.
- Keystone Club (leadership and character club) would provide youth opportunity to provide direct feedback specific to KTUB, including creation of club agreements and surveys.
- Adapt programming and services based on youth voice

### Marketing and Outreach

- Plan to utilize word of mouth, alumni network, and school connections and events (in addition to using existing club as pipeline to KTUB)
- To reach BIPOC youth, want to recruit one-on-one and face to face
- Interested in collaborating with the City (I.e., inclusion in recreation guide, involvement in community events such as Día de los Muertos and Celebrate Kirkland, partnering to host workforce readiness events, working with human services staff and nonprofit partners, etc.)
- Traditional marketing outlets such as social media, email databases, school advertising, etc.
- Able to leverage Boys and Girls Club’s dedicated marketing and fundraising departments

### Financial Accessibility

- Membership based, \$50/year
- \$75/month transportation from Juanita High School and area middle schools to KTUB
- Summer camps have additional cost
- Robust scholarship program
- 100% of fees covered for youth experiencing housing instability or homelessness

### Financial Sustainability

To operate KTUB, the Boys and Girls Club requests an annual City subsidy of \$175,000. Their budget overview is listed in **Table 2** below.

The Boys and Girls Club budget proposal would operate the teen center at less cost to the City. The proposal shows diverse revenue sources, ranging from fees to sponsorships and community support. In addition, the Boys and Girls Club can leverage their existing space and staff in Kirkland to support KTUB operations.

The Boys and Girls Club was recently awarded a Human Services grant to fund mental health outreach in partnership with Youth Eastside Services as part of their Mental Wellness Initiative. During an interview with the RFP evaluation team, Boys and Girls Club staff shared their goal and progress towards expanding and making this program sustainable with additional funding sources. These grant dollars would be leveraged to support existing club operations in Kirkland and expand mental health support at KTUB.

**Table 2:** Boys and Girls Club Budget Overview

<b>Revenue</b>	
<b>Source</b>	<b>Amount</b>
Membership fees	\$7,500
Summer programming fees	\$24,000
City Funding Request	\$175,000

Sponsorships/Grants	\$50,000
Community Support	\$5,000
Space rental revenue	\$10,000
<b>TOTAL</b>	<b>\$271,500</b>
<b>Expenses</b>	
<b>Item</b>	<b>Cost</b>
Director and YDP Staffing	\$108,416
Food and snacks	\$32,500
Programming and Equipment	\$15,000
Field trips	\$6,000
Special Events	\$10,000
Transportation and Fuel	\$5,200
Utilities and Maintenance	\$12,000
Mental Wellness Initiative Staff	\$65,000
Reserve/Emergency Fund	\$15,000
Marketing	\$2,000
<b>TOTAL</b>	<b>\$271,116</b>

**PARKS AND COMMUNITY SERVICES PROPOSAL**

The Parks and Community Services Department also developed a City model to operate KTUB that is more expensive but also more comprehensive. This model blends the expertise of the Recreation and Human Services divisions to offer a drop-in teen center with mental health services on-site, recreation programs for teens and daytime activation of the facility for other ages. The proposal includes weekday afterschool drop-in programs, weekend events, summer camp, and on-site behavioral health staff. A summary of the City’s operational plan for teens at KTUB is summarized in **Table 3**.

Council approved a 2023-2024 service package to continue the teen programs piloted in 2022. If the City operates KTUB, all items in that service package would become part of KTUB and its operations, and are reflected as such below and in the **Attachment B**.

**Table 3:** Summary of the City’s Operational Plan for Teens at KTUB

After School Drop-in Activities	<ul style="list-style-type: none"> <li>• Games</li> <li>• Homework help, tutoring, technology lab</li> <li>• Art and music</li> <li>• Life skills workshops</li> <li>• Activities to support mental health i.e., mindfulness or stress relieving workshops</li> <li>• Yoga/sports/dance</li> <li>• Lounge/social space</li> </ul>
Supplemental Programs	<ul style="list-style-type: none"> <li>• Outdoor recreation trips</li> <li>• Field trips</li> <li>• Outdoor yoga</li> <li>• Sports leagues/sports samplers</li> <li>• Cooking classes</li> <li>• Art classes</li> <li>• Dance classes</li> </ul>



	<ul style="list-style-type: none"> <li>• Life After High School workshops: Financial literacy, job skills/employment readiness</li> <li>• First aid/CPR training</li> <li>• Affinity clubs</li> <li>• Paid high school internship program</li> <li>• Summer camps focused on leadership, adventure trips, and STEM</li> </ul>
Late Night	<ul style="list-style-type: none"> <li>• Fridays and Saturdays – food and social events (open mic night/youth performances, movies, game nights, dances, etc.)</li> </ul>
Services	<ul style="list-style-type: none"> <li>• In partnership with Youth Eastside Services (YES): <ul style="list-style-type: none"> <li>○ Clinician at KTUB who is dually certified as a mental health therapist and substance use disorder professional</li> <li>○ Clinician would be bilingual and bicultural to prioritize youth of color, and reduce barriers to this mental health support</li> <li>○ Drop-in services and long-term counseling support</li> <li>○ Group sessions, individual and family counseling, adolescent psychiatry services and case management</li> </ul> </li> <li>• In partnership with 4Tomorrow: <ul style="list-style-type: none"> <li>○ Art therapy via recording studio, art classes and workshops focused on art, music, and digital media</li> <li>○ Programs offered in English and Spanish</li> <li>○ Connect youth and families to additional services and support related to housing stability, navigating immigration and mental health systems, providing direct economic recovery assistance</li> <li>○ Mental health first aid training for youth and adults</li> </ul> </li> </ul>
Staffing	<ul style="list-style-type: none"> <li>• 1.0 FTE Recreation Supervisor to oversee operations at KTUB</li> <li>• 1.0 FTE Program Coordinator to administer teen programs and drop-in activities (already funded for 2023-2024 as part of the approved Teen Programs Service Package)</li> <li>• 1.0 FTE Program Assistant to provide customer service and administrative support</li> <li>• Part-time staff <ul style="list-style-type: none"> <li>○ Recreation Attendants (youth employees) to assist with drop-in programs</li> <li>○ Recreation Leads to lead drop-in activities and provide on-site supervision</li> <li>○ Program Instructors to lead programs and provide on-site supervision</li> </ul> </li> <li>• 1.0 FTE Mental Health Clinician to provide behavioral health and counseling services (YES employee)</li> <li>• Part-time program staff to support drop-in art therapy programs (4Tomorrow employees)</li> <li>• Volunteers to support drop-in teen programs such as events or tutoring</li> </ul>
Drop-in Hours	<ul style="list-style-type: none"> <li>• Academic Year: 25 hours/week</li> <li>• Summer: 20 hours/week</li> <li>• Year-round Program Hours: 55 hours/week</li> </ul>

<p>Anticipated Numbers Served Annually</p>	<ul style="list-style-type: none"> <li>• 360 teens served in 2022 through piloted teen recreation programs</li> <li>• Annual estimates for KTUB: <ul style="list-style-type: none"> <li>○ 1,500 teen recreation program registrations</li> <li>○ 9,300 drop-in visits</li> <li>○ 1050 drop-in hours available</li> <li>○ 100 youth receive behavioral health services</li> <li>○ 207 mental health sessions</li> <li>○ 700 adult, youth, and preschool recreation program registrations</li> </ul> </li> </ul>
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Strengths of the City’s Operating Model

Addressing community needs:

- Within Parks and Community Services, the City understands teens’ needs for recreation and human services in Kirkland
- Over the last two years, the City has taken significant steps to improve service levels for teens. These actions will be leveraged to expand offerings and service levels for teens.
  - Council approved 2022 pilot programs for teens to address gap in service level
  - Projects that supported youth mental health were prioritized during the 2023-2024 Human Services grant funding
  - Council approved a 2023-2024 Service Package to continue to offer teen programs
- The approved teen programs service package would be incorporated into the City’s operational model at KTUB, meaning the programs and staff would operate out of KTUB and supplement the City’s proposed operating model, building on previous investments and providing a dedicated space for teens, with dedicated staff and programs.

Diversity, Equity, Inclusion, and Belonging

- The City is committed to examining and dismantling institutional racism in Kirkland and has created a 5-year DEIB roadmap
- Responsive and culturally appropriate recreation programs and services
- Prioritize BIPOC agencies to provide services by staff who are representative of communities
- Bilingual mental health clinician to offer in-language services
- Use of translated outreach materials
- Vision to serve all youth, especially historically underserved or underrepresented youth

Youth Voice

- Continued engagement with Kirkland Youth Council to provide input on programs and service offerings
- Develop KTUB Advisory Group to include Youth Council representatives, City staff, youth participants in recreation programs and social services, and partner agencies

Marketing and Outreach:

- Priority populations for targeted outreach include youth of color and youth not connected to school or existing community supports
- Will collaborate with existing community partnerships to reach youth where they are

- Kirkland Youth Council and new KTUB Advisory Group will help develop marketing strategies
- Traditional marketing will be utilized such as social media, online newsletters, print and digital media, etc.

#### Financial Accessibility

- No fees for drop-in after-school programs or teen nights
- No fees for accessing mental health services
- Some supplemental recreation programs will have fees, some will be provided at low or no cost
- Robust scholarship program

#### Stability, Flexibility, and Ability to Access Existing City Resources

- City employment packages for full-time and part-time staff result in low turnover, creating more stability for the program and for the youth accessing KTUB
  - (Note: Staffing levels proposed at KTUB are slightly smaller than existing staffing levels at Peter Kirk Community Center and North Kirkland Community Center. At KTUB, City staff would include 3 FTEs: 1 Recreation Supervisor, 1 Program Coordinator (already funded for 2023-2024), and 1 Program Assistant. Each community center is staffed by 4 FTEs: 1 Recreation Supervisor, 2 Program Coordinators, and 1 Program Assistant.)
- City would fully utilize the facility during the day with additional recreation programs
  - Adult and preschool programs would address waitlists for these programs and bring in additional revenue and help offset teen program expenses
  - Daytime programming space would help address some of the facility space constraints and program demand the recreation team is facing at Peter Kirk and North Kirkland Community Centers
- KTUB is a City-owned facility, and operating it would give the City flexibility to quickly adapt to community needs and serve a broader population during non-teen hours
- A City-operated KTUB would provide greater control over KTUB operations, including transparency into operations, quality standards, and offerings
- A City-operated KTUB would be able to easily access and leverage existing City resources, such as utilizing Peter Kirk Community Center, Peter Kirk Pool, and Lee Johnson Field for drop-in teen programs

#### Financial Sustainability:

The City's proposed operating budget for KTUB considers that given the timing of the current lease, the facility wouldn't open before late summer/early fall 2023 and would enter its first full year of operation in 2024. Therefore, staff have prepared budgets for a partial year of operation in 2023 and a full year of operation in 2024. The 2024 budget is a more accurate ongoing annual investment.

As KTUB currently contains very limited City-owned furniture and equipment, and what is there is over twenty years old and well-worn, there is a significant start-up cost to outfit the facility appropriately.

The summary of the City's operational plan above reflects the recommended service level and investment shown in **Table 4** below.

The net new amount for this recommended investment level is \$176,937 in 2023 and \$384,655 in 2024, with a one-time investment of \$121,833 for furniture, fixtures, and equipment. These new investments are not included in the recently adopted budget. Staff would identify funding options for Council consideration as part of the June budget adjustments.

The City-operated budget does not reflect the \$399,884 investment in the 2023-2024 Teen Programs service package, though the entirety of programs in the service package is included in the City’s KTUB operating model. If the City’s model is selected the components of this service package would operate out of KTUB and enhance the level of service offered to Kirkland teens through the teen center.

Included in the budget is the annual \$160,000 budgeted in Human Services for KTUB operations, which has historically been paid to the KTUB operating partner.

The City’s proposed service provider partners, YES and 4 Tomorrow, each received 2023-2024 Human Services grant funding. Their inclusion in the City’s operating model reflects additional funding to expand both agency’s ability to address existing gaps in teen services that are culturally competent and relevant, allowing KTUB to meet the diverse needs of youth, while simultaneously leveraging the City’s current investment.

**Table 4:** Recommended Investment Level\*

	<b>2023 One-time</b>	<b>2023 Operating (partial year)</b>	<b>2024 Ongoing</b>
<b>Net Investment</b>	<b>\$121,833</b>	<b>\$176,937</b>	<b>\$384,655</b>
<b>Expenses</b>			
Furniture, Fixtures and Equipment	\$116,833		
City Staffing		\$208,951	\$393,609
General Operating Supplies and Services		\$30,095	\$45,790
YES Services		\$63,722	\$127,443
4Tomorrow Services		\$39,180	\$78,360
Teen Programs		\$11,449	\$54,741
Adult, Preschool and Youth Programs	\$5,000	\$30,440	\$144,898
<b>Total Expenses</b>	<b>\$121,833</b>	<b>\$383,837</b>	<b>\$844,841</b>
<b>Revenue</b>			
Sponsorships		\$(2,500)	\$(10,000)
Rental Revenue		\$(3,500)	\$(25,400)
Grants		\$(5,000)	\$(10,000)
Donations to Offset Program Expenses		\$(2,500)	\$(10,000)
Teen Program Fees		\$(6,400)	\$(57,986)
Adult, Preschool and Youth Program Fees		\$(23,000)	\$(186,800)
Budgeted KTUB Operating Dollars		\$(160,000)	\$(160,000)
<b>Total Revenue</b>		<b>\$(206,900)</b>	<b>\$(460,186)</b>

\*Note: This would require a separate budget adjustment process.

While these amounts surpass what the City currently has budgeted for KTUB operations, the budget reflects the City's standards for staffing, social services, and programming. Though the staff costs are significantly higher than the Boys and Girls Club proposal, they are more likely to attract long-term, high-quality staff, which would result in long-term stability for KTUB's operations and most importantly for the youth accessing the facility's programs and services.

The investment in social services also prioritizes the critical need Kirkland youth have voiced surrounding mental health support.

All investment options include diverse revenue sources. By fully utilizing KTUB during the day for traditional recreation programs for other age groups, program fee revenue would help offset KTUB operating expenses. Additionally, as with our other recreation positions, KTUB staff will seek out fundraising opportunities to further offset expenses, such as sponsorships, grants, and donations. Staff will also explore various fee structures to keep program fees low for teens who have financial barriers to participation.

### Investment Options

In addition to the recommended budget shown above, City staff have developed two other investment options for the City's model to operate KTUB, one higher than the recommended budget and one lower. These are also outlined in **Attachment B**. Each investment option represents a different service level, with the base level being a minimal investment and the enhanced level being a goal investment with a higher service level and more robust operation. The recommended level of investment is the medium option and would offer more teen programs and services than the base level, but a lower level of service than the enhanced model.

Key variations between the three investment options:

- Service providers – The base investment option includes a mental health clinician but no art therapy and services for Latinx youth. The medium and enhanced investment options include services focusing on Latinx youth and their families.
- Staffing levels – The number of staff hours vary between each investment level, with the highest investment option corresponding to the most available drop-in hours for teens to access KTUB and the highest service level in terms of on-site staff support, programming, and customer service. The opposite is true for the base level investment option.
- Teen Programs – The amount of teen programs offered increase with the investment level. The approved 2023-2024 service package includes 80+ teen program offerings and is reflected in each investment option. The enhanced investment level includes a one-time purchase in 2024 of a 12-passenger van to expand capacity for off-site programs and camps for teens and may also be used to offer transportation from schools to KTUB.
- Furniture, Fixtures and Equipment - There is very limited City-owned furniture in KTUB, and what is there is in poor condition. Each investment level requires a one-time investment in furniture, fixtures, and equipment. The base investment level reflects what is minimally needed to safely operate KTUB and would involve use of existing furniture and procurement of used furniture. The enhanced investment level would reflect the City's standards for furniture and equipment at other City facilities. The City anticipates additional one-time investment may be needed regardless of which operating model is selected.

**Table 5** below shows the net investment levels for each option.

**Table 5:** Investment Options for City’s Operational Models at KTUB

<b>Investment Level</b>	<b>2023 One-time</b>	<b>2023 Operating (partial year)</b>	<b>2024 One-time</b>	<b>2024 Ongoing</b>
<b>Base</b>	\$89,958	\$103,109		\$251,146
<b>Medium (Recommended)</b>	\$123,833	\$179,437		\$389,655
<b>Enhanced</b>	\$187,762	\$236,212	\$51,500	\$515,050

If Council selects the City’s operating model, City staff recommend the medium level of investment as shown in **Table 4**. The breakdown for the base and enhanced investment options are in **Attachment B**, starting on page 15 of the City’s operating model.

The City’s base investment level more closely matches the Boys and Girls Club’s proposed budget, though still comes with a higher investment in City staff and YES mental health staff and includes operating the facility during the day and on evenings and weekends.

**Proposal Feedback**

Once the Boys and Girls Club and the YMCA were identified as finalists during the RFP process, City staff planned presentations to Youth Council, Human Services Commission, and Park Board at their December meetings. The presentations included a level of service comparison of the two non-profit service providers and the City’s operating model. Therefore, there are comments on all three models below. The three bodies were not asked to provide feedback on the specific strengths and weaknesses of each proposal, but to provide feedback on the service level represented and how it can help achieve the vision outlined in the City’s Comprehensive Plan. However, there were components of each proposal that stood out to the various groups, and their feedback is summarized below.

*Youth Council*

In reviewing the proposals, members shared that overall, the three proposals were similar and reflective of youth needs. The City’s proposal was the most holistic service level and resonated with youth, given the comprehensive services proposed and outsourcing the work of experts in the field, most notably Youth Eastside Services. Members had positive personal experience with the organization and its services.

The key programs that were top priority for the group were sports activities offered unavailable elsewhere, focus on cultural, anti-racism, and queer youth programming, tutoring services, employment training opportunities, and drop-in behavioral health services.

Members cautioned against implementing membership fees, citing the fee as a barrier to participation, and that accessibility of the space should be top priority. If fees are required, members suggested using the space to help offset the cost through rentals or the café to help diversify funds and increase access for youth with limited resources. Members also encouraged the City to consider what transportation services and resources could be available to connect students to KTUB.

### *Human Services Commission*

Commissioners praised the performance of the YMCA when they were running the space prior to 2020. The Commission highlighted the YMCA's attendance numbers in terms of youth impact and appreciated the proposal's emphasis on equity and social justice, with a focus on serving BIPOC youth and youth not connected to community services and supports. At the same time, the Commission felt like all proposals were limited in what targeted outreach strategies to BIPOC and LGBTQ youth looked like.

Additional considerations the Commission elevated were the role of police and how the City planned to support youth safety given the history at KTUB, and the space use plan for all proposals. Specifically, if the City could work with Boys and Girls Club or the YMCA to activate the space during the day if either were selected; and if the City proposal was selected, how City staff and partner agencies would work together and share the same space. The group did feel like the City's plan was most comprehensive and reflective of what Youth Council highlighted around current need.

Finally, the group highlighted the importance of KTUB being accessible and noted the importance of language access, and that the City proposal was standalone in offering bilingual services through service providers.

### *Park Board*

Members had some concerns with the YMCA's previous performance at KTUB and the limited number of youth served during drop-in hours. While the group liked the focus on underserved youth and connecting them with community resources, members noted the YMCA's proposal represented a high level of investment and a lower level of service without fully utilizing the space. Members liked the City's level of service that activates the space throughout the day and emphasis of outdoor activities, but the Boys and Girls Club had the best model to serve the greatest number of youth at the lowest cost to the City. The Board also liked the comprehensive level of service of the Boys and Girls Club program, which offers STEM, leadership, and recreation opportunities, allowing for broader engagement with youth.

Members had concerns about City staff fundraising and felt that the non-profit service provider's fundraising models were more appropriately suited to seek funding elsewhere. The group inquired about how the potential ballot measure(s) may tie in with sustainably funding services at KTUB.

Finally, members emphasized the importance of youth voice and feedback in selecting who is best suited to operate KTUB.

The current tenant's lease expires at the end of May 2023, and some time will be required to turn over the facility and prepare it for a new leaseholder/operator. For whichever organization operates KTUB, the next six months will be crucial to planning for a successful launch.

### **Joint Operation/Hybrid Model**

It would also be possible to explore joint operation of KTUB between the Boys and Girls Club and Kirkland Parks and Community Services. A hybrid model was not discussed as a potential option in the RFP and City staff have not asked the Boys and Girls Club to consider this. The

RFP process did discuss potential partnership opportunities between the two organizations, but not to the degree of a combined operational plan.

Joint operation could allow for fuller utilization of the building than the Boys and Girls Club alone, presumably with Boys and Girls Club running drop-in and supplemental programs, and summer camp and with the City running day-time programs, perhaps supplemented with evening and weekend programs. More programs for more age groups could be accomplished, similar to the City-operated proposal.

The potential challenges of a joint operation between a non-profit service provider and the City include:

- Would require a new framework as the PCS has not jointly operated a facility with a non-profit before.
- Would require negotiations with the Boys and Girls Club to refine budgets and operating models
- Would require defining resource allocations (staffing, use of space, etc.) and any shared resources (i.e. equipment)
- Would require defining responsibilities (customer service, registration systems, emergency response)
- Would require development of new partnership and systems and processes to ensure ongoing collaboration
- Would still involve a higher level of financial investment for city operations of daytime and supplemental evening and weekend programs

### **RECOMMENDATION**

Staff request that City Council consider two different operating models for KTUB; Boys and Girls Club as a non-profit service provider to operate the facility as a teen center or the City-operated alternative for the teen center. Components to consider include scope, strengths of the model, and financial sustainability. Staff are seeking direction on which model is preferred so that discussions and operational plans can be pursued as the Department moves towards re-opening the teen center in 2023.

**Attachment A:** Boys and Girls Club proposal

**Attachment B:** City of Kirkland model

**Attachment C:** KTUB Request for Proposal documents





**BOYS & GIRLS CLUBS  
OF KING COUNTY**

## **Organizational Overview**

### CONTACT INFORMATION

Boys & Girls Clubs of King County

220 W. Mercer, Suite 410

Seattle, WA 98109

(206) 436-8100

Primary Contact: Melissa Pederson, 509-869-8016, mpederson@positiveplace.org

For over 75 years, Boys & Girls Clubs of King County has been opening doors of opportunity and preparing young people for a great future. We see possibility in every young person and are committed to being a voice for all youth in King County.

Here in King County We have been serving boys and girls, even under the name “The Boys Club”, since the mid-1940s. Today We serve kids age 3-21, with a wide range of needs and interests. Understanding that We all grow and learn at different paces; our programs respond to the diverse needs across our community. We are continually adapting our offerings and services to best match the evolving needs of youth throughout our community.

### OUR MISSION

To inspire & enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

OUR VISION To provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

### OUR IMPACT

Our award-winning, innovative programs empower youth to excel in school, become good citizens, and lead healthy, productive lives. We do whatever it takes to build great futures.

### BY THE NUMBERS

31 Clubs in greater Seattle

9,917 registered Club members

### SCHOOL YEAR

1,894 Average daily attendance

316,311 snacks and meals served

### SUMMER

1,131 average daily attendance

72,550 snacks served



**BOYS & GIRLS CLUBS  
OF KING COUNTY**

At Boys & Girls Clubs of King County, we do whatever it takes to support every kid who walks through our doors. We have prioritized removing barriers that may hinder youth from being able to access our Clubs. We continued to provide scholarships for all who needed them, local partners like Microsoft helped provide needed transportation to Clubs, we are opening a new Club in the Highline School District, all to be available for youth in our community. We do so while investing in and working toward becoming an **anti-racist organization** so that all feel safe and welcome in our Clubs. Having a safe place to go, guided mentorship, and life-enhancing programs enables our members to embrace confidence and become the leaders of tomorrow.

With over 500+ years of combined youth development expertise, our dedicated staff have made Boys & Girls Clubs of King County a respected leader in the Youth Development sector. Their dedication and expertise have allowed us to create tailored, youth informed programming that directly meets the needs of our members, including our new mental Wellness programming.

Over the past several years we have partnered with local mental health experts to learn about how to support the mental Wellness of our members. We have provided programs ranging from research-based mindfulness and movement to professional Youth Clinical Therapists sessions to youth therapeutic workshops. We have witnessed youth who are experiencing distress and know families are frustrated by the lack of available youth counseling services. In response to the needs of our youth, we are working to build our Mental Wellness Initiative. The initiative will include a behavioral health specialist for each Club, youth focused Clinicians to serve youth who need one on one support, a director to lead the Initiative and a Behavioral Health Advisory Board.

Our Mental Wellness Initiative is just one example of our community-based programming informed by youth voice. We have further prioritized offering a Well-rounded experience for each young person through a focus on academic excellence, health and Wellness, and service and leadership by creating youth-informed programs. Our new Teen Advisory Board has been created to ensure that youth voice stays front and center in all We do. Club members represent the next generation of social change-makers, entrepreneurs, and innovators. We strive to ensure every kid has the resources and support systems to reach their potential.

Generous funders, corporate partners, and individuals are how we can continue to provide youth-centered, tailored, programming for tomorrow's leaders.

Thank you for this opportunity to submit a proposal to lease and run programming at the Kirkland Teen Union Building.

Melissa Pederson  
Director of Institutional Giving  
[mpederson@positiveplace.org](mailto:mpederson@positiveplace.org)

Kendrick Davis  
Area Director – Eastside Clubs  
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## **Understanding of The City of Kirkland's Vision for the KTUB**

REACHING MORE YOUTH - We believe every young person in our community is already great. We know that access to our Clubs creates opportunities for great futures. Boys & Girls Clubs of King County has a long history of partnering with cities, counties and communities to bring high level programming to the Youth in the area. After touring KTUB with representatives from the Kirkland Boys & Girls Club, Federal Way Teen Center and YouthForce We understand the vision that the City of Kirkland has for the building - teens need a safe and welcoming place to hang out after school or on weekends; a place to develop relationships with police, community members, and the business community.

We also understand that including the Youth Voice is the most important factor when developing programming. Everything we do at our Clubs is in partnership with the Youth that attend and making certain it is fun, engaging and challenging so they continue to come back to where they know their voices are heard and their needs are met. Our programming allows kids to be themselves and express themselves whether it be through music, art, sports and more.

Launched earlier this year, the Teen Advisory Board is made up of 16 members from across the county. Teens have the opportunity to connect with one another and play an active role in steering our Teen programming. They also provide youth voice to the organization's advocacy projects. To date they have helped plan the Earth Day celebration, One Seattle Day of Service and the Be You Teen Late Night. This fall they will be partnering with King County Library for voter registration events.

We have also committed as an organization to prioritize inclusive and diverse programming. Our Program Directors are hired from the communities we represent to ensure programming is relevant. Boys & Girls Clubs of King County has also invested in our workforce by Increased compensation for our frontline team and created pathways to encourage promotion from within. We have focused on social emotional learning and mental health supports. Including but not limited to employee assistance programs, peace circles, targeted discussions, fun/laughter and a sense of community.

Our Clubs are a part of the community and partnership is key. Whether it is working with community partners to host a Back to School event or inviting elected officials for Club tours, our staff is trained in making sure we are a part of the community fabric. The more we are involved with local businesses, civil services and public services the better the social environment for the Youth that attend the Clubs. These collaborations also help to promote the positive image of the city, county and state.

We have moved to a model of Community Centric Fundraising which We know has been hard for some of our donors and partners but we are committed to being "grounded in equity and social justice, prioritize the entire community over individual organizations, foster a sense of belonging and interdependence, present our work not as individual transactions but holistically, and encourage mutual support between nonprofits."



## **Program and Service Plan for a Typical Week During the Academic Year**

3:00 -3:45p: Teens arrive, check in, get snack, participate in low-structure drop in activities like foosball, card games, hanging out, or homework help

3:45 – 4:45p: 1st Rotation. Teens can work a shift in the Keystone Café, do yoga, homework, self-guided art projects, or take part in a YouthForce led program (financial literacy, college/career prep, or a job fair)

4:45 – 5:00p: Club Meeting. This is where teens learn more about upcoming events or announcements. Also, a time to do formal recognition for birthdays, academic and athletic achievements.

5:00 – 6:00p: 2nd Rotation. Our targeted programs are usually running at this time. SMART Girls, LEGO First, Keystone & Torch Club meetings and podcasting.

6:00 – 6:30p: Teens have some free time at the end of the day. We also use this time to connect with families at pickup as Well as continue to build positive, supportive relationships with Club members.

7:00 – 10:00p: #WeOwnFriday Teen Event. The focus of #WeOwnFriday is attracting and engaging new, non-Club teens through events, meetups and programs. The goal of them is to bring new teens into full membership at KTUB

## **Program and service plan for a typical Week during the summer**

9:00am-4:00pm: Camp activities. It is our goal to plan activities that represent the core impact areas of the Boys & Girls Club: Academic Success, Healthy Lifestyles, and Good Character & Citizenship. We will have activities planned both inside and outside every day.

4:00pm-6:00p: Teens have some free time at the end of the day

**Addressing summer learning loss:** We will also be focusing a portion of each day on Summer Brain Gain, a daily program focusing on 20 minutes of reading, 20 minutes writing, 20 minutes of math games, and 20 minutes of Social-Emotional Learning. This program is aimed to prevent summer learning loss with fun, educational activities.



**BOYS & GIRLS CLUBS  
OF KING COUNTY**

## **List of Anticipated Annual Programs and Services Broken Down by Descriptive Categories**

The Club is a space within Boys & Girls Clubs created especially for teens, apart from the younger kids. It is a safe place, where they can be themselves without feeling the pressure of being judged. At the Club, teens have access to resources and experiences that expose them to a world of opportunities. Plus, The Club is a comfortable place to hang out with friends, connect with caring mentors, and participate in fun activities like sports, arts, and volunteerism.

### **CHARACTER AND LEADERSHIP**

These programs help youth become responsible, caring citizens and acquire skills to participate the democratic process. Program participants also develop leadership skills and gain opportunities for planning, decision-making, contributing to Club and community and celebrating our national heritage.

#### **Keystone**

Keystone Clubs provide leadership development opportunities for young people ages 14 to 18. Youth participate in activities in three focus areas: academic success, career preparation and community service. With the guidance of an adult advisor, Keystone Clubs aim to have a positive impact on members, the Club and community.

#### **Youth of the Year**

Youth of the Year is Boys & Girls Clubs of America's premier recognition program. It is our signature effort to foster a new generation of leaders, fully prepared to live and lead in a diverse, global and integrated world economy.

#### **Torch Club**

Torch Clubs are chartered, small-group leadership and service Clubs for boys and girls ages 11 to 13. A Torch Club is a powerful vehicle that helps Club staff meet the special character development needs of younger adolescents at a critical stage in their life.

### **SPORTS & RECREATION PROGRAMS**

These Club programs help develop physical fitness, reduce stress and promote a positive use of leisure time, appreciation for the environment and interpersonal skills.

#### **Triple Play**

Triple Play is a comprehensive health and Wellness program. It strives to improve the overall health of Club members ages 6-18 by increasing daily physical activity, teaching them about good nutrition and helping them develop healthy relationships.



**BOYS & GIRLS CLUBS  
OF KING COUNTY**

### **Fun at Bat**

Fun at Bat is an entry-level bat-and-ball program for kids with an emphasis on character development, functional movement, active play and fun.

### **DEVELOPING GLOBALLY COMPETITIVE GRADUATES**

These programs are designed to ensure that all Club members graduate from high school on time, ready for a post-secondary education and a 21st-century career.

### **Power Hour**

Power Hour: Making Minutes Count provides Club professionals with the strategies, activities, resources and information to create an engaging homework help and tutoring program that encourages Club members of every age to become self-directed learners.

### **Project Learn**

Project Learn reinforces the academic enrichment and school engagement of young people during the time they spend at the Club.

### **Summer Brain Game**

Summer Brain Gain is comprised of one-Week modules with fun, themed activities for elementary school, middle school and high school students that are aligned with common core anchor standards. In addition, Summer Brain Gain: Read!, a literacy program, complements the larger Summer Brain Gain curriculum.

### **The Computer Science Pathway**

The Computer Science Pathway, a key component of Boys & Girls Clubs' Education & STEM programming, invites youth and teens on a journey from their first encounter with code to creative computing.

### **GIVING KIDS A VOICE THROUGH THE ARTS**

These programs are designed to foster creativity in young people, and give them outlets for self-expression. From photography to hip-hop, our arts programs have something that will inspire everyone

### **Image Makers**

ImageMakers is a year-round program that helps Club members ages 6-18 learn the art and science of photography through multiple categories: Culture and Tradition, Portraits, Nature and Surroundings, Fashion and Style, and Editing and Filter. Photographs are displayed at local and regional exhibits around the world.

### **Music Makers**

MusicMakers inspires young people to produce music, and to create their life's soundtrack.



**BOYS & GIRLS CLUBS  
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### **National Fine Arts Exhibit**

This year-round program encourages artistic expression among Club members ages 6 to 18 through drawing, painting, printmaking, collage, mixed media and sculpture displayed at local and regional exhibits.

### **HEALTH AND WELLNESS PROGRAMS**

These programs develop young people's capacity to engage in positive behaviors to nurture their Well-being, set personal goals and grow into self-sufficient adults.

#### **SMART Girls**

SMART Girls provides health, fitness, prevention/education and self-esteem enhancement for girls ages 8 to 17.

#### **Healthy Habits**

Healthy Habits emphasizes good nutrition, regular physical activity and improved overall Well-being.

### **WORKFORCE READINESS**

To help young people meet the workforce challenges of tomorrow, they need safe spaces, positive mentorship and work experiences today. At Boys & Girls Clubs, we allow kids and teens to:

- Explore their interests and passions
- Develop their employability skills
- Apply their knowledge to real-world work experiences

#### **Career Launch**

CareerLaunch prepares teens for the world of careers and work. Through CareerLaunch, Club teens 13-18 years old embark on a journey to explore possible vocations, make sound educational decisions and find success in the world of work.

#### **diplomas2Degrees**

diplomas2Degrees (d2D), a college readiness program, provides a range of services to guide Club members as they work toward high school graduation and prepare for post-secondary education and career success.

#### **Money Matters**

Money Matters promotes financial responsibility and independence among *Club* members ages 13 to 18. Participants learn how to manage a checking account, create a budget, save and invest, start small businesses and pay for college.



**BOYS & GIRLS CLUBS  
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### **YOUTHFORCE – WORKFORCE READINESS**

Under the leadership of the YouthForce Executive Director, BGCKC's YouthForce career development program equips hundreds of youth ages 14-21 each year with the resources and foundation needed to successfully enter the workforce and become economically self-sufficient. Developed as an independent organization in 1998 to help young people gain the skills and experience to successfully enter the workplace, YouthForce joined forces with BGCKC in 2008, and brings more than 20 years of experience and programming tailored to the needs of King County youth.

## **Staffing Plan Including Necessary Skills, Credentials, and Experience of Each Staff Member**

### **Teen Director**

Oversees the Teen Drop-in Center and teen targeted programs. Ensures an outcome driven club experience in our three priority areas: Academic Success, Good Character and Citizenship and Healthy Lifestyles. Leads a broad range of quality youth development programs which promote physical activity, pro-social engagement, community service, career and academic development. Ensures teen staff implement programs which utilize the 5 Key Elements of Youth Development:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensures program equipment and areas are maintained on a daily basis.
- Researches best practice programs and proven methods for teen development both within Boys & Girls Clubs Movement and throughout the field of Youth Development.
- Using the Formula for Impact (FFI), Youth Program Quality Assessment (YPQA), and other assessment/evaluations/surveys – to plan, develop, implement and evaluate programs, services and activities in accordance with our mission that properly prepare youth for success in 3 primary focus areas: 1) Academic Success, 2) Good Character & Citizenship and 3) Healthy Lifestyle.
- Plans and ensures proper implementation and facilitation of BGCA programming.
- Ensures overall safety of teens attending the Teen Center. Trains new staff on safety and ensures compliance with safety policies for the Teen Center.
- Maintains proper documentation of club members including tracking priority outcomes, duration and frequency of attendance, incidents, etc.
- Administrative and fiscal functions including, overseeing budget, record keeping, reporting, data entry, data evaluation, program management, and attention to impact-measurement initiatives, program reports and grant writing support and management.
- Leads marketing and advertisement of teen programs to meet club or regional daily attendance goals within specified time frames.
- Participates in special programs, events and other projects as directed by Club Director or Operations Director.





## **QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES**

- BA Degree in applicable field, (7+ years' experience with relevant certifications may substitute for college experience in some cases).
- 2+ years' staff management experience including hiring, training, supervising staff (or successful evidence of transferrable skills).
- 5+years working within a youth development program or agency in a leadership role (i.e. program lead/manager/director), Teen and Boys & Girls Club experience preferred.
- Experience mentoring, modeling and guiding youth utilizing strengths-based techniques.
- Fiscal management experience including creating and maintaining program budgets.
- Understands relevant youth development principles that apply to teens from diverse populations and situations including the ability to motivate teens in a positive way.
- Strong customer relations skills, ability to remain calm under in stressful situation and maintain strict confidentiality.
- Propose, learn, support and implement new ideas for the good of the Club.
- Excellent verbal and written communication and experience with Microsoft Office Suite and database knowledge.

## **LICENSE/CERTIFICATE REQUIREMENTS:**

- A Current Driver License, Satisfactory Motor Vehicle Record as determined by BGCKC Vehicle Loss Prevention Program, (must be 21 years old or older to drive Club owned and operated vehicles).
- Current CPR and First Aid Certifications or ability to complete within 30 days of employment.

## **Youth Development Professional**

A Youth Development Professional (YDP) supports Club Leadership in providing an Outcome Driven Club Experience in a variety of programming areas including: Gym, Games Room, Learning Center, Computer Lab, Kitchen, Club Entry, and other targeted programming areas. The majority of responsibilities are working directly with youth, ensuring their safety, Well-being and development through interactive play and other activities as directed.

The YDP is self-motivated, mature, energetic, and able to maintain clear and healthy boundaries with club members, parents and staff; able to communicate and interact with youth in a way that is age appropriate, motivational and positive in nature. The YDP must be flexible, have the ability to adapt to a work environment which changes often, must remain calm and solve problems in stressful situations. The YDP must anticipate and implement all elements of activities in an organized fashion.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide engaged presence to prepare youth for success while creating a safe and healthy Club environment that facilitates positive youth development
- Ensure facilities, equipment & supplies are maintained
- Assist with planning, developing, implementing and evaluating programs



## **BOYS & GIRLS CLUBS OF KING COUNTY**

- Collect and track Club member attendance, coursework and behavior data
- Model mature work behaviors to ensure a productive work environment
- Ensure program areas are set-up and cleaned up on a daily basis
- Assist in facilitation of club specific and BGCA core programs
- Assist in facilitation and delivery of High Yield Learning Activities (HYLAs)
- Ensure member confidentiality during and after employment: which includes, but not limited to membership data, and school data and other information obtained
- Affirm positive behavior in members, and deliver coaching conversations and redirection when needed
- Build partnerships with parents and families
- Develop programs and activities that support the three impact pillars: healthy lifestyles, good character and citizenship, and academic success

### **QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and experience working with a non-profit youth development agency, Boys & Girls Club experience preferred
- Strong organization skills, attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality
- Understanding of youth development principles, ability to motivate youth in a positive way
- Collaborate with other Clubs, Sites and Community Partners
- Learn and support new ideas for the good of the Club
- Model and guide youth in strengths-based problem solving, goal setting and study skills
- Experience working within diverse cultures preferred

### **Your Vision of Working with Any Partner Organizations. Include What Programs or Services They Would Offer, Whether They Would Share Space in The Facility, as well as their Contact Information**

Youth Eastside Services. We had a partnership with them for the 2021-22 school year where someone would come out Weekly and offer supports. We'd like to partner again with Youth Eastside Services (YES) to deliver mental health care services at the Club. YES is a leading behavioral health services provider for children and youth in East King County. They work with the local school district and other nonprofits in a similar capacity. YES professional therapists would provide supportive behavioral health services through regular Weekly Club visits. They would also be able to share resources, provide referrals, and offer recommendations to staff, parents, and students.

Contact: Judith Mercado, Latino Youth & Family Specialist 425-747-4937 x2320  
[judithm@youtheastideservices.org](mailto:judithm@youtheastideservices.org)



## **BOYS & GIRLS CLUBS OF KING COUNTY**

### **Community Partner Spaces**

If awarded the lease, we would create a Community Partners space in one of the larger offices/rooms in the building. Our vision is that we would equip the room with desks, shelves, rack card holder, etc. where the Community Partners we work with can come in on a regular schedule to provide resources to the Teens. Ideas for outreach would be LWSD Foundation, Hopelink, Seneca Center, Friends of Youth, and more.

### **Mental Wellness Initiative**

We would also like to reserve the back-office space as a part of our Mental Wellness Initiative. The impacts of the pandemic and virtual learning on youth, have created a need for Mental Wellness services for youth in the communities in which we serve. BGCKC is focused to meet the needs of youth by implementing Behavioral and Mental Health professional services that will establish organizational structures, day to day practices and policies, staff training, one on one clinical support, and provide cultural approaches to serve the diverse youth and staff. As Well as establish metrics to measure the effectiveness of the services.

In the past several years, BGCKC has partnered with local mental health experts to learn about Mental Health by testing a variety of programs with youth. The programs ranged from research-based mindfulness and movement, professional Clinical Therapists specializing in youth working in the Clubs to youth therapeutic workshops.

Staff have felt unable to meet the needs of youth who are experiencing distress and they are requesting more specialized training on adverse childhood experiences, trauma informed programing and behavioral support.

Families have expressed frustration that counseling services for youth are unavailable or have long wait lists or unaffordable.

The Mental Wellness Initiative within the BGCKC will serve youth and staff who are in need. The Initiative will include:

- Behavioral Health specialist for each Club.
- Youth focused Clinicians to serve youth who need one on one support.
- Director to lead the Initiative across county and with community experts.
- Behavioral Health Advisory Board made up of 5-8 community experts with diverse backgrounds and experiences of supporting Mental Wellness with youth/families. The Board will provide expert advice on topics and needs of supporting the initiative during monthly one-hour virtual meetings. Currently in recruitment.



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**Corporate and community partnerships with strong existing relationships that we would integrate into KTUB programming and support through additional funding and volunteer hours. We will broker relationships that we have within our network to ensure positive interactions and outcomes.**

**Examples and ideas include:**

Starbucks – KTUB Café Partner

Staples – Study Area and Art Room Partner

Microsoft – E-Sports and Technology partner

Seattle Mariners - Fun at Bat Partner utilizing Lee Johnson Field

Seattle Seahawks – Changemakers and Spirit of 12 Partner

Boeing – Lift Off for Learning and STEM Partner

Kroger Foundation – Healthy Lifestyles Partner

Expedia – Days of Caring Partner

Amazon – National Days of Youth Advocacy

We would love to continue and steward the partnership with the Kirkland Kiwanis Club by keeping the naming opportunity inside of the building and asking them to invest in creative and thoughtful programming that helps the Teens excel in school and future careers.

#### **Possible Events Hosted in the Space**

Youth of the Year 2024

Be You Teen Late Night 2024

Friday Night Feeds

National Fine Arts Exhibit

#### **Articulated Strategy to Establish and Maintain Positive and Cooperative Relationships with The Parks and Community Services Department, Kirkland Police Department, and Pertinent Non-Profit Services Providers.**

With the Kirkland Urban Development now surrounding the Kirkland Teen Union Building we see the potential to make the building a cornerstone of the community. Being a strong community partner is very important to Boys & Girls Clubs of King County. We want to work together to create specialized targeted programming that works to empower youth to excel in school, become good citizens and lead healthy, productive lives. This programming will foster healthy relationships with all levels of City of Kirkland employees.



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**Working with the Parks & Recreation Department:**

Finding a way to collaborate to use the nearby spaces such as Lee Johnson Field, Peter Kirk Pool and the skate park to enhance our Sports & Recreation programs as well as our Healthy Lifestyles programming. We would also invite the Parks & Recreation Department to use the space as needed for their arts or indoor programming when the Teens are not using the building. Positive programming and engagement activity into the parks during open hours would be one of our main goals.

**Working with the Community Services Department:**

Working with the Special Events team to have the Teens involved in local Community Engagement events such as the Fourth of July Celebration, Oktoberfest and Día de Los Muertos events.

**Working with the City of Kirkland:**

Providing the space to host Park Board meetings, City Council gatherings and Community Input meetings.

**Working with the Kirkland Police Department:**

This is one of the opportunities that we see as the area for the most positive growth and interaction with the Teens. We would seek to schedule regular meetings with community police officers to establish and strengthen relationships with the Youth. We would also welcome the opportunity for regular meetings with our Area Director, Kendrick Davis, to meet with a liaison from the Police Department to address any issues in the Clubs or what the YDP's are seeing with the youth. A regular presence in the Clubs through things like community walks, back-to-school events, Friday Night Feeds, and Holiday Helpers is something that we would love to see and create an open invitation to.

Another way to foster this positive relationship is through our workforce readiness program. We would invite speakers from all of the Civil and Public Service departments to an annual career fair focused solely on these areas. If a Youth decides that they would like to pursue a career as a police officer, firefighter or parks employee they could set up a mentoring schedule to make sure they are on the correct path in education and community service.

We have a strong desire to mirror programs in other cities that lead youth to develop positive relationships with law enforcement. An example could be similar to Spokane Police Department PAL.

**Working with Other Non-Profit Service Departments:**

We would love to be a strong partner with the Kirkland Senior Center next door. Whether it is inviting them over for game nights, movie nights or low impact activities we want to make sure that the Youth see the benefits of socializing with an older generation. We also hope that the Teens that are engaging are adding a benefit to the Seniors as Well – maybe a few TikTok tutorials!



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## **Practices Around Offering Programs and Services That Are Welcoming, Inclusive and Accessible, and Will Serve Diverse Youth from A Variety of Backgrounds**

### **Celebrating our Heritage - Heritage Months**

Developing engaging, thoughtful and inclusive programming around these important months will increase participation from youth of diverse backgrounds

- February- African American/Black History Month
- March- National Women's History Month
- April- Community Service Month, Earth Month, Autism Awareness Month
- May- Asian/Pacific Heritage Month, Mental Health Month,
- June- LGBTQ+ Pride Month
- September- National Hispanic Heritage Month (September 15 - October 15)  
November- Native American & Alaska Native Heritage Month

### **Rainbow Club**

At Boys & Girls Clubs of King County, we provide safe spaces for youth to grow and thrive by honoring diversity and inclusion, treating others with respect, and expressing gratitude; We embrace alternative ways of thinking. We support our Youth who are members of the LGBTQ+ community and work to develop strong allies.

### **Removing Barriers**

There is a \$50 a year membership fee that can be waived if a financial hardship is a barrier. Transportation will be provided from Juanita High School and additional area middle schools. We will work with Lake Washington School District to help identify the youth and communities that need us most and strategize how to get them to KTUB and engaged in the programming and access to services and resources.

### **Accessibility and Belonging**

We are aware that a building full of energetic Teens may not be the best fit for everyone. However, our goal is to make the space as accessible as possible for those with sensory processing issues. Tools like sensory bins and calm down areas will be available to all of the Youth at the Club and the Youth Development Professional are trained to use them. If there are larger issues we will meet with families to make sure that needs are met and the Club experience is positive. If needed, aids are welcome.



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## **Any Proposed Facility Alterations That Would Be Undertaken by The Organization**

There may be more if awarded the lease and things are discovered after ArtsWest vacates the property.

From the initial tour the main area that we would undertake is the café area. We would finish the counter tops, look for new equipment and replace tables and chairs. Ultimately, we would like to reopen the café as a fundraising opportunity for the Keystone Club.

Other items that would take place by organizing Days of Caring with community partners would be:

Trash removal

Deep cleaning

Painting all rooms

Ceiling tiles that need to be replaced

Reorganize supplies that will stay

Create thoughtful office spaces

New furniture where needed

Clean out and assess the music studio area, source new equipment as needed

## **Support or Resources Requested from The City to Operate Successfully**

If awarded the lease, we would officially request \$175,000 from the City to assist in staffing, programming and maintenance of the building. Ideally, we would be able to access city maintenance to reduce costs where we can.

In addition to the funding, collaboration in marketing the building and space to increase membership and visibility would be the key to continued success. Space in the Parks & Recreation seasonal program guide, cross promotion on social media channels and coordination with the school districts would drive Teens to the building to ensure it is a lively, fun, safe space to be.



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**Anticipated Annual Operating Budget Outlining Revenue and Expenses for The KTUB Lease and Operations, Including Any City Support or Private Donations Expected to Operate in a Financially Sustainable Manner**

<b>Revenue</b>	
<b>Source</b>	<b>Amount</b>
Membership fees	\$7,500.00
Summer programming fees	\$24,000.00
City Funding Request	\$175,000.00
Sponsorships/Grants	\$50,000.00
Community Support	\$5,000.00
Space rental revenue	\$10,000.00
	\$271,500.00
<b>Expenses</b>	
<b>Item</b>	<b>Cost</b>
Director and YDP Staffing	\$108,416.00
Food and snacks	\$32,500.00
Programming and Equipment	\$15,000.00
Field trips	\$6,000.00
Special Events	\$10,000.00
Transpiration and Fuel	\$5,200.00
Utilities and Maintenance	\$12,000.00
Mental Wellness Initiative Staff	\$65,000.00
Reserve/Emergency Fund	\$15,000.00
Marketing	\$2,000.00
	\$271,116.00

We will work with our CEO and Director of Finance to develop a reserve plan to sustain operations if there were another catastrophic event, like Covid-19 closures, to occur again. We are required by Boys & Girls Clubs of America to maintain a reserve fund to meet all financial agreements in the event that the Clubs cannot operate. If needed, we can provide the full outline and records from how our organization remained open during the pandemic.

Maintenance will be built into the Boys & Girls Clubs scheduled usual maintenance program, also it is planned to fundraise for a reserve fund to secure ongoing programming at Kirkland Teen Union Building if awarded the lease.



## Sample Weekly Plan - October 2023

<u>3:00 - 3:45</u>	Monday	Tuesday	Wednesday	Thursday	Friday
Transportation	Van Driver	Van Driver	Van Driver	Van Driver	Van Driver
Art & Design Lab	Closed	Closed	Closed	Closed	Closed
Kiwanis Room	Hang time & homework help	Hang time & homework help	Hang time & homework help	Hang time & homework help	Teen Choice
Stage	Closed	Closed	Closed	Closed	Closed
Computer Lab	Closed	Closed	Closed	Closed	Closed
"The Pit"	Billards & Four Square	Family Feud & Cup Stacking	Magic the Gathering & Foosball	Tabletop Board Games	Free Choice in "The Pit"
MACKIE Studio	Closed or Session Time	Closed or Session Time	Closed or Session Time	Closed or Session Time	Closed or Session Time
Keystone Cafe	Snack	Snack	Snack	Snack	Snack

<u>3:45 - 4:45</u>	Monday	Tuesday	Wednesday	Thursday	Friday
Art & Design Lab	Explore Collages	Explore Sculpture Art	Explore Printmaking	Explore Mixed Media	Explore Collaborative Art
Kiwanis Room	Hang time & homework help	Hang time & homework help	Hang time & homework help	Hang time & homework help	Teen Choice
Stage	Yoga	Hip Hop Dance	Gloves for Greatnes w/ Mayweather Boxing*	Hip Hop Dance	Open Mic (1st & 3rd Fridays)

<b>Computer Lab</b>	closed	closed	closed	closed	closed
<b>"The Pit"</b>	closed	closed	closed	closed	Teen Choice
<b>MACKIE Studio</b>	Rocksmith+ Guitar Lessons	Rocksmith+ Guitar Lessons	Rocksmith+ Guitar Lessons	Rocksmith+ Guitar Lessons	Rocksmith+ Guitar Lessons
<b>Keystone Cafe</b>	Open (Teen Led)	Open (Teen Led)	Open (Teen Led)	Open (Teen Led)	Open (Teen Led)

**Club Meeting 4:45-5:00**

<b>5:00- 6:00</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Art &amp; Design Lab</b>	Edible Art: Unicorn Toast	Self Portrait with natural materials	Art of Ed: Shoe Contour Drawing	Pottery Jam	Photo Scavenger Hunt
<b>Kiwanis Room</b>	Torch Club (11-13 yrs)	Birthday Cards for Seniors	Keystone Meeting (14-18 yrs)	Board Games w/ Seniors or Flyswatter Volleyball	Program Showcase Planning (15)
<b>Stage</b>	Closed	Closed	Closed	Closed	Closed
<b>Computer Lab</b>	MyFuture Leadership Unit Level 1 (20)	eSports: Smash Bros.	LEGO First	eSports: Smash Bros.	Teen Choice
<b>"The Pit"</b>	Cup Stacking Tournament	Spiderweb	SMART Girls (M.S.) Sept - November	Four Square Tourney/ Magic the Gathering	FILM FRIDAY:
<b>MACKIE Studio</b>	#WeOwnRadio: Podcasting Club	Lyricism 101	#WeOwnRadio: Podcasting Club	Closed or Session Time	Closed or Session Time

<b>Keystone Cafe</b>	Open (Teen Led)	Open (Teen Led)	Open (Teen Led)	Open (Teen Led)	Open (Teen Led)
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<b>6:00- 6:30</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Positive Parent Connect</b>	Teen Director	Teen Director	Teen Director	Teen Director	Teen Director
<b>KTUB Clean-up Pride Team</b>	Art& Design Nexus	Computer Lab	MACKIE Studio	"The Pit"	Kiwanis Room
<b>Kiwanis Room</b>	Closed	Closed	Closed	Eastside Area Community Advisory Board Meeting	Closed
<b>Computer Lab</b>	Teen Choice	Teen Choice	Teen Choice	Teen Choice	Teen Choice
<b>"The Pit"</b>	Open for Teens	Open for Teens	Open for Teens	Closed	FILM FRIDAY:
<b>Keystone Cafe</b>					Dinner (Teen Nights) YDP Teen Night 6:30 - 10:00pm



## King County

**Claudia Balducci, Chair**  
**Metropolitan King County Council**

King County Courthouse  
516 Third Avenue, Suite 1200  
Seattle, WA 98104-3272

September 29, 2022

Jay Gewin  
City of Kirkland, Finance Department  
123 5<sup>th</sup> Avenue  
Kirkland, WA 98033

Dear Mr. Gewin,

I am writing in enthusiastic support of the Boys & Girls Clubs of King County's application to operate the Kirkland Teen Union Building (KTUB). As an organization with a long history of serving youth, trusted relationships on the Eastside, and a commitment to equity and social justice, they are well-qualified to make KTUB a safe, fun, and inclusive place for Kirkland youth.

Boys and Girls Clubs of King County has a mission of inspiring and enabling all young people to reach their full potential as productive, responsible, and caring citizens. For over 75 years, they have welcomed and supported youth in our region in achieving academic success, developing good character and citizenship, and leading healthy lifestyles. King County regularly partners with Boys and Girls Clubs of King County because of their track record of excellence and our shared values of integrity, respect, accountability, and collaboration. Their programs center youth voice, facilitate social-emotional learning, and are trauma-informed, ensuring participants are respected and safe.

In my district, I have seen firsthand the lifechanging services Boys and Girls Clubs of King County provide, helping youth rise to their potential, develop healthy self-esteem and relationships with others, and become thriving, resilient adults. If they run KTUB, they will be able to give young people the support they need to grow and flourish. As a former Bellevue City Councilmember, I can attest to the positive relationship that our city always had with Boys and Girls Clubs to build and operate youth spaces and programs. I am sure that their partnership with Kirkland would be equally collaborative and productive.

All youth are welcome at Boys and Girls Clubs of King County and they continuously evolve to meet the changing needs of youth while always focusing on creating inclusive places for youth. They provide a sense of belonging and access to opportunity for youth of all races, abilities, gender expressions, and backgrounds. They also empower them to use their voices, have difficult conversations, and fight against injustice. I am confident that, under their direction, KTUB will be a place where youth will become the leaders we need, now and in the future.

Kirkland youth deserve a teen center that will not only be a place to be but a place to belong. Boys and Girls Clubs of King County would make KTUB that place and I fully support their application.

Sincerely,

Claudia Balducci  
King County Councilmember  
District 6

To whom it may concern,

Hello, my name is Daniel Lu. Before going my own way earlier this year, I had spent the last 14 years with the Kirkland Boys and Girls Club in some capacity - be that as a kid, as a teen, or as a staff member; please allow me the opportunity to tell you about my experience with them.

I came to the Kirkland Boys and Girls Club at the beginning of the fifth grade. As a child of a single-parent household and someone that had moved to a new house every year since the split between my parents, I knew how my time at the Club would go: I would go, keep getting in trouble with the staff, and after enough time had passed they would stop caring. Not long after that my mother, sister, and I would pack up and leave. Well, just as I expected, not long into my time at the Club, I got into trouble; and then I kept getting in trouble. But, much to my surprise (and chagrin), the people of the Boys and Girls Club did not stop caring. Instead, I was introduced to kids with similar interests, encouraged to pursue team sports, and asked to join a leadership club - ME! Over time, the Boys and Girls Club slowly became the place that I was missing through all those years - a home.

Imagine my disappointment when we moved again. We had stayed a bit longer this time, three years instead of one. I was entering my first year of high school. During those four years at the Boys and Girls Club, I had come into my own, constantly pushed and supported by the staff at the Club. I had made plenty of friends, taken a leadership role in the leadership club, and registered 100s of hours of community service. I begged my mom to stay, but she had finally managed to save enough to buy us a house - I understood the significance. So, left without a direct line to the Boys and Girls Club, and unwilling to leave the place I called home behind, I bused. Every day (after football season). For two years (and then twice a week afterward for leadership club).

Over all the 14 years I have spent with the Kirkland Boys and Girls Club, "home" is certainly a word that has resonated with me, but it was even more than that. The Kirkland Boys and Girls Club gave me the attention and support that I needed when no one else would. It encouraged me to grow both personally and academically and played an essential role in my development into a healthy and successful adult.

All this being said, my story is not special or unique. I am one of the hundreds of kids that have come through the doors of the Kirkland Boys and Girls Club. One of the hundreds who has led a successful life, due in part to the hard work of the staff at the Kirkland Boys and Girls Club.

Thank you for your time,

Daniel Lu

## **Parks and Community Services' Operating Model for the Kirkland Teen Union Building**

### **Executive Summary**

The City of Kirkland has long invested in the needs of its teenage community members, who have used the Kirkland Teen Union Building (KTUB) as a safe space to gather since its opening in 2001. This investment has been in the form of operating contracts with youth-serving non-profit service providers: first Youth Eastside Services and then the YMCA. In 2020, the City desired to re-evaluate how to best serve teens in Kirkland via KTUB. The COVID-19 pandemic delayed this process and closed KTUB, leaving a gap in teen services and programs at a time when youth needed it more than ever. The City has stepped up to fill that gap, through Council-approved new teen programs that were piloted in 2022, which received resounding positive feedback from youth and their family members. Council recently voted to continue investing in teen programs with approval of the 2023-2024 teen programs service package, which includes outdoor recreation programs, life skills classes, cooking classes, art workshops, mobile recreation program and more.

The City's proposed operating model at KTUB builds upon the approved teen service package and would allow the City to provide comprehensive programs and services for teens with its in-house expertise. While the service package items can be achieved without a dedicated teen facility, they would be strengthened by being housed at KTUB, and youth accessing KTUB would benefit from being able to access additional programs. The City's KTUB operating model therefore would leverage the investment of the teen programs service package, which would roll into KTUB.

The City is uniquely positioned to operate KTUB as it has been an integral part of the KTUB's history since its inception. This knowledge and history, coupled with the expertise of the Human Services division, the Youth Services coordinator, and the Recreation division, gives the City a unique ability to operate a comprehensive teen center for youth in Kirkland. The Parks and Community Services (PCS) department has a deep understanding of teens' needs for services and recreation. There is a long history of youth engagement at KTUB, facilitated by the City of Kirkland and the Kirkland Youth Council, who are positioned to play an important advisory role to KTUB. The Recreation division has the knowledge and experience to operate a facility like KTUB and provide enriching program opportunities for teens. PCS also has a service area that extends beyond teens, to maximize use of KTUB to serve younger children as well as adults when teens are not in the building.

The City's model to operate KTUB consists of a comprehensive teen center offering programs and services to meet the needs of all middle and high school-aged teens in Kirkland. The operating model includes:

- Free after-school drop-in programs to provide a safe place for teens to find and build community
- Free access to a mental health clinician to support teens' mental health needs
- Recreation programs for teens, including outdoor recreation programs, summer camp, sports, dance, art, and life skills classes
- Daytime activation of the space via recreation programs and social services access for younger youth and adults

### **City's Vision for KTUB**

The City envisions KTUB as a safe place for all teens to gather, where they feel safe, respected, and heard. KTUB is also where teens can build confidence, develop new skills, socialize, improve their mental health, and receive or connect with critical human services.

KTUB is for all teens, and is especially accessible and welcoming to historically underserved or underrepresented teens, including teens from low-income families, teens who identify as Black, Indigenous, People of Color (BIPOC), teens who identify as LGBTQIA2S+, and youth experiencing barriers to stability, including housing instability and/or homelessness, foster care, and youth not enrolled in school.

Through collaboration and partnership, KTUB is a place where youth of different backgrounds and experiences can confidently bring their perspective to the space, feel part of the community, and contribute to their own development, and receive the individual support needed to be an active and engaged community member.

KTUB will aim to offer programs and services that are culturally relevant and appropriate, and representative of community needs. To accomplish this, KTUB will hire staff who are representative of youth being served, solicit and prioritize youth voice, and engage youth in decision-making.

### **KTUB and the City of Kirkland's Comprehensive Plan**

The Human Services Element outlined in the Comprehensive Plan recognizes that every resident deserves to have a sense of belonging, support in their community, and access to opportunities that fulfill basic needs (e.g., housing, food, health care, social supports). The City has made a commitment to providing services and programs to priority populations who may be considered more vulnerable and/or at risk, which includes youth.

Diversity and social equity are the core components within the Comprehensive Plan, as well as the foundation it creates to help teams administer and support youth services at the City. The Human Services Element encourages better access to services for youth and supports the Park, Recreation, and Open Space element with the lens to ensure recreational programs offered for youth are inclusive and reflective of the current need.

The City's operation of KTUB aligns with [Goal HS-3 in the Comprehensive Plan](#) to "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." Through coordination and partnership, the City's proposal provides a safe place for youth to participate in social service programming, recreation, and educational activities, addressing the following policies under Goal HS-3:

- 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
- Policy HS-3.3: Provide connections between Kirkland youth and their community by partnering with the City, school district, and local youth-serving organizations.
- Policy HS-3.4: Provide access to information and services for Kirkland youth.
- Policy HS-3.5: Promote healthy lifestyles.
- Policy HS-3.6: Establish positive relationships between youth and Kirkland Police.



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

### **Youth Voice**

City staff know the successful operation of KTUB requires intentional outreach to understand the needs of youth, which will be achieved primarily through leveraging the existing infrastructure of the City's Youth Services Program and the creation of a KTUB Advisory Group. The Youth Services Program is run by the City's Youth Services Staff with support from the Kirkland Youth Council (KYC). The Kirkland Youth Council's work has played an integral role in the development of the City's piloted teen recreation programs and in the development of this operating model for KTUB. Through the methods outlined below, youth voice will inform the programs and services offered at KTUB.

### ***Kirkland Youth Council***

The Kirkland Youth Council is an advisory board to the City Council representing the diverse perspective of youth in the community. Currently, there are 38 active members. Members represent grades 6-12 and 12 different schools. Over half of the students identify as female, 40% male, and 4% gender fluid. The applicants' racial identity also reflects a diverse cross section of the Kirkland community – 43% Asian, 39% White, 7% Multi-racial, and 7% Black. 43% speak English and an additional language at home. The demographics report for the 2022-23 cohort is summarized in **Attachment A**.

The Youth Council serves as a liaison 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. Annual activities include Teen Traffic Court, community service projects, meeting with City and school district leadership on hot topics, and hosting a youth summit every biennium.

Kirkland Youth Council conducted a youth survey in 2021 which identified several program and service areas youth were interested in, including cooking classes, life skills workshops, outdoor recreation, and mental health services. PCS staff used survey responses to develop teen recreation programs which were successfully piloted in 2022 and are planned to continue in 2023. Survey responses were also used to prioritize youth mental health for 2023-24 human services grant funding.

In addition to informing PCS's teen programs, KYC, serving as a network of teens in the community, has also shaped the City's proposed operating model for KTUB. In the Fall of 2022, City staff held a listening session with Kirkland Youth Council to hear what teens want to see offered at KTUB. The most frequently desired services included safe spaces to relax, socialize and study, creative expression opportunities like dance, art, and music classes, recreational sports, teen nights including opportunities for youth bands to perform, life beyond high school workshops, connecting with job or volunteer opportunities, and mental health services. The group also emphasized the importance of KTUB being an inclusive anti-racist space. Suggestions included multilingual signage, staff representing the community served, and ensuring KTUB remains a substance free zone with resources available for substance use. Youth Council members also offered outreach strategies to build awareness of KTUB. A comprehensive list of desired service offerings is in **Attachment B**.

The City anticipates Youth Council playing an active role in the shaping programs and services offered at KTUB. Staff plan to engage Youth Council two to four times a year to hear feedback on offerings and outreach strategies.

### ***KTUB Advisory Group***

Youth voice is a critical part to the success of the City's model to operate KTUB and will be an ongoing process. PCS staff are recommending developing a KTUB Advisory Group comprised of KTUB stakeholders who amplify youth voice through a plan focused on receiving and implementing youth feedback on KTUB operations. The proposed KTUB Advisory Group would include:

- 2-3 Kirkland Youth Council members
- 2-3 KTUB service users (i.e. youth accessing behavioral health services or attending recreation programs)
- 2 PCS Staff: Youth Services Coordinator, Recreation Program Coordinator
- Service provider representative from each on-site organization (Youth Eastside Services and 4 Tomorrow)
- As needed, Facilities staff liaison, Lake Washington School District staff liaison, Kirkland Police liaison

Members of the Advisory Group would be selected by Spring 2023, allowing the group to support staff and providers ahead of KTUB's anticipated opening date in late Summer/Fall 2023.

### ***Community Partnerships***

Through collaborative partnerships and funding community agencies, the City supports and understands the needs of Kirkland youth. Through partner engagement, data, and outreach, the City is also attuned to current service gaps in the community. Such information can be leveraged through Youth Council and the Advisory Board to proactively address existing gaps with partner support. City partners who can lend current trends and knowledge of youth needs include Lake Washington School District, Communities in Schools, Friends of Youth, 4 Tomorrow, Indian American Community Services, Youth Eastside Services, and NAMI.

### ***Participant Feedback***

Participant feedback in recreation programs will continue to be a valuable tool in assessing the success of programs at KTUB. This will come in the form of casual feedback from youth as well as surveys, usage metrics and registration data. Youth feedback will be essential to determining which programs are meeting the needs of youth, and which need to be adapted or retired. City staff are determined to offer programs and services that truly reflect the needs and interests of youth in Kirkland, and their input will be prioritized as such.

### **Outreach and Marketing**

To reach youth in and around Kirkland, various outreach, recruitment, and marketing strategies will be in place. Priority populations for targeted outreach include youth of color and youth not connected to school or existing community supports.

### ***Community Partnerships***

Targeted outreach to youth who have not participated in City-hosted programs before requires partnership support with community-based organizations who focus on serving underserved youth. Existing partnerships that can assist the City with promoting the services offered include 4 Tomorrow, Youth Eastside Services, Indian American Community Services, Communities in Schools, and Friends of Youth. These providers support youth of color in school, youth experiencing homelessness or instability, youth in foster care, Spanish and/or Portuguese speaking youth, immigrant and/or refugee youth, and youth with amplified behavioral health needs. All the above organizations also have bicultural and

bilingual staff with the expertise to support outreach in ways that are relevant for youth with diverse needs. The primary marketing strategy is word of mouth for the abovementioned youth populations, considering the historical barriers many of these populations face when accessing services and programs in the past.

Community partners were an important part of program outreach conducted for the 2022 outdoor recreation trips, which focused on BIPOC youth, LGBTQ+ youth, youth receiving free or reduced lunch at school, and youth who speak another language other than English at home. City staff worked with middle school and high school counselors, service providers, and school-based affinity groups/clubs to distribute program information and deliver more personal invitations to participate. Many counselors and club leaders asked for information about other programs as it was well-received by youth and their families. These program referrals, made possible by relationships City staff have with community leaders, will continue to provide meaningful targeted outreach to bring youth who need it most to KTUB.

### ***Youth Council and KTUB Advisory Group***

At the hosted listening session earlier this year, Youth Council members recommended social media, school district communication channels, and parent engagement to connect with youth about KTUB offerings. In addition, the KTUB Advisory Group would assist with developing strategies to market the programs and services offered at KTUB to youth.

### ***Traditional Marketing***

PCS staff would also leverage existing marketing avenues in place for recreation programs, such as:

- Social media posts
- Email newsletters
- Recreation guide
- KTUB webpage
- Print media I.e., flyers and banners
- Tabling at outreach events
- School advertising I.e., PeachJar
- In-language promotion where possible

### **KTUB Hours of Operation**

The tables below show the anticipated typical operating hours at KTUB, with each color representing different users at KTUB.

#### **Teen Programs and Services (shown in yellow in the tables below)**

During the academic year, teens will be able to access drop-in teen programs after school each weekday. Weeknight hours may be extended during finals weeks or based on teen needs. On Fridays and Saturdays, late-night drop-in programs will be available. During the summer months, teen drop-in hours will shift to later in the evening.

Teen recreation programs will typically be held weeknights and on Saturdays, with some daytime camp offerings during the summer months.

Teens will be able to access services after school during the week and by appointment during the day.

Daytime Programs and Services (shown in green in the tables below)

To maximize use the facility, additional programs and services for other age groups will be offered, such as adult fitness programs. These are captured as “daytime” use on the schedule and in the operating model details below. In the summer months, this may include weekday camps for younger age groups. Daytime services will also be available for adults, family appointments, referrals, etc.

Community Use (shown in blue in the tables below)

KTUB will be available for community uses such as rentals on Sundays and on occasional Saturday evenings.

**Academic Year (September-June)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Drop-in Teen Center	closed	3-6pm	3-6pm	1:30-6pm	3-6pm	3-10pm	5-10pm
Teen Programs		5-8pm	5-8pm	5-8pm	5-8pm		9am-4pm
Teen Services		3-6pm	3-6pm	3-6pm	3-6pm	3-6pm	
Daytime Programs		8am-2pm	8am-2pm	8am-12pm	8am-2pm	8am-2pm	
Daytime Services		10am-2pm	10am-2pm	10am-2pm	10am-2pm	10am-2pm	
Community use (i.e. Rentals)	8am-8pm						4-10pm once per month

**Summer (July-August)**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Drop-in Teen Center		5-8pm	5-8pm	5-8pm	5-8pm	5-8pm	5-10pm
Teen Programs		8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm
Teen Services		8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	
Daytime Programs		8am-4pm	8am-4pm	8am-4pm	8am-4pm	8am-4pm	
Daytime Services		10am-2pm	10am-2pm	10am-2pm	10am-2pm	10am-2pm	
Community use (i.e. Rentals)	8am-8pm						4-10pm once per month

### **Facility Spaces**

KTUB offers a variety of spaces that will be utilized for programs and services. The use of each room may change throughout the day.

Café: An area accessible to youth and staff for purchasing and/or preparing simple foods. Likely to be a vending area with shelf-stable snacks, meals and beverages, with a refrigerator and microwave. Snacks provided as part of drop-in programs will also be available here. A café space may also be reinstated to assist with skill development.

Stage and Open Area: A central multipurpose room with a stage to be used primarily by teens for drop-in activities, programs and events. It will also be available for rentals and utilized for adult recreation programs during the day.

Lounge: A smaller room to be used for primarily for teen programs and drop-in activities such as homework help or video games. Non-teen recreation programs would be hosted during the day.

Technology Lab: This small space may be used as technology lab for youth to access charging stations and docking stations. It may also function as drop-in workstations for recreation and social services staff, or as storage space.

Front Office Area: Front desk staff will welcome youth entering KTUB and provide resources to connect youth with programs and services. Youth will be able to access a printer/copier here, as well as laptops available for check-out.

Hallway Office: A large office/small room that may be used as a programming space or service provider space

Counseling Room: This room will be used by Youth Eastside Services to provide behavioral health services to youth. It offers privacy and is accessible via a secondary exterior door to KTUB.

Recording Studio: This room will be used by 4Tomorrow during drop-in teen programs. It may also be used for music-related recreation programs, or available as a reservable space.

Art Studio: An art space that will be used by 4Tomorrow during drop-in teen programs for art activities. It may also be utilized during the day for recreation programs for small children or adults.

### **Drop-in Teen Center**

KTUB will be available as a drop-in teen center providing supervision and activities at no cost to participants, year-round. Weekdays at KTUB will offer a variety of activities for teens to choose between with goals to build confidence, develop new skills, and support mental health. On weekends, KTUB will be open late to give teens a safe place to socialize through group activities and entertainment.

The list below reflects youth feedback and a sample of drop-in activities at KTUB. Regular engagement with Kirkland Youth Council, KTUB Advisory Group and youth participants will inform program plans and operations at KTUB. Youth voice will continue to be an important part of how drop-in activities adapt to serve the needs of Kirkland teens, and specifically historically underserved youth i.e., BIPOC youth, LGBTQ+ youth, youth on the spectrum or with a sensory processing disorder.

### **Weekday Activities**

- Movies/Games/Lounge, i.e., Video games, board games, ping pong, social space
- Homework Help/Quiet study, with peer and/or adult tutors available
- Open Art Studio/Guided Art
- Art Therapy and Services provided by 4Tomorrow (see Teen Services section)
- Technology Lab
- Life skills workshops, i.e., Preparing for life after high school, college or career prep, employment preparedness
- Workshops and activities to support mental health, i.e., mental health conversation hours, stress management/relieving workshops, guided meditation
- Service learning/projects
- Activities to support physical health, i.e., pick-up sports, yoga, dance
- Mental health support and services provided by Youth Eastside Services

### **Weekend Activities**

- Movie showings
- Video game tournaments
- Game nights (ex: board games, trivia, murder mystery, escape room, lawn games)
- Musical performances from youth musicians
- Open mic nights (poetry, comedy, etc.)
- Jam sessions
- Collaborative art projects
- Food and snacks (ice cream socials/pizza parties/taco bars, etc.)
- Middle school-aged dances
- Pool party

Youth will be free to come and go during afterschool drop-in hours. Youth will sign-in on arrival and provide emergency contact information. During weekend activities, additional quiet spaces will be available for youth with low-stimulus or sensory needs.

A snack bar/vending area will provide low-cost and shelf-stable snacks, refreshments, and meals for teens and staff will seek donations/sponsorships to provide free snacks to youth year-round. Staff will also seek support from community groups to provide dinner for Friday Feeds, which have been a staple at KTUB since its inception.

### **Teen Programs**

In addition to offering a drop-in teen center, a variety of recreation programs for teens will be offered, with some at low or no cost. The list below reflects current program plans for teens at KTUB. Programs will continually be evaluated and adjusted based on youth input, participant feedback, and program demand. Staff also plan to find out which art, music, PE classes and sports teams at local schools have a high level of interest that cannot be accommodated or are not available.

### **Teen Outdoor Recreation and Special Interest Trips**

Designed to create safe and welcoming outdoor experiences for teens, especially those who may not have access to outdoor spaces, this program will focus on building confidence and supporting mental

health through outdoor skills development. Other field trips will allow teens to explore special interests and socialize with peers.

Program Frequency: 30 trips per year

Program Duration: 3 – 11 hours

Estimated Annual Participation: 680 teens

- Hiking and nature exploration such as tide pooling or snowshoeing
- Water activities such as kayaking and river floating
- Outdoor recreation “how to” workshops
- Day trips such as farm tours, museums, events

### **Life Skills Workshops**

These classes will allow teens to build knowledge and develop skills that will serve them as they become adults. Many will be offered at no cost.

Program Frequency: 20 workshops per year

Program Duration: 1-3 hours

Estimated Annual Participation: 220 teens

- Financial literacy
- Employment skills
- College and career prep
- Business development
- Public speaking
- First aid/CPR
- Cooking
- Volunteer opportunities

### **Art and Music**

These classes and workshops focused on creative expression will allow teens to explore their emotions, develop confidence and skills and improve their mental health.

Program Frequency: 15 workshops per year

Program Duration: 1-3 hours

Estimated Annual Participation: 200 teens

- Ceramics
- Mixed media
- Music

### **Active Programs for Physical Health**

These programs will be designed to get bodies moving in comfortable and safe spaces, to build lifelong habits and support physical and mental health.

Program Frequency: 20 class sessions per year

Program Duration: 1 hour

Estimated Annual Participation: 330 teens

- Self-defense
- Dance, such as hip hop and capoeira
- Yoga
- Intro to sports, such as tennis, mountain biking, fencing, archery, etc.
- League sports
- Open gym

## **Summer Camps**

Week-long summer camps will offer teens and pre-teens leadership and growth opportunities by way of traditional and adventure summer camp activities, and off-site field trips. Additionally, half-day STEM camps will be offered throughout the summer.

Program Frequency: 15 camp sessions per year

Program Duration: 20-40 hours

Estimated Annual Participation: 165 teens

- Leadership Camp
- Adventure Camp
- Computer Camp

## **Teen Services**

The pandemic has caused crisis-level devastation to youths' social and emotional well-being. The need for mental health services and opportunities for social-emotional development are at an all-time high and service providers are struggling to keep up with the demand for services. KTUB is in an optimal position to assist in addressing this gap, not only by offering services that are youth-focused and culturally relevant, but also providing a physical location. Non-profit service providers Youth Eastside Services (YES) and 4 Tomorrow have been identified as the City's primary operating partners to provide social services at KTUB. An overview of each organization can be found in **Attachment C**.

## **Behavioral Health Services**

The ability to offer an on-site full-time behavioral health clinician available for drop-in services and long-term counseling support at KTUB addresses a critical gap in youth behavioral health service delivery. Counseling support includes group sessions, individual and family counseling, adolescent psychiatry services, and case management. Through partnership with Youth Eastside Services, KTUB would host a clinician dually certified as a Mental Health Therapist and Substance Use Disorder Professional who is bilingual and bicultural to prioritize youth of color, reducing barriers to access this type of support.

Drop-In Hours: 10 hours per week

Estimated Annual Participation: 40 youth

Counseling Support: 30 hours per week

Estimated Annual Participation: 30 youth, 30 family members

Outcomes: 75% of children/youth will improve social-emotional wellbeing by gaining skills in emotional regulation/functioning, defined as meeting two or more of their treatment plan goals

## **Art Therapy and Services**

Depending on funding, art therapy and creative expression classes will help connect youth with the comprehensive services offered by KTUB. By youth accessing KTUB through the recording studio, or attending an art class, youth are brought into the space, creating an avenue for potential engagement with additional resources, like behavioral health support. In partnership with 4 Tomorrow, youth can participate in weekly workshops and sessions focused on art, music, and digital media through drop-in programs and establishing a residency program that hosts local artists and experts in the field. Programs will be offered in English and Spanish.



Depending on funding, additional programs will include:

- #Fridays4Tomorrow: A chance to bring in speakers on topics that youth would like to hear about, listen to music, eat together, play games, create community and learn about resources. Hosted monthly.
- Raise Your Voice series: Group discussion on topics including civic engagement, health, bullying, climate justice, racial justice, well-being/health. Hosted 1-2 times a month.
- Psychoeducation classes: workshops focused on mental health information and resources. Hosted monthly.
- Mental health first aid training and certification: train youth and adults on how to identify mental health, reduce stigma, actions to take, and resources available
- Zero Suicide Initiative Pilot Program: King County program focused on improving suicide care within health and behavioral health systems.

Drop-In Hours: 2-7pm M-T-Th, 12-7 W, Fridays 2-9pm

Estimated Annual Participation: 8,500 hours of drop-in visits and/or workshop attendance

Outcomes: 95% of youth felt KTUB was a safe space to access resources; 85% of participants receive a tool, resource, referral, or action item in order to help them achieve their short-term goal

#### **Financial Accessibility**

City staff want KTUB to be accessible for all with minimal barriers to participation. Teen services will be available for free at no cost. Typical PCS recreation programs are fee-based with cost-recovery targets. Teenagers may be financially independent, or their parents/guardians may not provide them with financial support. Though the recreation scholarship program is available, it requires proof of income and residency, that teens may not be able to provide independently. KTUB staff would actively seek out donations, sponsorships, grants, fundraising opportunities, pay-it-forward, and sliding-scale fee structures to subsidize recreation programs to offer as many as possible at low or no-cost.

#### **Daytime Use**

During non-drop in hours, KTUB will be utilized by other age groups to maximize use of the facility and alleviate some of the space constraints at Peter Kirk Community Center and North Kirkland Community Center. Daytime use may include:

- Morning preschool programming
- Daytime fitness classes
- Daytime adult and older classes and groups
- Rental or meeting space
- Youth camps during summer months
- Services for Adults, such as family-focused programs
- Community outreach for youth not involved in school

Additionally, KTUB may be used for other youth services activities, such as:

- Affinity groups/school clubs
- Meeting space for Youth Council and other youth-led/youth-focused groups
- Weekend events and social gatherings, like Youth Festival to be hosted in collaboration with KTUB and PCS

### Staffing Plan

To provide comprehensive teen programs and services and fully utilize the building, KTUB will be staffed with a combination of full time City of Kirkland employees, part-time non-benefitted City of Kirkland employees, and partner organization employees. Volunteers will also play an important role in supporting programs at KTUB.

The staffing model is similar to existing models at the Peter Kirk and North Kirkland Community Centers in that it includes a recreation supervisor, program coordinator, program assistant, and part-time recreation staff and instructors.

The program coordinator approved as part of the 2023-2024 Teen Programs Service Package is leveraged into the City's operating model for KTUB. The program coordinator would fully integrate into KTUB, supporting day to day operations and continuing to serve as the program administrator for teens. This integration would enhance the already approved level of service and allowing the City to reach more youth.

#### Full-time City Employees

- New: 1.0 KTUB Recreation Supervisor to provide facility and operational oversight and oversee fundraising efforts
- New: 1.0 KTUB Program Assistant to provide administrative and operational support to KTUB
- Approved as 23-24 Service Package: 1.0 KTUB Program Coordinator to plan and administer recreation programs for teens
- There is also potential for additional existing staff to work out of KTUB

#### Part-time City Employees

- Recreation Leads, to lead drop-in programming and provide customer service and administrative support
- Recreation Attendant, youth staff to assist with drop-in programming
- Program Instructors, to lead recreation programs
- Rental Attendant, to monitor the facility during rentals

#### Partner Organizations

- Mental Health Clinician, to host drop-in behavioral health services and counseling services
  - 1.0 Full Time, 40 hours per week
  - Provider: Youth Eastside Services
- Program Staff to support drop-in services and instructor coordination
  - 1-3 staff on-site, part-time, up to 20 hours per week
  - Provider: 4 Tomorrow
- Pending funding, Front Desk staff (TBD) to provide Spanish speaking support for participants
  - Provider: 4 Tomorrow

#### Volunteers

- Volunteers may be recruited to support drop-in teen programs, such as larger event nights, homework help, or leading activities

## Partners

While the City has strong partnerships with the two non-profit service providers identified in this proposal (YES and 4Tomorrow), it has not operated a facility in partnership with them before. To establish and maintain productive partnerships, regular meetings will be held with all stakeholders operating out of KTUB to discuss shared goals, resource needs, upcoming events, and operational challenges. Open communication and a spirit of collaboration will be vital to build and maintain these relationships. The recreation supervisor at KTUB will be the primary facilitator of these relationships, in close partnership with the youth services coordinator and the new program coordinator focused on teen programs.

The City has a relationship with a number of other community partners. Those who have expressed interest in collaborating with the City at KTUB or who historically have been involved with KTUB are summarized below.

### Nonprofit Organizations

Human Services partners and funds several youth serving non-profit organizations on the Eastside. The City plans to collaborate with each agency through outreach, program offerings, and input at KTUB. **Attachment C** summarizes each agency's mission and how they support youth on the Eastside.

### Kiwanis Club

The Kiwanis Club has played a pivotal role in the history and operation of KTUB. The City will stay connected with members to notify them of potential opportunities for collaboration between City staff and partner organizations.

### Education Partners

The City works with Lake Washington School District frequently and will work together to market KTUB programs, receive feedback, and understand needs through grant funding and current City supported programs at the various schools. City staff are also interested in revisiting a partnership with Lake Washington Institute of Technology and other nearby higher education institutions or technical schools.

### Funding Partners

The City anticipates partnering with the Parks and Community Services Foundation for grant funding opportunities at KTUB.

## City Resources

The City's operation of KTUB would involve a close working relationship between the Recreation and Human Services Divisions within Parks and Community Services. The department would leverage its expertise and be able to collaborate with existing City teams, facilities and resources to enhance opportunities for youth at KTUB.

Examples include:

- Hosting cooking classes out of the Peter Kirk Community Center's kitchen, or otherwise utilizing PKCC's space
- Utilizing Lee Johnson Field, Peter Kirk Pool, Peter Kirk Park's tennis courts, etc. for teen programs
- Leveraging existing marketing and outreach networks
- Activating Kirkland Youth Council as an avenue for youth voice as it relates to KTUB

- Partnering with existing contracted recreation instructors to provide specialized programs
- Partnering with existing service providers
- Leverage existing human services grant funded programs

In addition to Recreation and Human Services staff, Parks maintenance and the Facilities team will continue to support the health and vibrancy of the building.

#### Relationship with Kirkland Police

Staff anticipate the Police and Community Responders having a presence and relationship with the staff and participants at KTUB. This relationship will be a proactive effort to build trust ahead of potential crisis response.

The Comp Plan discusses a goal to have a positive and cooperative relationship between teens at KTUB and the Kirkland Police Department (KPD). This is a challenging and sensitive subject given the role law enforcement has historically played in perpetuating injustices against BIPOC community members across the country.

The City recognizes the complexities of serving youth and supporting staff, in particular youth of color and staff of color, who may experience discomfort with Police. City, partners, and stakeholders, like the Advisory Group will begin discussions about what this relationship looks like, and more importantly, what youth want. PCS staff plan to engage youth in identifying their goals for a relationship with Kirkland Police and understanding how staff at KTUB may be able to support those goals. Some examples include:

- KTUB hosts facilitated listening sessions between KPD and teens, as an opportunity for teens to share their thoughts, ideas and concerns with KPD
- KPD partners to provide ride alongs or job shadowing opportunities to teens
- KPD connects with youth through informal activities, such as games or sports

There is also the opportunity to work with the DEIB team and how the youth and PD relationship aligns with R-5434 and the DEIB 5-Year Road Map.

#### Budget

City staff have prepared three investment options for the City's model to operate KTUB. Each represents a different service level, with the base level being a minimal investment and the enhanced level being a goal investment with a higher service level and more robust operation. City staff recommend the medium level of investment which would offer more teen programs and services than the base level, but a lower level of service than the enhanced model.

Annual investment options are listed in the table below. Due to the timing of the existing KTUB lease, KTUB would likely not open fully before September 2023. Therefore, the table below shows the net costs for a partial year of operations in 2023 and a full year of operations in 2024. There is very limited furniture in KTUB, requiring a significant one-time investment in furniture, fixtures, and equipment.

The budget does not reflect the \$399,884 investment in the 2023-2024 Teen Programs service package, though the entirety of this service package would operate out of KTUB if the City's model is selected, and the components of this service package would enhance the level of service offered to Kirkland

teens. The tables do reflect the \$160,000 budgeted in Human Services for KTUB operations, which has historically been paid to the KTUB operating partner as part of the operating lease agreement. Existing Facilities charges that the City will pay regardless of who operates the building are not reflected in the budget.

Investment Options

<b>Investment Level</b>	<b>2023 One-time</b>	<b>2023 Operating (partial year)</b>	<b>2024 One-time</b>	<b>2024 Ongoing</b>
<b>Base</b>	\$87,958	\$100,609		\$246,146
<b>Medium</b>	\$121,833	\$176,937		\$384,655
<b>Enhanced</b>	\$185,762	\$233,712	\$51,500	\$510,050

The one-time investment in 2024 within the enhanced option is the purchase of a 12-passenger van which would expand capacity for teen programs involving transportation. It may also be used to offer transportation from schools to KTUB.

Below are the breakdowns of each investment level showing expenses for staffing, service partners, general operations, and programs, as well as various revenue sources such as sponsorships, grants, donations, and program fees. Existing dollars budgeted for KTUB operations are also captured to offset expenses.

The general operating supplies and services includes all drop-in expenses, whereas the teen program category includes recreation camps, classes, and workshops.

**Budget Summary for Base Investment Level**

	<b>2023 One-time</b>	<b>2023 Operating (partial year)</b>	<b>2024 Ongoing</b>
<b>Net Investment</b>	<b>\$89,958</b>	<b>\$103,109</b>	<b>\$251,146</b>
<b>Expenses</b>			
Furniture, Fixtures and Equipment	\$84,958		
City Staffing		\$184,373	\$339,673
General Operating Supplies and Services		\$31,475	\$48,840
YES Services		\$63,722	\$127,443
4Tomorrow Services		\$ --	\$ --
Teen Programs		\$ --	\$31,242
Adult, Preschool and Youth Programs	\$5,000	\$30,440	\$144,898
<b>Total Expenses</b>	<b>\$87,958</b>	<b>\$310,010</b>	<b>\$692,096</b>
<b>Revenue</b>			
Sponsorships		\$(2,500)	\$(10,000)
Rental Revenue		\$(3,500)	\$(25,400)
Grants		\$(5,000)	\$(10,000)
Donations to Offset Program Expenses		\$(2,500)	\$(10,000)

Teen Program Fees		\$(6,400)	\$(38,750)
Adult, Preschool and Youth Program Fees		\$(23,000)	\$(186,800)
Budgeted KTUB Operating Dollars		\$(160,000)	\$(160,000)
<b>Total Revenue</b>		<b>\$(206,900)</b>	<b>\$(440,950)</b>

**Budget Summary for Medium Investment Level**

	<b>2023 One-time</b>	<b>2023 Operating (partial year)</b>	<b>2024 Ongoing</b>
<b>Net Investment</b>	<b>\$123,833</b>	<b>\$179,437</b>	<b>\$389,655</b>
<b>Expenses</b>			
Furniture, Fixtures and Equipment	\$118,833		
City Staffing		\$208,951	\$393,609
General Operating Supplies and Services		\$32,595	\$50,790
YES Services		\$63,722	\$127,443
4Tomorrow Services		\$39,180	\$78,360
Teen Programs		\$11,449	\$54,741
Adult, Preschool and Youth Programs	\$5,000	\$30,440	\$144,898
<b>Total Expenses</b>	<b>\$123,833</b>	<b>\$386,337</b>	<b>\$849,841</b>
<b>Revenue</b>			
Sponsorships		\$(2,500)	\$(10,000)
Rental Revenue		\$(3,500)	\$(25,400)
Grants		\$(5,000)	\$(10,000)
Donations to Offset Program Expenses		\$(2,500)	\$(10,000)
Teen Program Fees		\$(6,400)	\$(57,986)
Adult, Preschool and Youth Program Fees		\$(23,000)	\$(186,800)
Budgeted KTUB Operating Dollars		\$(160,000)	\$(160,000)
<b>Total Revenue</b>		<b>\$(206,900)</b>	<b>\$(460,186)</b>

**Budget Summary for Enhanced Investment Level**

	<b>2023 One-time</b>	<b>2023 Operating (partial year)</b>	<b>2024 One-time</b>	<b>2024 Ongoing</b>
<b>Net Investment</b>	<b>\$187,762</b>	<b>\$236,212</b>	<b>\$51,500</b>	<b>\$515,050</b>
<b>Expenses</b>				

Furniture, Fixtures and Equipment	\$167,762			
City Staffing		\$218,841		\$417,434
General Operating Supplies and Services		\$32,595	\$4,500	\$50,790
YES Services		\$63,722		\$127,443
4Tomorrow Services	\$15,000	\$86,065		\$172,130
Teen Programs		\$11,449	\$47,000	\$62,541
Adult, Preschool and Youth Programs	\$5,000	\$30,440		\$144,898
<b>Total Expenses</b>	<b>\$187,762</b>	<b>\$443,112</b>	<b>\$51,500</b>	<b>\$975,236</b>
<b>Revenue</b>				
Sponsorships		\$(2,500)		\$(10,000)
Rental Revenue		\$(3,500)		\$(25,400)
Grants		\$(5,000)		\$(10,000)
Donations to Offset Program Expenses		\$(2,500)		\$(10,000)
Teen Program Fees		\$(6,400)		\$(57,986)
Adult, Preschool and Youth Program Fees		\$(23,000)		\$(186,800)
Budgeted KTUB Operating Dollars		\$(160,000)		\$(160,000)
<b>Total Revenue</b>		<b>\$(206,900)</b>		<b>\$(460,186)</b>

**Attachment A – 2022-23 KIRKLAND YOUTH COUNCIL DEMOGRAPHICS SUMMARY**

**Attachment B – KIRKLAND YOUTH COUNCIL LISTENING SESSION**

**Attachment C – OVERVIEW OF COMMUNITY PARTNERS**

Kirkland Youth Council Demographics 2022-2023

<b>Racial Identity</b>	
White	39%
Asian	43%
Multi Racial	7%
Black	7%
<b>Ethnic Identity*</b>	
White	23%
Indian	20%
Middle Eastern	13%
Japanese	10%
Korean	10%
Chinese	7%
Ethiopian	7%
African American	3%
Mexican	3%
Indigenous	3%
<b>Gender Identity</b>	
Female	60%
Male	40%
Genderfluid	4%
<b>Financial Status</b>	
Extremely Above	4%
Above Average	54%
About Average	32%
A Bit Below	11%
<b>Birthplace</b>	
Us Born	93%
Foreign Born	7%
<b>Languages Spoken at Home</b>	
English Only	57%
English + 1 Language	36%
English + 2 Languages	4%
No English	4%
<b>Languages Spoken</b>	
Telugu	3
Hindi	2
Tamil	1
Arabic	1
Chinese	1
Farsi	1
Korean	1
Turkish	1
Urudu	1
Ahmaric	1

\*Multiple identities could be selected



**Listening Session with Kirkland Youth Council re: KTUB – 11/14/22**

KYC members were asked in October to find out from their peers what they would be interested in seeing at KTUB for programs and services. At the November 14, 2022 meeting, youth provided the feedback below. Items that were voiced multiple times are noted with a + and the number of times the item was repeated.

- Recreational sports, fitness, wellness
  - Cricket
  - Badminton
  - Field day
  - Sports brackets that teens can do with friends (fantasy sports leagues)
  - Yoga
  - Mindfulness
  - Conditioning
  - Pickleball
  - Activities to relax
- Food-related
  - Cooking classes
  - Bake-off competition
  - Discounted meals
  - Free food +2
  - Free snacks
  - Youth-run coffee shop with money supporting KTUB+1
    - Job or volunteer
- Art, Music and Dance (classes, workshops, or space to practice skills)
  - Dance classes +2
  - Music practice room (vocal/instruments)
  - Music classes +1
  - Music library (CDs, vinyls, record players)
  - Bring back KTUB instruments
  - Art classes
  - Cultural art/diverse art (context of this seems to be as decoration)
  - Sculpting
  - Writing
  - Programming
- Teen Nights
  - Movies
  - Games+1
  - Dances/sock hops (Thursdays)
  - Live musical performances (youth bands) +2
  - Performing arts
  - Social events
  - Video game competitions/teams
  - Sports watch parties (NFL, etc.)
  - Holiday events
  - Cultural events

- Youth poetry slam
  - International night
- Life Beyond High School Workshops
  - Career guidance
  - College guidance
  - Life skills +1
  - Computer literacy classes
  - CPR classes
- Job opportunities (connecting with) +2
- Volunteer opportunities (connecting with, facilitated) +1
- Study/homework/Library/lounge space +3
  - Quiet space +1
  - Group project space
  - Tutoring help (either peer to peer or adult-led) +5
  - Study groups
  - Device charging stations
  - Internet +3
  - Public computers, printers
  - With different languages
  - Book club
  - Headphones for use (like on airplanes)
- “Chill zone” / space to relax
  - Safe space (mental health, LGBTQIA+, etc.)
  - Space to socialize
  - Free time space
  - Stuffed animals/bean bags
  - Couches/nice furniture
  - TV
  - Board games
  - Game room (ping pong, accessibility)
- Mental Health Support +3
  - Counseling/group mental health +1
  - Support groups +1
  - Access to a counselor +1
  - Connecting with resources (i.e. hotline teen could call to talk with trusted person)
  - Safe place to go with problems
- Summer camps
  - i.e. leadership camp
- Recreation Activities
  - Field trips
  - Language classes
- Physical therapy
- Sensory stuff (i.e. fidgets, pop-its)
- Puffy paint
- Multilingual signage, including brail, Spanish, picture-based
- Want KTUB to be a substance free zone and a safe space

- Approach substance abuse in a nurturing way rather than a policing/criminalizing way.  
This should be handled with care, not fear-mongering.
- 1 youth said they were warned when younger to avoid KTUB
- Public speakers
- Klash tournaments
- Meeting space (for club)
- Marketing ideas:
  - Instagram
  - TikTok
  - Kang News – LWHS
  - Partnering with schools (library pages, people with no socials, middle schoolers)
  - Freshman orientations
  - Passing out flyers at schools – cafeteria tables, homeroom announcements (access varies school to school)
  - Emailing parents
- Community potlucks
- Membership cards – free, but allow safe sign-in
- Have hygiene products available
- Makers' space (toolboxes)
- Community garden

## **Community Partners**

### **Youth Eastside Services (YES)**

YES is the leading behavioral health services provider in East King County for children and youth, ages birth to 22, and their families. Through evidence-based mental health counseling, substance use with co-occurring disorder counseling and treatment, early childhood behavioral health services, psychiatric services, school-based services, and education and prevention programs, YES serves as a lifeline for youth people and families. The agencies help children, teens, and families who face the challenges of depression, grief, trauma, substance abuse, cultural and gender identity challenges, sexual orientation support, anxiety, ADHD, autism, eating disorders, and low self-esteem. YES' services empower young people and families to pursue decisions, habits, and activities that promote their well-being, a critical service that is overprescribed coming out of the pandemic.

### **4 Tomorrow**

4 Tomorrow is a Latinx and youth focused organizations that serves East King County residents. The agency's mission to ensure the Latinx community overall well-being through provision of culturally sensitive support and coordination, including assistance and resources to help Latinx residents with system navigation, overcome barriers, and build self-sufficiency. 4 Tomorrow provides mental health coordination, specifically culturally sensitive gap therapy to those waiting to receive services from providers. 4 Tomorrow works closely with YES to provide gap services until participants can enroll with YES. 4 Tomorrow also provides services through the Life Services program, which supports individuals, youth, and families achieve their short and long-term goals by way of housing stability, immigration support, mental health referrals, etc.

### **Indian American Community Services (IACS)**

IACS serves the Indian American community through social programs, services, and advocacy. Areas of focus include early childhood, youth leadership, civic engagement, mental health, crisis care, legal services, and community centers. The agency's youth leadership program provides youth with the opportunities to develop skills to reach their utmost potential through confidence and compassion. The year-round program offers mentorship, empowerment, emotional well-being, and a safe space. IACS is interested in KTUB's community space availability to support youth gatherings, citing the importance for

youth to connect in person. In addition, meditative art therapy was highlighted as potential programming in the space, with a cross-cultural engagement in partnership with other community-based organizations, like 4 Tomorrow.

### **National Alliance on Mental Illness (NAMI) Eastside**

NAMI supports improving the quality of life for those impacted by mental health through advocacy, education, and support. The agency's select youth programs that could be facilitated include the agency's Youth Ambassadors programs that focuses on services projects leading up to the youth mental health conference hosted annually. The agency is also bringing two new programs online that could be facilitated by way of KTUB: 1) Cope2 Thrive and 2) Teen Mental Health First Aid Training (tMHFA). Cope2Thrive is a cognitive behavioral therapy-based skills training that helps youth build skills to cope with anxiety and depression, increasing and improving their resilience. tMHFA providing training to youth, teaching them how to recognize signs and symptoms of common mental health disorders, empowering them to support their peers who may be experiencing a mental health crisis. NAMI ran a

pilot this past year and experienced tremendous success and greater demand for it to maximize impact to youth in the community. NAMI is also developing an Empowerment group for youth, designed to support those impacted by mental health to receive support from their peers and professionals. KTUB could be an excellent site option to facilitate the roll-out of the Empowerment Group program.

### **Friends of Youth (FOY)**

Friends of Youth is the leading provider to support youth and young adults experiencing homelessness, foster care, and behavioral health challenges on the Eastside. Through a comprehensive services model, FOY provides shelter, drop-in support, foster care support, behavioral health needs, housing services, and employment skill development. Friends of Youth held the first KTUB lease from 2001 to 2011, before choosing to not renew the lease so they agency could focus on expansion of their homeless services system. Friends of Youth offers brick and mortar programs throughout the Eastside, with a primary focus in Kirkland and Redmond. Recognizing the access potential of a central location like KTUB, FOY is open to exploring offering outreach for youth experiencing homelessness and housing instability out of KTUB once again.

### **Eastside For All**

Eastside for All is a nonprofit advocacy organization focused on racial justice efforts in partnership with local nonprofit organizations, immigrant community leaders and leaders of color, Eastside city staff, and school districts to integrate a racial justice lens in how each of us participate and transform systems. Eastside for All elevates and connects the work of grassroots groups and people of color with accountability from system partners in working towards dismantling structural racism. Key areas Eastside for All has advocated for change at the City include advocacy for more human services funding that supports people of color, including immigrants and refugees, equitable community engagement processes around decision making for City initiatives, and hosting the annual Welcoming Week event in partnership with Eastside cities. The City anticipates working with Eastside for All to co-create opportunities for residents and organizations to provide input on how the community can equitable access the KTUB space and types of services offered.



# **City of Kirkland**

## **Request for Proposals**

# **Kirkland Teen Union Building**

## **Operational Lease**

# **Job # 47-22-PCS**

**Issue Date: August 4, 2022**

**Due Date: September 30, 2022 – 5:00 p.m. (Pacific Time)**

## REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington, for:

### **Kirkland Teen Union Building Operational Lease Job #47-22-PCS**

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033, e-mail: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov).

**Submit proposals no later than 5:00 p.m. on Friday, September 30, 2022.**

A copy of this Request for Proposals (RFP) may be obtained from City's web site at <http://www.kirklandwa.gov>. Click on the Business tab at the top of the page and then click on the Request for Proposals link found under "Doing Business with the City."

The City of Kirkland reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposals from consideration.

The City requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

**Dated this 4<sup>th</sup> day of August, 2022**

Jay Gewin  
Purchasing Agent  
City of Kirkland

**Published in the Daily Journal of Commerce on August 4<sup>th</sup> and 11<sup>th</sup>, 2022**

## **Background Information**

Kirkland is a vibrant waterfront destination with an unparalleled blend of outdoor recreation, art, dining and boutique shopping. Located on the shores of Lake Washington just east of Seattle, Kirkland has the only eastside downtown frontage along Lake Washington's shores and no other city in the Puget Sound region has as many waterfront parks and beaches.

Kirkland is home to award-winning hotels, a 400-seat performing arts center, wineries and restaurants and hosts a dynamic repertoire of events spanning art openings and performances to athletic events, wine festivals and outdoor concerts.

Since its incorporation, Kirkland has grown in geographic size to eighteen square miles - approximately twenty times its original size. This growth occurred primarily through the consolidation of the cities of Houghton and Kirkland in 1968, the annexations of Rose Hill and Juanita in 1988 and the annexation of North Juanita, Finn Hill, and Kingsgate areas in 2011. The city employs over 600 regular employees. Today, it has a population of over 91,000 and is the twelfth largest city in the State of Washington and the sixth largest city in King County, Washington.

Kirkland operates under a Council-Manager form of government. The City Council is the policymaking branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

## **Scope of Services**

The City of Kirkland desires to offer a lease and operating agreement of the Kirkland Teen Union Building (KTUB) to an organization willing and able to offer comprehensive youth programming for youth in 6<sup>th</sup> to 12<sup>th</sup> grade. The building is to be operated as a teen center with programs and services for teens. Important goals of the teen center are to provide a safe place for teens and to facilitate positive social interactions. Types of programs desired include, but are not limited to recreation and physical activity, art, music, life skills, and job and academic support. Types of services of interest include, but are not limited to behavioral health services, drug and violence prevention, and connection to other support services available in the community.

These services are informed by the City's Comprehensive Plan Chapter XII.B. Human Services HS-3.2-3.7, summarized below. The City is seeking an organization that can play a role in meeting these goals through lease and operations of KTUB.

- Provide a safe place for teens to spend their time and to learn, socialize and do recreational activities.
- Disseminate information on social service programs, enrichment classes, teen employment and issues around safe driving, swimming and biking.
- Promote healthy lifestyles through leisure time activities that 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.



- Help youth maintain positive relationships with the community, 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 youth have more free time and thus may get involved with risk behavior.

The City recognizes that organizations interested in lease and operations of KTUB may have a particular program specialty versus the ability to offer comprehensive services. The City is interested in learning what the organization's primary youth programming would be, as well as any additional youth services that might be accomplished through partnerships or subcontractors. For example, an organization with a primary focus such as behavioral health or art could partner or subcontract with another organization to provide youth career counseling and academic support.

### **Operating Lease Agreement and Lease Term**

If a qualified organization is selected, the selected organization and the City will execute an operational lease agreement. A sample draft lease agreement is shown in Attachment A.

Depending on the successful proposal, the lease may be a lot to no cost lease for an organization who demonstrates ability to operate KTUB in a manner that will further the goals of the city. The City may fund operating expenses.

As part of the lease agreement, the City will provide for maintenance and repair of the structural components of the facility (roof, exterior walls, foundation, HVAC), and for structural integrity of the facility (load-bearing members, main line of mechanical, electrical and plumbing). The operator would be responsible for repair, improvements and upkeep of the interior, along with applicable utilities and taxes.

If a successful organization is found, the lease term is anticipated to be an initial 5-year agreement, with an option to renew for two additional 5-year terms. However, the term is subject to negotiation. Lease start date is anticipated to be June 1, 2023.

### **Contracting Requirements and Fees**

For the successful organization to enter into an operational lease agreement with the City, the organization will need to comply with the following requirements prior to issuance of a contract, in addition to any other terms stated in this RFP and the lease agreement:

1. Provide a W-9.
2. Provide proof of a City of Kirkland Business License
  - The successful organization must have or obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Chapter 7.02 of the Kirkland Municipal Code (Business Licenses and Regulation).
  - The Contractor shall comply with all applicable state, federal, and City laws, ordinances, regulations, and codes.

**3. Provide proof of Insurance**

The organization must provide proof of relevant insurance that is consistent with the insurance requirements found in the sample lease agreement shown as Attachment A.

**Proposal Submission Requirements**

Address the following topics in a 25-page (or less) proposal. Please submit additional information or sample materials where relevant, including brochures, program plans, schedules, or budgets from other similar offerings of your organization (not included in the page limit).

Note: Organizations may engage partner organizations to fulfill the project scope. Partners must be identified in the organization’s response to the RFP.

- Organizational overview
- Understanding of the City of Kirkland’s vision for the KTUB
- Program and service plan for a typical week during the academic year
- Program and service plan for a typical week during the summer
- List of anticipated annual programs and services broken down by descriptive categories and participation
- Hours of operation
- Staffing plan including necessary skills, credentials, and experience of each staff member
- Discuss your vision of working with any partner organizations. Include what programs or services they would offer, whether they would share space in the facility, as well as their contact information
- Articulated strategy to establish and maintain positive and cooperative relationships with the Parks and Community Services Department, Kirkland Police Department, and pertinent non-profit services providers
- Practices around offering programs and services that are welcoming, inclusive and accessible, and will serve diverse youth from a variety of backgrounds
- Any proposed facility alterations that would be undertaken by the organization
- Anticipated annual operating budget outlining revenue and expenses for the KTUB lease and operations, including any City support or private donations expected to operate in a financially sustainable manner
- Support or resources requested from the City to operate successfully
- 3 professional letters of reference with contact information

**Proposal Submittal Instructions**

Please note: The following general requirements are mandatory for all proposals and non-compliant proposals may not be accepted or considered in the City’s sole discretion.

- 1. Proposals must be submitted by e-mail and be received no later than 5:00 pm PST on September 30, 2022.**

2. E-mailed proposals should include "Kirkland Teen Union Building Operational Lease – Job #47-22-PCS" in the subject line and be addressed to [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov) .
3. Proposals shall not exceed 25 pages. Front and back is considered 2 pages.
4. All proposals sent electronically must be in the form of a PDF or MS Word document and cannot exceed 20MB.
5. All proposals must include the legal name of the organization, firm, individual or partnership submitting the RFP. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number (if one exists) and primary contact person.
6. To be evaluated, a proposal must address all requirements and instructions contained within.
7. Provide all references and materials required by the RFP instructions within.

### **Selection Process**

An evaluation team shall review the proposals, discuss, assess and rank the proposals according to the evaluation criteria. These rankings will be used to determine which, if any, organizations should be contacted for interview by the team. The interview team is likely to include Parks and Community Services staff and other pertinent City staff members.

Organizations invited for an interview with the evaluation team will be asked to discuss their proposal and to answer specific questions. The purpose of the interviews will be to evaluate the experience and fit of the organization and to clarify the proposed operations, programs, and services. The interviews will be conducted remotely via video call such as Teams or Zoom. The organization will be responsible for testing and running their presentation virtually. Each interview shall not exceed one hour and will generally follow this format:

- Submitter's presentation, format optional (approximately 20 minutes)
- Predetermined interview questions from the evaluation team (approximately 20 minutes)
- Open question and answer session (approximately 20 minutes)

The interviewed will be evaluated based on the evaluation criteria below.

From the organizations who are interviewed, the evaluation team will recommend the highest ranked proposal as a finalist to be considered by City Council. The highest ranked proposal may also be invited to make a presentation to City Council and potentially the Youth Council. City Council will evaluate the finalist's proposal alongside the City's proposal to operate KTUB.

The City is under no obligation to award a facility lease and will be unlikely to award a lease if organizations' proposals do not enhance the City's ability to further the goals established in the Comprehensive Plan beyond its own capabilities.

### **Evaluation Criteria**

The evaluation team shall evaluate the written proposals on the following criteria.

<b>Written Evaluation Criteria</b>	<b>Points</b>
Organizational Overview, including <ul style="list-style-type: none"> <li>• Articulated mission</li> <li>• Organizational history and past performance</li> <li>• Expertise of the organization and staff (including subcontractors or partners, if applicable)</li> </ul>	0-20
Operational Plan, including <ul style="list-style-type: none"> <li>• Alignment with the City’s vision for KTUB and the City’s goals</li> <li>• Programs and services offered</li> <li>• Depth, breadth, and scope of operations</li> <li>• Quality of the proposed operating budget</li> </ul>	0-30
Community Relationships <ul style="list-style-type: none"> <li>• Demonstrated ability to establish and maintain positive and cooperative relationships with the community and stakeholders</li> </ul>	0-15
Diversity, Equity, Inclusion and Belonging <ul style="list-style-type: none"> <li>• Strategies to serve diverse youth in ways that are welcoming, inclusive, and equitable</li> <li>• Ability to provide services that are culturally relevant, appropriate, and representative of community needs</li> </ul>	0-20
The City’s ability to provide the support and/or resources the organization needs to be successful, including any financial subsidy requested from the City	0-10
References	0-5
<b>Maximum</b>	<b>100</b>

The evaluation team shall evaluate the interviews on the following criteria.

<b>Interview Evaluation Criteria</b>	<b>Points</b>
Presentation	0-50
Predetermined interview questions	0-40
Open question and answer session	0-10
<b>Maximum</b>	<b>100</b>

**Submittal Deadlines and Key Dates:**

Thursday, August 4, 2022	RFP posted
Friday, August 12, 2022	*On-site tour of KTUB: 8:00-9:00 a.m.
Wednesday, August 24, 2022	*On-site tour of KTUB: 4:30-5:30 p.m.
Friday, August 26, 2022	Questions due by 5:00 p.m.
Wednesday, September 7, 2022	Responses to questions posted by 5:00 p.m.
Friday, September 30, 2022	Proposals due by 5:00 p.m.
Mon., Oct. 3 – Fri. Nov. 18, 2022	Evaluation period, including interviews and potential presentation to City Council
January 2023	Anticipated award of lease agreement
Thursday, June 1, 2023	Lease date anticipated to start

\*On-site tours of KTUB are optional but strongly recommended. Both tours will be the same. Submitters need only attend one. Questions related to the RFP that are asked during the tours will be answered on-site if possible, documented, and included in the responses to questions published on September 7, 2022.

## **Questions**

Questions regarding the City's RFP process should be addressed to:

Jay Gewin  
Purchasing Agent  
Email: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov)

Questions regarding the scope of work, evaluation process, or technical aspects of this request should be directed to both:

Jay Gewin  
Purchasing Agent  
Email: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov)

Sara Shellenbarger  
Recreation Manager  
Email: [sshellenbarger@kirklandwa.gov](mailto:sshellenbarger@kirklandwa.gov)

All questions must be submitted by 5:00 PM PDT on Friday, August 26, 2022.

## **Submittal Disposition**

All material submitted in response to this RFP shall become the property of the City upon delivery to the City's Purchasing Agent and will not be returned.

## **Terms and Conditions**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.

- E. Any proposal may be withdrawn up until the date and time set above for the proposal submission deadline.
- F. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the City's proposed draft Operating Lease Agreement is available for review (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFP.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFP to the selected vendor. The City reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

### **Public Disclosure**

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFP, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the proposal that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.

### **DBE (Disadvantaged Business Enterprise) Participation**

The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

### **Federal Debarment**

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database ([www.sam.gov](http://www.sam.gov)).

Attachment A

Agreement  
by and between  
**The City of Kirkland**  
and  
**"Operator"**  
regarding the  
lease, use, and occupancy of the  
Kirkland Teen Union Building

**[Lease start date] through [Lease expiration date]**





**AGREEMENT BY AND BETWEEN THE CITY OF KIRKLAND, WASHINGTON  
AND "OPERATOR"**

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AGREEMENT BETWEEN CITY OF KIRKLAND AND "OPERATOR"  
REGARDING THE LEASE, USE, AND OCCUPANCY OF THE KIRKLAND TEEN UNION BUILDING

THIS LEASE, USE, AND OCCUPANCY AGREEMENT ("Agreement") is dated as of \_\_\_\_\_(the "Effective Date"), and entered into by and between the CITY OF KIRKLAND, a Washington municipal corporation, and "OPERATOR", \_\_\_\_\_ (hereinafter referred to as "Operator"), a Washington non-profit corporation.

RECITALS:

- A. The City is interested in the health and welfare of its residents; and
- B. Operator is organized to provide \_\_\_\_\_, meeting the needs of young residents and their families; and
- C. The Kirkland Teen Union Building, located at 348 Kirkland Avenue, Kirkland, Washington 98033, is owned by City is situated upon its real property in King County, Washington, legally described in Exhibit A and incorporated herein by this reference (hereto "KTUB"). KTUB will be vacant beginning in June 2023; and
- D. City and Operator cooperated in a request for proposals and evaluation of proposals process to operate the Facility; and
- E. Both parties agree that KTUB will provide an essential venue for positive and life-enriching programs and activities for teenagers, and thereby fulfill an important public purpose; and
- F. Both parties agree that it would be in the best interests of City, as Landlord, and Operator, as Tenant, for Operator to lease and have exclusive operational control of KTUB subject to the terms of this Agreement, except reserving the right of City to use KTUB consistent with Agreement; and
- G. Both parties intend that Operator operate KTUB in a manner consistent with the important public purpose of providing positive and healthful programs for teenagers; and
- H. The parties hereto desire to document the terms and conditions they have agreed upon with respect to the lease, use, and occupancy of leased premises.

NOW, THEREFORE, in consideration of the mutual undertakings and promises

contained herein, and as a direct benefit to City, the parties agree as follows:

## ARTICLE 1 – DEFINITIONS

All words in this Agreement bearing initial capitals, other than proper nouns, article headings, or words required to be capitalized for proper usage, are defined terms and shall have the meanings specifically assigned to them here. Unless otherwise expressly provided, use of the singular includes the plural and vice versa.

- 1.1 **"Agreement"** means this Lease, Use, and Occupancy Agreement, as from time to time may be amended in accordance with the terms hereof.
- 1.2 **"Approval"** means the prior written consent of a party hereto or designated representatives thereof.
- 1.3 **"City"** means the City of Kirkland.
- 1.4 **"City Manager"** means the City Manager of the City of Kirkland, or his or her designee.
- 1.5 **"Leased Premises"** means the Kirkland Teen Union Building (KTUB).
- 1.6 **"Operator"** means "Operator", a Washington non-profit corporation.
- 1.7 **"Tenant Improvements"** means all property (such as equipment, fixtures, and furnishings, whether the property is physically affixed to the Leased Premises or not) that is used in the scheduling or presentation of events, classes, and activities at the Leased Premises, including, but not limited to, lighting, sound system, curtains, seating, carpeting, phone system, stage rigging, pool tables, and furniture. Tenant Improvements does not mean the structure and core of the Leased Premises; HVAC, plumbing, electrical, and mechanical systems; elevator; or stage.

## ARTICLE 2 – LEASE AND DESCRIPTION OF FACILITY

The City, as Landlord, hereby leases to Operator, and Operator, as Tenant, hereby leases from the City, subject to the terms and conditions hereof, the Leased Premises.

## ARTICLE 3 – TERM OF AGREEMENT

- 3.1 Commencement Date. The effective date of this Agreement shall be \_\_\_\_\_.
- 3.2 Term Expiration. The Term of this Agreement shall expire on \_\_\_\_\_ 2028, unless terminated earlier pursuant to the provisions hereof.

- 3.3 Option for Extension of Term. City and Operator may mutually agree to extend the term of this agreement for two (2) additional consecutive terms of five (5) years each; provided that prior to such an extension the parties have the option to renegotiate the terms and conditions of this Agreement and to thereby seek to amend the agreement. If the parties fail to agree on the terms and conditions of an extension amendment of this Agreement, the Agreement will terminate upon expiration.

Not later than six (6) months before the expiration of this Agreement, City shall notify Operator that City desires to exercise the option to extend this Agreement. Such notice should provide reasonable information about the extent that the City desires to renegotiate the terms and conditions as part of the extension.

Not later than one (1) year before the expiration of this agreement, Operator shall notify City that Operator desires to exercise the option to extend this agreement. Such notice should provide reasonable information about the extent that the Operator desires to renegotiate the terms and conditions as part of the extension. Notwithstanding any other provision of this Agreement, the option to extend the term of this Agreement shall not be assignable or exercisable by any person or entity other than Operator.

- 3.4 Termination of Agreement. Upon the occurrence of any event of default described in this Agreement, the City may terminate this Agreement. Upon not less than one (1) month's notice to the City, Operator may terminate this Agreement. Upon not less than one (1) year's notice to Operator, City may terminate this Agreement without cause. If this Agreement is terminated, Operator shall surrender the Leased Premises to the City. The City shall not owe Operator any "refund" or other compensation for contributions made by Operator for tenant improvements, prepaid utilities, or other types of service contracts.

#### **ARTICLE 4 – AUTHORIZED USE OF LEASED PREMISES**

- 4.1 Exclusive possession and operational control of KTUB. Operator shall have exclusive possession and operational control of KTUB, subject to the terms of this Agreement reserving the right of the City to use KTUB. Operator, upon performing its other covenants and agreements set forth in this Agreement and all extensions thereof, shall peaceably and quietly have and hold KTUB for the term of this Agreement, including, but not limited to, the selection, scheduling, management and operations of services, programs, activities, employees, and agents without hindrance or interference from the City, subject to the terms and provisions of this Agreement.
- 4.2 Operator's Use of KTUB. Operator shall use KTUB for the provision of services, programs, and activities aimed at meeting the needs of Kirkland teenagers, particularly those services, programs, and activities described in Article 31 and Exhibit B. Operator may also use KTUB for meetings of Operator Board members, staff, and other personnel

directly associated with Operator, for Operator classes, and for other Operator educational programs, presentations, Operator fund-raising endeavors, and other related activities, for Operator offices, and for such other activities as are incidental to the foregoing. Operator may use KTUB to engage in concession and catering activity only as provided in this Agreement.

- 4.3 Partnering Organization's Use of KTUB. Operator may partner with other non-profit organizations to provide services, programs, and activities consistent with Article 31 and Exhibit B. Operator may make facility space available to such partnering organizations for the provision of relevant services, programs, and activities aimed at meeting the needs of Kirkland teenagers. Operator may also authorize partnering organizations to use KTUB for meetings of that organization's Board members, staff, and other personnel directly associated with the partnering organization, and for other partnering organization's educational programs, presentations, offices, and other related activities, and for such other activities as are incidental to the foregoing.
- 4.4 Additional Authorized Uses of KTUB. Operator may use KTUB for business and community meetings and activities; provided that, such meetings and activities shall not unduly interfere with the priority use of KTUB for the purposes stated above. In making KTUB facility space available to other business and community organizations, arrangements for such facility use shall be made directly between Operator and the other organizations, except that all such arrangements must protect the City as an additional insured unless the City consents in writing to a different arrangement.
- 4.5 Operator may use KTUB for additional purposes not described herein with the prior written approval of the City Manager.
- 4.6 Additional use of KTUB to advance City of Kirkland Resolution R-5434 (R-5434). Operator shall engage the Black, Indigenous, and People of Color (BIPOC) community to create inclusive programming, consistent with R-5434 (<http://kirklandwa.gov/Assets/CMO/CMO+PDFs/treks/Resolution+R-5434.PDF> ). Operator shall create culturally-relevant programmatic and participatory opportunities for the BIPOC community and disadvantaged youth as well as offer a scholarship program for disadvantaged youth.
- 4.7 Public Health Requirements. Operator's use of KTUB must be consistent and comply with any ordinance or order of the City of Kirkland, of any state or federal law, or of any order, proclamation, guidance, advice, or decision of Public Health-Seattle & King County, the Washington State Department of Health, or the Washington State Governor and Legislature. Operator agrees to adhere to all health requirements related to vaccinations, face coverings, gathering size limitations, physical distancing, monitoring of all in attendance for illness, and maintaining clean and sanitized operations throughout use of the Leased Premises.

## **ARTICLE 5 – RENT**

- 5.1 In consideration of the value of Operator’s contribution to the operation of KTUB, the value of Operator’s maintenance and operation of KTUB, the value of Operator’s payments of all taxes, utility charges and fees, and subject to the terms and conditions of this Agreement, Operator hereby covenants to pay monthly rent in the amount of \$\_\_\_\_ during the initial term of this Agreement. The amount of the annual rent during additional terms shall be established in accordance with Article 3.3 of this Agreement.

## **ARTICLE 6 - CITY USE**

- 6.1 City reserves the right to use the public program areas of KTUB for various programs on a space available basis. Scheduling and use procedures shall be coordinated by the respective facility managers of City and Operator. In any event, KTUB space for Operator programs will be the priority where scheduling of City's programs and Operator’s programs conflict.
- 6.2 City shall be allowed to use KTUB without rental charge but shall pay operational expenses arising from its use of KTUB, including extra staffing and janitorial services.

## **ARTICLE 7 – REPORTING**

- 7.1 City shall appoint a liaison between City and Operator who will ensure compliance with all record keeping and reporting requirements set forth in this section.
- 7.2 Operator shall maintain books, records, documents, and other accounting procedures and practices in accordance with Generally Accepted Accounting Principles consistently applied (e.g. a unitary, internally consistent system of accounts and records) that sufficiently and properly reflect all receipts and direct and indirect costs of any nature associated with the exercise of rights and the performance of obligations by Operator under this Agreement.
- 7.3 Operator shall provide monthly reports in the first twelve (12) months of operation and quarterly and annual reports thereafter, on a schedule and in a form acceptable to both parties. The reports shall include, at a minimum, program assessment reports, which will include a list and number of programs and services offered and the number of participants, including insofar as practical involved in drop-in programs and activities. Operator is also requested to provide information on efforts to engage with and support the BIPOC community. Reports shall include measurement of progress towards meeting or exceeding mutually agreed upon program outcomes, established on an annual basis and included herewith in Exhibit B. Operator will draft statements of such outcomes an approval by City will not be unreasonably withheld.

## **ARTICLE 8 – IMPROVEMENTS, ALTERATIONS, AND ADDITIONS TO THE FACILITY**

- 8.1 Tenant Improvements. Operator may make Tenant Improvements to Leased Premises with the written consent of the City. If an event of default occurs, if Operator fails to perform its duties under this Agreement, or if this Agreement expires, terminates, or is otherwise not renewed, all Operator-provided or owned Tenant Improvements on the Leased Premises shall remain in place and shall automatically and without further notice or act by the City and without compensation to Operator become the property of the City.
- 8.2 Other Improvements, Alterations, and Additions. Operator shall not alter any structural features of the Leased Premises without written City approval. Operator, at its sole expense, may redecorate any interior surface of walls, ceilings, windows, and doors. Operator may install its own furnishings and equipment on or about the Facility without City's consent, provided Operator shall not install trade fixtures or other items that are physically attached to the Facility without City's written consent, which shall not be unreasonably withheld, conditioned, or delayed. Any improvements will be made in accordance with all licenses, permits, and/or other authorization required.

## **ARTICLE 9 – FACILITY ACCEPTANCE**

- 9.1 Prior to entering and occupying the Leased Premises, Operator shall have an opportunity to inspect the Leased Premises to confirm the general maintenance and upkeep of the Leased Premises. Thereafter, by entering into and occupying the Leased Premises, or any portion thereof, Operator accepts the same in their condition as of the Commencement Date. Operator covenants that no representation, statement, or warranty, express or implied, has been made by or on behalf of City with respect to the condition of the Leased Premises or the use that may be made of the Leased Premises, except as may be contained in this Agreement.

## **ARTICLE 10 – HAZARDOUS SUBSTANCES**

- 10.1 Operator shall not cause or permit the presence, use, generation, release, discharge, storage, disposal, or transportation of any Hazardous Materials (as defined below) on, under, in, above, to, or from the Leased Premises, the building, or the common areas, other than in strict compliance with all applicable federal, state and local laws, regulations and orders.
10. The term "Hazardous Materials" refers to any substances, materials, and wastes that are or become regulated as hazardous or toxic substances under any applicable local, state or federal law, regulation, or order.
- 10.3 Operator shall indemnify, defend, and hold harmless the City from and against (a) any loss, cost, expense, claim, or liability arising out of any investigation, monitoring, clean-up, containment, removal, storage, or restoration work ("remedial work") required of or

incurred by the City or any nongovernmental entity or person based on a reasonable belief that such work is required by any applicable federal, state or local law, governmental agency, or political subdivision, and (b) any claims of third parties for loss, injury, expense, or damage arising out of the presence, release, continuing release or discharge of any hazardous material on, under, in, above, to, or from Leased Premises that occurred or originated during the term of this Agreement.

- 10.4 The City shall indemnify, defend, and hold harmless Operator from and against (a) any loss, cost, expense, claim, or liability arising out of any investigation, monitoring, clean-up, containment, removal, storage, or restoration work ("remedial work") required of or incurred by Operator based on a reasonable belief that such work is required by any applicable federal, state or local law, governmental agency, or political subdivision, and (b) any claims of third parties for loss, injury, expense, or damage arising out of the presence, release, continuing release or discharge of any hazardous material on, under, in, above, to, or from the Leased Premises that occurred or originated during a time other than the term of this Agreement.
- 10.5 If any remedial work is so required under any applicable federal, state, or local law during the term of this Agreement, Operator shall perform or cause to be performed the remedial work in compliance with such law, regulation or order. All remedial work shall be performed by one (1) or more contractors under the supervision of a consulting engineer, each selected by Operator and approved in advance in writing by the City. If Operator does not commence the remedial work in a timely fashion or does not diligently prosecute the remedial work to completion, the City may, but shall not be required to, cause the remedial work to be performed, subject fully to the indemnification of this paragraph.
- 10.6 The foregoing indemnification obligation shall survive termination of this Agreement.

## **ARTICLE 11 – MAINTENANCE, CLEANING, REPAIR, AND UTILITIES**

### 11.1 City.

11.1.1 The City is responsible for maintenance and repair of the structural components of KTUB, which shall include the roof, the exterior walls, the foundation, and the HVAC system. The City is also responsible for maintenance, which is necessary for the structural integrity of KTUB, including maintenance of load-bearing members, and of main lines of mechanical, electrical, and plumbing systems to the point of entry. City will coordinate a routine meeting with Operator to discuss and schedule future maintenance work.

11.1.2 The City is responsible for and will pay for landscaping and landscape maintenance that meet City standards; provided that, if Operator wants special plantings or landscaping and landscape maintenance at KTUB that exceed City

standards, Operator will be responsible for and will pay for such plantings or features.

11.1.3 Operator shall give the City notice of any repair required to be performed by the City pursuant to this section within ten (10) days after the later of the date (i) the need for such repair arises, and (ii) Operator becomes aware of such required repair. The City shall have a reasonable time in which to complete the repair after receipt of such notice. Notice of maintenance or repairs needs shall be made by Operator to the City's Facilities Services Manager, with a copy to the Parks and Community Services Department.

11.1.3 The City shall strive to coordinate Maintenance work with Operator so as not to interfere with Operator's operations. At minimum, absent an emergency, the City shall give Operator at least twenty-four (24) hours' notice of maintenance or repair work in or at KTUB; provided that, such maintenance and repair work shall not unduly interfere with the use of KTUB for Any of the established programming. In the event of an emergency, however, no such notice or avoidance of interference shall be required.

## 11.2 Operator.

11.2.1 Operator is responsible for maintenance and repair of the interior of the Leased Premises, which shall include tenant improvements, audio/visual systems, sound system, telephone equipment, lighting, furniture, gaming tables, and plumbing fixtures and appliances.

11.2.2 Operator's responsibility for plumbing fixtures and appliances extends through fixture drain and trap down to the junction with the line into wall or floor and includes attempting to clear clogs by means of plunger and toilet auger.

11.2.3 Operator's janitorial and routine maintenance responsibilities include timely repair or replacement of light fixtures or bulbs, electrical switches or controls; cleaning of seating, curtains, carpets, flooring, and faucets; cleaning of interior and exterior windows; cleaning of the kitchen and restroom facilities and drinking fountain; and cleaning of external patio, entryways, and external back door area.

11.2.4 Except as otherwise specified, Operator shall timely pay all charges for utility and other services to KTUB. Utility charges to be paid by Operator, include, but are not limited to, electricity, telephone, internet, security alarm monitoring, permits, and false alarm charges.



## **ARTICLE 12 – WAIVER AND INDEMNIFICATION**

- 12.1 Lessee's Release of Claims. The City shall not be liable to Operator or Operator's employees, agents, contractors, partners, guests, invitees, or visitors, or to any other person for any injury to person or damage to property on or about the Leased Premises, resulting from and/or caused in part or whole by the negligence or misconduct of Operator and/or its employees, agents, contractors, partners, guests, invitees, and visitors, or of any other person entering upon the Leased Premises, or caused by the building and improvements located on the Leased Premises becoming out of repair, or caused by leakage of gas, oil, sewer, or water, or by electricity emanating from the Leased Premises, or due to any other cause (including those described elsewhere within this subsection) except injury to persons or damages to property caused by the sole negligence of the City. In addition, Operator specifically hereby fully and completely waives and releases all claims against City to the extent a loss or damage is covered by insurance for any losses or other damages sustained by Operator or any person claiming through Operator resulting from any accident or occurrence in or upon the Premises, including but not limited to any defect in or failure of equipment; any failure to make repairs; any defect, failure, surge in, or interruption of facilities or services; broken glass; gas, oil, sewer, or water leakage; the collapse of any component; or any act, omission, or negligence of co-tenants, partners, licensees, or any other persons or occupants of the Leased Premises.
- 12.2 Indemnification. Operator shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Operator's use of the Leased Premises, or from the conduct of Operator's business, or from any activity, work, or thing done, permitted, or suffered by Operator and/or in or about the Leased Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City. In the event it is determined that RCW 4.24.115 applies to this Agreement, the Operator agrees to defend, indemnify, hold harmless the City to the maximum extent permitted thereunder, and specifically for its negligence concurrent with that of the City to the full extent of Operator's negligence.
- 12.3 It is further specifically and expressly understood that the indemnification provided herein constitutes the Operator's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated and agreed to by Operator and the City.
- 12.4 The provisions of this section shall survive the expiration or termination of this Agreement.

## **ARTICLE 13 – FIRE OR OTHER CASUALTY**

- 13.1 Effect of Damage or Destruction. Should a substantial portion of the Leased Premises be substantially damaged (as defined in Section 14.2) by fire or other casualty, the City may

elect to terminate this Agreement under the terms specified in this section. When such fire or other casualty renders the Leased Premises substantially unsuitable for their intended use, a just and proportionate abatement of rent shall be made, and Operator may elect to terminate this Lease if: (i) Landlord fails to give written notice within thirty (30) days of intention to restore Premises; or (ii) Landlord fails to restore the Premises to a condition substantially suitable for their intended use within ninety (90) days of said fire or casualty. The City reserves, and Operator grants to the City, all rights that Operator may have for damages or injury to the Premises for any taking, except for damage to Tenant's trade fixtures, property, and equipment.

- 13.2 Definition of Substantially Damaged. The Leased Premises shall be deemed "substantially damaged" under any of the following circumstances: (1) If the building is totally destroyed by fire or other casualty, (2) if the casualty is not insured, or (3) if the cost of restoration would exceed the total insurance proceeds and Operator's available funds.
- 13.3 Operator shall notify the City immediately after a casualty occurs to the Leased Premises.
- 13.4 Tenant's Acts. If such damage or destruction occurs as a result of the negligent or intentional acts of Operator or Operator's employees, agents, contractors, partners, or invitees: (a) Operator's termination right described in Section 18.1 shall not apply; and (b) if the insurance proceeds actually received by the City are insufficient to pay for the repairs of the damage, Operator shall pay at Operator's sole cost and expense the difference between the cost of repairing the damage and the insurance proceeds received by the City.
- 13.5 Tenant's Property. Operator shall repair or replace Operator's property at Operator's sole cost and expense. Operator acknowledges that it is Operator's sole responsibility to obtain adequate insurance coverage to compensate Operator for damage to Operator's property.

#### **ARTICLE 14 – INSURANCE**

- 14.1 City will purchase and maintain during the term of the lease all-risk property insurance covering the Leased Premises for their full replacement value without any coinsurance provisions.
- 14.2 Operator shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Operator's operation and use of the Leased Premises. Operator's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of Operator to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- 14.2.1 Minimum Scope and Amounts of Insurance. Operator shall obtain insurance of the types described below with the following insurance limits:

- 14.2.1.1 Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover Leased Premises and contractual liability. The City shall be named as an insured on Operator's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Facility Form CG 20 11 or a substitute endorsement providing equivalent coverage. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$5,000,000 general aggregate.
- 14.2.1.2 Property insurance shall be written on an all risk basis. Property insurance shall be written covering the full value of Operator's property and improvements with no coinsurance provisions.
- 14.2.2 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Commercial General Liability insurance:
  - 14.2.3.1 Operator's insurance coverage shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of Operator's insurance and shall not contribute with it.
  - 14.2.3.2 Notice of Cancellation. Operator's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Operator shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.
- 14.2.3 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- 14.2.4 Verification of Coverage. Operator shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of Operator.
- 14.2.5 Waiver of Subrogation. Operator and City hereby release and discharge each other from all claims, losses, and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the Leased Premises or said building. This release shall apply only to the extent that such claim, loss, or liability is covered by insurance.

14.3 Failure to Maintain Insurance. Failure on the part of Operator to maintain the insurance as required shall constitute a material breach of lease, upon which the City may, after giving five business days' notice to Operator to correct the breach, terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand.

14.4 Full Availability of Operator's Limits. If Operator maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by Operator, irrespective of whether such limits maintained by Operator are greater than those required by this Lease or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Operator.

### **ARTICLE 15 – SIGNS**

Operator may install signs on the exterior of KTUB, identifying the building as the Kirkland Teen Union Building or other mutually agreed upon name, and containing other information related to Operator, including without limitation, program information, fundraising information, and special Operator announcements. The design, installation, and location of said signs shall comply with applicable provisions of the Kirkland Municipal Code, including but not limited to zoning provisions and building regulations, and shall be subject to the written approval of the City Manager, which approval shall not be unreasonably withheld.

### **ARTICLE 16 - ASSIGNMENT, SUBLEASE, OR TRANSFER**

Obligations or rights of Operator under this Agreement may not be assigned, subleased, or otherwise transferred by Operator, without the prior written consent of the City, which consent may be withheld at the sole discretion of the City. The assignment, sublease, or transfer of this Agreement without such consent shall constitute an event of default. Any such assignment, sublease, or transfer shall be specifically subject to all the terms and conditions of this Agreement. In the event of any proposed assignment, sublease, or transfer of this Agreement, Operator shall cause to be delivered to the City simultaneously with such proposed assignment, sublease, or transfer, an instrument in writing, executed by the assignee, in which the assignee shall assume and agree to accept all the terms and conditions of this Agreement.

### **ARTICLE 17 – CONCESSIONS AND CATERING ACTIVITY**

17.1 Definitions. As used in this article, unless the context clearly requires a different meaning:

- 17.1.1 "Concession and catering activity" means and includes the preparation, service, free distribution, or sale of food or any beverage or the free distribution or sale of any concession merchandise or service; and

- 17.1.2 "Concession merchandise or service" means and includes inedible goods and services such as souvenirs, novelties and tickets to events at other venues.
- 17.2 Grant of Right. The City grants to Operator the exclusive right to engage in concession and catering activity and to enter into agreements authorizing one (1) or more concessionaries to engage in such activity for and on the behalf of, or under the auspices of, Operator at KTUB during the term of this Agreement and subject to the terms of this Agreement. If Operator decides to retain any such concessionaire(s), Operator shall select such concessionaire(s). If Operator enters into any such agreement(s), Operator shall remain ultimately responsible for compliance with terms and conditions, and performance of obligations under this Agreement. Any such agreement shall incorporate terms and conditions related to concessions and catering activity under this Agreement. Any such agreement must protect the City as an additional insured unless the City consents in writing to different terms.
- 17.3 Food Service Establishment Permit Required. Operator, or any such concessionaire(s), shall ensure that all food offered for sale on or from KTUB has been prepared, transported, served and otherwise provided only by a person or entity issued a current valid Food Service Establishment permit by the Seattle-King County Department of Public Health or its successor.
- 17.4 Licenses and Permits Required. Operator, or any such concessionaire(s), shall be responsible for obtaining and maintaining, at no cost to the City, all licenses, permits, and other authorization required in order to legally conduct the concession and catering activity contemplated herein. The City shall have no obligation to issue such licenses, permits, or other authorization. The City shall issue such licenses, permits, or other authorization in accordance with applicable City rules and regulations. The inability of Operator, or any such concessionaire(s), to secure or to maintain any such license, permit, or other authorization shall not invalidate the concession and catering right granted herein.

## **ARTICLE 18 – COMPLIANCE WITH LAW**

- 18.1 Lawful Use. Operator and the City each agree to abide by, conform and comply with all applicable federal, state and local laws, and obtain all required licenses, permits, and authorizations. Whenever either party or its authorized representative is informed of any violation of any such law, ordinance, rule, regulation, license, permit, or authorization committed by it, it shall immediately desist from such violation. The final judgment of any court or administrative body of competent jurisdiction or the admission by a party in any action against it, whether the other party is a party thereto or otherwise, that it or its invitees has violated any law, ordinance, rule, or regulation shall be conclusive of that fact as between the City and Operator.

- 18.2 Licenses and Similar Authorization. Operator, at no expense to the City, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits and similar legal authorizations, and comply with all requirements thereof. The City shall have no obligation to issue such licenses, permits, or authorizations. The City shall issue such licenses, permits, or authorizations in accordance with applicable City rules and regulations.
- 18.3 Taxes. Operator shall pay, before delinquency, all taxes, levies, and assessments of whatever kind or nature are imposed or become due during the term of this Agreement and arise from any activity on or use and occupancy of the Leased Premises pursuant to this Agreement, including but not limited to taxes arising out of the activity or business conducted on the Leased Premises; taxes levied on Operator property, equipment, and improvements on the Leased Premises; taxes on Operator's interest in this Agreement and any leasehold interest created thereby under RCW 82.29A., if applicable; any utility fees, including KTUB's proportionate share of stormwater utility fees; and any assessment levied for any local improvement, utility local improvement, or any similar undertaking. In the event the State of Washington makes any demand upon the City for payment of any tax resulting from Operator's use or occupancy of the Leased Premises or the conduct of any activity subject to tax, or the State withholds funds due to the City to enforce collection of leasehold excise or any other tax, Operator, at its sole expense, shall contest such action and indemnify the City for all sums expended by or withheld by the State from the City in connection with such taxation; provided, that Operator may pay any such tax in lieu of contesting it or indemnifying the City. The City shall pay, and shall indemnify and hold Operator harmless, for all taxes imposed that relate to City-sponsored events at KTUB (except for taxes imposed on concession sales by Operator or for Operator's benefit), and for all taxes that may be imposed on Operator or Operator use of the Leased Premises resulting from any City use under this Agreement.
- 18.4 Attendance and Safety Standards. The Kirkland Fire Chief or designee shall have the authority to determine, in the reasonable exercise of their discretion, the number of persons that may be admitted to, and safely and freely move about in Leased Premises. Operator shall not sell or issue tickets or credentials for admission to KTUB in an aggregate number that exceeds the Kirkland Fire Chief's determined number. Operator shall not admit to the Leased Premises more people than the number so determined by the Kirkland Fire Chief. Operator shall not permit any chair or movable seat or other obstruction to the erected or placed in any passageway or fire exit. Sidewalks, grounds, entries, passages, vestibules, halls, elevators, abutting streets, and all ways of access to the Leased Premises shall not be obstructed by Operator or used for any purpose other than for ingress and egress to the Leased Premises for persons or property. The City shall be responsible for assuring compliance with each of the foregoing requirements during periods of City use of the Leased Premises under this Agreement.

- 18.5 Nondiscrimination. Operator shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.
- 18.6 Americans with Disabilities Act. Operator shall comply with all governmental laws, ordinances and regulations applicable to the use of the Leased Premises, including without limitation Title III of the Americans with Disabilities Act.
- 18.7 Applicable Law and Venue. This Agreement shall be construed under the laws of the State of Washington. The venue for any litigation relating to this Agreement shall be in the Superior Court of the State of Washington for King County.

#### **ARTICLE 19 – ROYALTIES, LICENSE FEES, AND SIMILAR PAYMENTS**

Operator shall pay, before delinquency, all royalties, license fees, and other charges due and payable to any person or entity as the consequence of any public performance(s) or display(s) of copyrighted work(s) during its use of KTUB. The City shall be responsible for all similar royalties, license fees and other charges in connection with the City's use of the KTUB.

#### **ARTICLE 20 – LIENS AND ENCUMBRANCES**

Operator shall keep the Leased Premises, Operator's interest in this Agreement, and the Tenant Improvements free and clear of any liens and encumbrances. At the City's request, Operator shall furnish the City written proof of payment of any items that would or might constitute the basis for such a lien on the Leased Premises, Operator's interest in this Agreement, and the Tenant Improvements if not paid.

#### **ARTICLE 21– DEFAULT**

- 21.1 Default. The following events shall constitute a default and material breach of this Agreement:
- 21.1.1 The failure to comply with any of the terms of this Agreement regarding insurance;
  - 21.1.2 The material violation of any law, ordinance, rule or regulation which, after notice and reasonable time to cure, remains uncured;

- 21.1.3 The abandonment or vacating of the Leased Premises for a period of twenty (20) days or more;
  - 21.1.4 The absence of any Operator-scheduled classes or activities for a period of ninety (90) days or more, when not due to repair problems or maintenance work for which the City is responsible or to other state-mandated requirements;
  - 21.1.5 The failure to pay any sum of money due to the City within thirty (30) days after such notice from the City that such a payment is overdue;
  - 21.1.6 The dissolution of the Operator or the merger of Operator with another entity without the prior written approval of the City;
  - 21.1.7 The assignment or transfer of this Agreement without the prior written consent of the City as described in Article 16 of this Agreement; and
  - 21.1.8 The failure to perform any other condition or covenant of this Agreement where such failure in performance is not remedied within the time allowed by this Agreement, or such other period for remedial action as is expressly otherwise provided for in this Agreement, or agreed upon by both parties.
- 21.2 Extension of Period to Remedy Default. Neither the City nor Operator shall be in default unless such party fails to perform an obligation required of it within thirty (30) days after written notice from the aggrieved party has been sent by the other, specifying the particular obligation that the other has failed to perform; provided, that if the nature of the other party's obligation is such that more than thirty (30) days are reasonably required for performance, then the other party shall not be in default if it commences performance within such thirty (30) day period, and thereafter diligently prosecutes the same to completion within one hundred eighty (180) days.

## **ARTICLE 22 – REMEDIES UPON DEFAULT AND MATERIAL BREACH**

Upon the occurrence of any event of default by Operator, the City shall have the option to pursue any one (1) or more of the following remedies without notice or demand.

- 22.1 Accelerate all rent payments under this Agreement which shall then become immediately due and payable.
- 22.2 Terminate this Agreement, in which event Operator shall immediately surrender the Leased Premises to the City, and if Operator fails so to do, the City may, without prejudice to any other remedy it may have for possession or unpaid rent, enter upon and take possession of the Leased Premises and expel or remove Operator and any other person who may be occupying such Leased Premises or any part thereof, and Operator agrees to



pay to the City on demand the amount of all loss and damage the City may suffer by reason of such termination, whether through inability to relet the Leased Premises on satisfactory terms or otherwise.

- 22.3 Enter upon and take possession of the Leased Premises and expel or remove Operator and any other person who may be occupying such Leased Premises or any part thereof, and relet the Leased Premises for such terms ending before, on or after the expiration date of the term of this Agreement, at such rentals and upon such other conditions (including concessions and prior occupancy periods) as the City in its sole discretion may determine, and receive the rent therefor; and Operator agrees to pay to the City on demand any deficiency that may arise by reason of such reletting. The City shall have no obligation to relet the Leased Premises or any part thereof and shall not be liable for refusal or failure to relet or in the event of reletting for refusal or failure to collect any rent due upon such reletting. If the City is successful in reletting the Leased Premises at a rental in excess of that agreed to be paid by Operator pursuant to the terms of this Agreement, the City and Operator each mutually agree that Operator shall not be entitled, under any circumstances, to the excess rental, and Operator specifically waives any claim to the excess rental.
- 22.4 Enter upon the Leased Premises and do whatever Operator is obligated to do under the terms of this Agreement. Operator agrees to reimburse the City on demand for any expenses which the City may incur in thus effecting compliance with Operator's obligations under this Agreement, and Operator further agrees that the City shall not be liable for any damages resulting to the Operator from such action, whether caused by the negligence of the City or otherwise.
- 22.5 Whether or not the City retakes possession or relets the Leased Premises, the City shall have the right to recover unpaid rent and all damages caused by Operator's default, including attorney's fees. Damage shall include, without limitation: all rentals lost, all legal expenses and other related costs incurred by the City following Operator's default, all costs incurred by the City in restoring the Leased Premises to good order and condition, or in remodeling, renovating or otherwise preparing the Leased Premises for reletting the Leased Premises for a comparable use, all costs (including without limitation any brokerage commissions and the value of the City's time) incurred by the City, plus interest thereon from the date of expenditure until fully repaid at the rate of eighteen percent (18%) per year.
- 22.6 If Operator does not pay any installment of rent, additional rent or other charges owed the City under this Agreement as and when due, to help defray the additional cost to the City for processing late payments Operator shall pay to the City on demand a late charge in an amount equal to five percent (5%) of the payment. The late charge shall be in addition to all the City's other rights and remedies under this Agreement or at law and

shall not be construed as liquidated damages or as limiting the City's remedies in any manner.

- 22.7 Pursuit of one (1) remedy shall not preclude pursuit of any other remedies, such remedies being cumulative and non-exclusive, nor shall pursuit of any remedy constitute a forfeiture or waiver of any rent due the City or of any damages accruing to the City by reason of Operator's breach of this Agreement. No act or thing done by the City or its agents during the term of this Agreement shall be deemed a termination of this Agreement or an acceptance of the surrender of the Leased Premises. No agreement to terminate this Agreement or accept a surrender of said Leased Premises shall be valid unless in writing signed by the City. No waiver by the City of any violation or breach of this Agreement shall be deemed or construed to constitute a waiver of any other violation or breach of any of the terms of this Agreement. The City's acceptance of the payment of rental or other payments after the occurrence of an event of default shall not be deemed or construed as a waiver of such default, or as an accord and satisfaction. Forbearance by the City to enforce one (1) or more of the remedies upon an event of default shall not be deemed or construed to constitute a waiver of such default or of the City's right to enforce any remedies with respect to such default or any subsequent default.
- 22.8 If the City employs the services of an attorney in connection with an event of default by Operator under this Agreement, or if either party brings an action or proceeding against the other party arising out of or concerning performance or interpretation of this Agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees and costs.

### **ARTICLE 23 – SURRENDER OF FACILITY AND REMOVAL OF PROPERTY**

- 22.1 Surrender of Leased Premises. Upon termination or expiration of this Agreement, Operator shall surrender to the City the Leased Premises and all keys therefor.
- 23.2 Conditions of Leased Premises upon Surrender. The Leased Premises to be surrendered to City shall be surrendered in as good a condition as on the date of their acceptance by Operator, except for the effects of improvements, additions, alterations, and repairs made with the concurrence of City; property damage by fire and other perils insured in contracts or policies of fire, extended coverage, and vandalism; reasonable wear and tear, and acts of God.
- 23.3 Removal of Property. Prior to the expiration of this Agreement, or within thirty (30) days after termination in the event of an earlier termination of this Agreement, Operator shall remove from the Leased Premises, at no cost or expense to the City, all personal property owned and placed in or on the Leased Premises by Operator and/or its agents, invitees, employees, contractors, partner organizations, or successors. In removing such personal property, Operator shall take due care to not damage or injure the Leased Premises, and

any such damage or injury shall be immediately repaired by the Operator to the City Manager's reasonable satisfaction, at Operator's sole cost and expense. Structural alterations, additions, and Tenant Improvements shall not be removed. In no event shall either party make any claim or demand upon the other, nor shall either party be liable for any inconvenience, annoyance, disturbance, or loss of business arising out of such removal operation during such thirty (30) day period.

#### **ARTICLE 24 – NO WAIVERS**

No action other than a written document by the City Manager or the Operator's \_\_\_\_ specifically so stating shall constitute a waiver by a party of any particular breach or default by the other. No such document shall waive a failure to fully comply with any term or condition of this Agreement not specifically referenced therein, irrespective of any knowledge any officer or employee of a party may have of such breach, default, or noncompliance. A party's failure to insist upon full performance of any provision of this Agreement shall not be deemed to constitute consent to or acceptance of such incomplete performance in the future.

#### **ARTICLE 25 – REMEDIES CUMULATIVE**

The rights under this Agreement are cumulative; the failure to exercise promptly any right recognized hereunder shall not operate to forfeit any such right. The use of one (1) remedy shall not be taken to exclude or waive the right to use another.

#### **ARTICLE 26 – OBLIGATION OF OPERATOR LIMITED TO CORPORATION**

All obligations of Operator under this Agreement are enforceable only against Operator, a nonprofit corporation, and are not enforceable against nor do they impose any liability upon Operator's officers, directors, trustee, members, employees, or agents.

#### **ARTICLE 27 – ADDRESSES**

27.1 Unless otherwise directed in writing, all notices and reports shall be in writing, and together with any payments, shall be delivered to City at the following address:

Lynn Zwaagstra  
Parks and Community Services Director  
City of Kirkland  
123 Fifth Avenue  
Kirkland, Washington, 98033-6189

27.2 And to Operator at the following address:

---

27.3 Either party may change its address for receipt of reports, notices, or payments without the formal amendment of this Agreement by giving the other party written notice of such change not less than fifteen (15) days prior to the effective date thereof.

#### **ARTICLE 28 – TITLES OF ARTICLES**

The titles of articles and subsections set forth herein are for convenience only, and do not in any way define, limit, or construe the contents of any article.

#### **ARTICLE 29 – AMENDMENTS**

No change, alteration, modification, or addition to this Agreement shall be effective unless it is in writing and properly signed by both parties hereto.

#### **ARTICLE 30 – DISPUTE RESOLUTION**

In the event a dispute arises as to whether the parties are complying with the terms of this Agreement, the parties agree to use the following dispute resolution procedure before pursuing any other remedy. First, either party may give notice to the other of the dispute and the City Manager and the Operator President or their designees will meet within three (3) City business days to attempt to resolve the dispute. If the dispute continues, either party may give written notice to the other and a Resolution Panel will be formed consisting of one (1) member selected by the City Manager, one (1) member selected by the Operator Founding Artistic Director, and a third member selected by the first two. The City shall pay any costs or fees associated with the member it selects. Operator shall pay any costs or fees associated with the member it selects. The City and Operator shall each pay one half (1/2) of any costs or fees required for the third member. The parties agree to present the dispute to the Resolution Panel within twenty (20) calendar days after the written notice. The decision of the Resolution Panel will be announced within ten (10) City business days.

#### **ARTICLE 31 – CONTRACT FOR SERVICES**

Operator shall provide to City and to the residents of City of Kirkland the services as set forth in Exhibit B to this Agreement entitled "Scope of Services", which exhibit by this reference is incorporated herein. City shall pay Operator for completed services rendered under this Agreement, the total sum of \$\_\_\_\_\_ per operating year, commencing with the Commencement Date. Said amount(s) shall be the total compensation for all services performed by Operator, including all reports, supporting data, supervision, labor, supplies, materials, equipment, or the use thereof and for all other necessary incidentals.

#### **ARTICLE 32 – ENTIRE AGREEMENT**

The parties hereto acknowledge that they have had the opportunity to have this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement

are not to be construed against either party on the basis of that party's having drafted the same. This Agreement, together with all the exhibits attached hereto, embodies the entire Agreement of the parties hereto. There are no other understandings or agreements, written or oral, between the parties regarding the Leased Premises except as expressly referenced herein.

IN WITNESS, WHEREOF, the authorized representatives of the parties hereto have executed this Agreement by affixing their signatures in the spaces below.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF KIRLAND

OPERATOR NAME

By: \_\_\_\_\_  
Kurt Triplett, City Manager

By: \_\_\_\_\_  
Name, Title

STATE OF WASHINGTON)

COUNTY OF KING )

This record was acknowledged before me on (date) by (name(s) of individuals) as (type of authority, such as officer or trustee) of (name of party on behalf of whom record was executed).

DATED: \_\_\_\_\_

Notary Public in and for the State of  
Washington, residing at \_\_\_\_\_

Print Name: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

STATE OF WASHINGTON)

COUNTY OF KING )

This record was acknowledged before me on (date) by (name(s) of individuals) as (type of authority, such as officer or trustee) of (name of party on behalf of whom record was executed).

DATED: \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of

Washington, residing at \_\_\_\_\_

Print Name: \_\_\_\_\_

My Appointment Expires: \_\_\_\_\_

SAMPLE

## EXHIBIT A

### Legal Description: Kirkland Teen Union Building

A portion of S.E.  $\frac{1}{4}$  of S.W.  $\frac{1}{4}$  of Sec. 5, Twp. 25 North, Range 5 E.W.M. described as follows: Beginning at a point in the south line of Section 5, Twp. 25 North, Range 5 E.W.M., N.  $89^{\circ}39'$  E. 1511.50 ft. from the meander corner between Section 5 and 8, said point being the south-easterly corner of Kirkland Recreation Field and running thence S.  $89^{\circ}39'$  W. 84.12 ft., thence N.  $0^{\circ}31'40''$  W. 265.23 ft. along existing fence, thence continuing along the existing fence N.  $30^{\circ}23'$  W. 243.22 ft., thence N.  $0^{\circ}21'$  W.

56.0 ft., thence N.  $89^{\circ}39'$  E. 206.29 ft. to a point which bears N.  $0^{\circ}21'$  W. from the point of beginning being on the east line of said Kirkland Recreation Field, thence S.  $0^{\circ}21'$  E.

531.80 ft. to the point of beginning. Except there from the right-of-way of Kirkland-Redmond Short Line Road.

## EXHIBIT B

### Scope of Services

[To be developed based on proposal, outlining Operator deliverables including schedules, programs, services, operations, reports, staffing, etc.]

SAMPLE



## **Addendum # 1**

# **City of Kirkland Kirkland Teen Union Building Operational Lease (Job# 47-22-PCS) Answers to Questions**

**Q: How much money was the most recent lease?**

A: The most recent lease is \$3,500/month.

**Q: Is the Y no longer running the Kirkland KTUB program and is the City looking for new agencies to potentially lease and run the teen program?**

A: The YMCA's operating lease ended in 2020. The City is seeking proposals to operate KTUB as a teen center. Please see the scope of work in the RFP for more details.

**Q: What is the square feet of the KTUB?**

A: KTUB's square footage is 6,885.

**Q: What other buildings are on site?**

A: Adjoining KTUB is the Peter Kirk Community Center (PKCC), located directly south of KTUB. On the opposite side of PKCC is the Kirkland Performance Center, which shares a lobby entrance with PKCC.

**Q: Does the City own the entire block of buildings?**

A: Yes, the City owns the three buildings known as KTUB, PKCC and the Kirkland Performance Center.

**Q: Will Youth Council participate in evaluating proposals?**

A: The scope of KYC's participation in proposal evaluation is to be determined, but we anticipate they will have opportunities to provide feedback on the future of KTUB.

**Q: When are proposals due?**

A: Proposals are due Sept. 30, 2022 by 5pm.

**Q: Will the City award one or multiple leases?**

A: The City anticipates awarding one lease with one organization, but an organization can have partners or subcontractors also operating out of KTUB. The tenant will be responsible for agreements or contracts with their partners or subcontractors.

**Q: Will the submitter need to propose their own partners or will the City dictate partnerships?**

A: Submitters will need to identify and propose their own partners. The City has specified in the RFP's scope of work the type of programs and services it would like to see at KTUB to fulfill the City's Comprehensive Plan.

**Q: Did the City determine if a second story on top of PKCC is possible?**

A: The City determined that adding a second story to PKCC is not possible.

**Q: How does the current tenant use the facility?**

A: The current tenant is a non-profit theater arts education provider that uses the facility to provide classes, camps and theater productions for youth.

**Q: What is the construction nearby?**

A: The construction east of Peter Kirk Park is part of Kirkland Urban, a mixed-use development.

**Q: What fixtures, panels, furniture and lighting come with the building? What furniture belongs to the City versus the current tenant? (i.e. chairs, white board, etc.)**

A: The permanently installed fixtures, panels, lighting and built-in furniture come with the building. The temporary drapery belongs to the current tenant. The majority of the furniture currently in the building belongs to the current tenant and a small amount belongs to the City. The City furniture would remain with the building.

**Q: What are the quiet hours for the park and the City?**

A: Per Kirkland Municipal Code 11.80.090, it is unlawful for a person to cause a sound that unreasonably disturbs the peaceful enjoyment of public park space. Sound may also not be amplified or travel beyond 50 feet of its origin without first obtaining a permit. Kirkland Municipal Code 11.84A.070 also discusses public disturbance noises.

Peter Kirk Park is open daily from sunrise to 11pm.

**Q: What is the process to use the field at Peter Kirk Park, or other parts of the park for programming?**

A: The operator would need to request a facility use permit to reserve the field at Peter Kirk Park. Reserving other parts of the park for program use (such as the skate park or tennis courts) may be possible through a separate agreement.

**Q: What improvements can be made to the building? I.e. painting?**

A: The operator can paint or decorate but cannot make major changes such as removing or modifying anything attached to the building such as walls, doors, windows, etc. Any such major changes to the building would need the City's consent and permits, if necessary. Please see Article 8 in the sample lease agreement:

**ARTICLE 8 – IMPROVEMENTS, ALTERATIONS, AND ADDITIONS TO THE FACILITY**

8.1 Tenant Improvements. Operator may make Tenant Improvements to Leased Premises with the written consent of the City. If an event of default occurs, if Operator fails to perform its duties under this Agreement, or if this Agreement expires, terminates, or is otherwise not renewed, all Operator-provided or owned Tenant Improvements on the Leased Premises shall remain in place and shall automatically and without further notice or act by the City and without compensation to Operator become the property of the City.

8.2 Other Improvements, Alterations, and Additions. Operator shall not alter any structural features of the Leased Premises without written City approval. Operator, at its sole expense, may redecorate any interior surface of walls, ceilings, windows, and doors. Operator may install its own furnishings and equipment on or about the Facility without City's consent, provided Operator shall not install trade fixtures or other items that are physically attached to the Facility without City's written consent, which shall not be unreasonably withheld, conditioned, or delayed. Any improvements will be made in accordance with all licenses, permits, and/or other authorization required.

**Q: The stage, lounge, art room and music room were all named after initial funders. Will those naming rights continue?**

A: There may be some flexibility in the naming of facility spaces. The City has a naming rights policy that would need to be followed.

**Q: What kind of Internet is available in the building?**

A: The tenant will be responsible for procuring and paying for utilities such as Internet. Internet providers will be able to determine if they service KTUB.

**Q: Who is responsible for general building maintenance and cleaning?**

A: Please see Article 11 in the sample lease agreement:

#### ARTICLE 11 – MAINTENANCE, CLEANING, REPAIR, AND UTILITIES

##### 11.1 City.

11.1.1 The City is responsible for maintenance and repair of the structural components of KTUB, which shall include the roof, the exterior walls, the foundation, and the HVAC system. The City is also responsible for maintenance, which is necessary for the structural integrity of KTUB, including maintenance of load-bearing members, and of main lines of mechanical, electrical, and plumbing systems to the point of entry. City will coordinate a routine meeting with Operator to discuss and schedule future maintenance work.

11.1.2 The City is responsible for and will pay for landscaping and landscape maintenance that meet City standards; provided that, if Operator wants special plantings or landscaping and landscape maintenance at KTUB that exceed City standards, Operator will be responsible for and will pay for such plantings or features.

11.1.3 Operator shall give the City notice of any repair required to be performed by the City pursuant to this section within ten (10) days after the later of the date (i) the need for such repair arises, and (ii) Operator becomes aware of such required repair. The City shall have a reasonable time in which to complete the repair after receipt of such notice. Notice of maintenance or repairs needs shall be made by Operator to the City's Facilities Services Manager, with a copy to the Parks and Community Services Department.

11.1.3 The City shall strive to coordinate Maintenance work with Operator so as not to interfere with Operator's operations. At minimum, absent an emergency, the City shall give Operator at least twenty-four (24) hours' notice of maintenance or repair work in or at KTUB; provided that, such maintenance and repair work shall not unduly interfere with the use of KTUB for Any of the established programming. In the event of an emergency, however, no such notice or avoidance of interference shall be required.

##### 11.2 Operator.

11.2.1 Operator is responsible for maintenance and repair of the interior of the Leased Premises, which shall include tenant improvements, audio/visual systems, sound system, telephone equipment, lighting, furniture, gaming tables, and plumbing fixtures and appliances.

11.2.2 Operator's responsibility for plumbing fixtures and appliances extends through fixture drain and trap down to the junction with the line into wall or floor and includes attempting to clear clogs by means of plunger and toilet auger.

11.2.3 Operator's janitorial and routine maintenance responsibilities include timely repair or replacement of light fixtures or bulbs, electrical switches or controls; cleaning of seating, curtains, carpets, flooring, and faucets; cleaning of interior and exterior windows; cleaning of the kitchen and restroom facilities and drinking fountain; and cleaning of external patio, entryways, and external back door area.

11.2.4 Except as otherwise specified, Operator shall timely pay all charges for utility and other services to KTUB. Utility charges to be paid by Operator, include, but are not limited to, electricity, telephone, internet, security alarm monitoring, permits, and false alarm charges.

**Q: What cleaning or maintenance will the City do during the turnover period between when the current tenant lease ends and when the new lease begins?**

A: The City will thoroughly clean the facility and will negotiate specific repairs/maintenance work with the selected tenant. The lease start date will likely be July 1, 2023 to accommodate any work needed in the turnover period.

**Q: Who is responsible for maintaining and paying for the security cameras?**

A: The indoor cameras in the building are a local system and would be the responsibility of the tenant. The City operates and maintains two cameras outside the building.

**Q: What access points does KTUB have to the other buildings located on-site? What are the other entry points into the building?**

A: There is one interior door between Peter Kirk Community Center and KTUB that can be locked from each side. There are four (4) other exterior access points to KTUB: the front entrance on the west side of the building, a patio door on the north side of the building, a door next to the north side of the stage, and a back door entrance on the south side of the building.

**Q: Is there a sound board for the speakers on the Mackie Stage? Are there controllers for the lighting equipment? What equipment is included with the recording studio?**

A: There is various lighting and sound equipment such as lighting, soundboard, musical instruments, microphone, and speakers. The condition of the equipment is unknown.

**Q: Has this space been used for rentals and is that a possible use of the space?**

A: Previous tenants and operators have rented the facility for community use.

Please see Article 4.4 of the sample lease agreement:

Additional Authorized Uses of KTUB. Operator may use KTUB for business and community meetings and activities; provided that, such meetings and activities shall not unduly interfere with the priority use of KTUB for the purposes stated above. In making KTUB facility space available to other business and community organizations, arrangements for such facility use shall be made directly between Operator and the other organizations, except that all such arrangements must protect the City as an additional insured unless the City consents in writing to a different arrangement.

**Q: Does the building have any active roof leaks?**

A: There are no known active roof leaks. However, if one were to be identified the City would be responsible for any roof repairs.

**Q: Is Kiwanis still supportive of KTUB and having a presence at KTUB? Is that relationship one that the City wants to maintain or encourage?**

A: Yes, Kiwanis is very supportive of a dedicated teen center in Kirkland. The City encourages any future operator of KTUB to explore partnership opportunities with Kiwanis.

**Q: Who are the important stakeholders in the building? What partnerships between KTUB and other organizations would likely be continued? Are there ongoing partners, donors or sponsors involved at KTUB?**

A: Since its opening, competitive RFP processes have been used to select operating partners, who have all brought with them their own partners. The City anticipates a collaborative working relationship with the operating partner to help facilitate and support a proactive and collective response to teen needs.

**Q: Is Youth Eastside Services (YES) still active at KTUB?**

A: In 2020, when the previous lease expired, YES moved its service delivery from KTUB to Juanita High School. YES continues to be an important partner for Kirkland Parks and Community Services but is not currently active at the KTUB location.

**Q: How was access controlled via the back entrance when the back offices were used for homelessness outreach? How were youth received through the back door? (Is there a way to install a system or modify the door to allow users inside to see who is outside without first opening the door?)**

A: The back door was used for scheduled appointments. Individuals with appointments would knock on the door to be let in by staff. The operator may make improvements to the door. Please include in your response to the RFP any proposed facility alterations that would be undertaken by your organization. Improvements, depending on their nature, may require prior written consent by the City. Please see Article 8 of the sample lease agreement.

#### ARTICLE 8 – IMPROVEMENTS, ALTERATIONS, AND ADDITIONS TO THE FACILITY

8.1 Tenant Improvements. Operator may make Tenant Improvements to Leased Premises with the written consent of the City. If an event of default occurs, if Operator fails to perform its duties under this Agreement, or if this Agreement expires, terminates, or is otherwise not renewed, all Operator-provided or owned Tenant Improvements on the Leased Premises shall remain in place and shall automatically and without further notice or act by the City and without compensation to Operator become the property of the City.

8.2 Other Improvements, Alterations, and Additions. Operator shall not alter any structural features of the Leased Premises without written City approval. Operator, at its sole expense, may redecorate any interior surface of walls, ceilings, windows, and doors. Operator may install its own furnishings and equipment on or about the Facility without City's consent, provided Operator shall not install trade fixtures or other items that are physically attached to the Facility without City's written consent, which shall not be unreasonably withheld, conditioned, or delayed. Any improvements will be made in accordance with all licenses, permits, and/or other authorization required.

**Q: What funding can the City provide for operating the facility and what kind of operational support can be funded?**

A: Historically the City provided \$160,000 to the operator of KTUB annually. As a part of the budget submitted, proposals should include any City support requested to successfully operate the facility.

## **Addendum # 2**

### **City of Kirkland Kirkland Teen Union Building Operational Lease (Job# 47-22-PCS)**

The City of Kirkland will add a second period of time to the RFP schedule to allow for additional questions to be submitted from prospective firms/teams. Any additional questions concerning the RFP must be e-mailed to [sshellenbarger@kirklandwa.gov](mailto:sshellenbarger@kirklandwa.gov) or [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov) before 9 AM on Monday, September 19<sup>th</sup>.

Additional questions will be answered in the form of an addenda that will be published on the City of Kirkland website by 5PM on Tuesday, September 20<sup>th</sup>.

The deadline to submit a proposal for the RFP will remain 5:00 PM on Friday, September 30<sup>th</sup>.

## **Addendum # 3**

### **City of Kirkland Kirkland Teen Union Building Operational Lease (Job# 47-22-PCS) Answers to Questions – Part 2**

**Q: Can you clarify the existing question and answer “What funding can the City provide for operating the facility and what kind of operational support can be funded?” – in the RFP can the organization request the operational lease and additional funding to run a specific youth program or pay site staff/expenses?**

A: Yes. The City is looking for an operator for the Kirkland Teen Union Building and may fund operating expenses as well as offering a lease that may be little to no cost for an organization who demonstrates ability to operate KTUB in a manner that will further the goals of the City.

(Previous answer: Historically the City provided \$160,000 to the operator of KTUB annually. As part of the budget submitted, proposals should include any City support requested to successfully operate the facility.)

**Q: How much funding is the City of Kirkland making available for operations of KTUB?**

A: Historically the City provided \$160,000 to the operator of KTUB annually and this amount is reflected as such in the City’s proposed 2023-2024 budget. The budget is being reviewed this fall and expected to be finalized and approved in December 2022.

**Q: How many years of funding is the City able to commit to operating funding of KTUB?**

A: The City’s budget is approved in two-year cycles, with the 2023-2024 budget completing the approval process this fall. However, the City of Kirkland has a long history of supporting and funding KTUB, since its opening in 2001.

**Q: Has the City of Kirkland prepared its proposal to operate KTUB and is that proposal publicly available?**

A: The City has not yet prepared its proposal. We anticipate the proposal will be published as part of the agenda packet when City Council evaluates the finalist’s proposal alongside the City’s proposal to operate KTUB.

**Q: What is the typical monthly utility bill?**

A: Please note that utility costs can vary dramatically depending on hours of operation, building occupancy, and building use. A good approximation based on recent use is \$1,000 - \$1,200 per month, with most of that cost going towards Puget Sound Energy, which has ranged between \$400 – \$1,200 per month with higher expenses in the winter. This does not include telephone or Internet, for which recent costs were not available.

**Q: Do subcontractors or partners invited into the space by the organization have to be youth serving or can they be multi-generational?**

A: KTUB is to be operated as a teen center with programs and services for teens, but multi-generational programs and services are possible so long as that priority focus on teens is not lost. Please see the RFP’s scope of services for more details about the City’s goals for KTUB.

### Scope of Services

The City of Kirkland desires to offer a lease and operating agreement of the Kirkland Teen Union Building (KTUB) to an organization willing and able to offer comprehensive youth programming for youth in 6th to 12th grade. The building is to be operated as a teen center with programs and services for teens. Important goals of the teen center are to provide a safe place for teens and to facilitate positive social interactions. Types of programs desired include, but are not limited to recreation and physical activity, art, music, life skills, and job and academic support. Types of services of interest include, but are not limited to behavioral health services, drug and violence prevention, and connection to other support services available in the community.

These services are informed by the City's Comprehensive Plan Chapter XII.B. Human Services HS-3.2-3.7, summarized below. The City is seeking an organization that can play a role in meeting these goals through lease and operations of KTUB.

- Provide a safe place for teens to spend their time and to learn, socialize and do recreational activities.
- Disseminate information on social service programs, enrichment classes, teen employment and issues around safe driving, swimming and biking.
- Promote healthy lifestyles through leisure time activities that 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.
- Help youth maintain positive relationships with the community, 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 youth have more free time and thus may get involved with risk behavior.

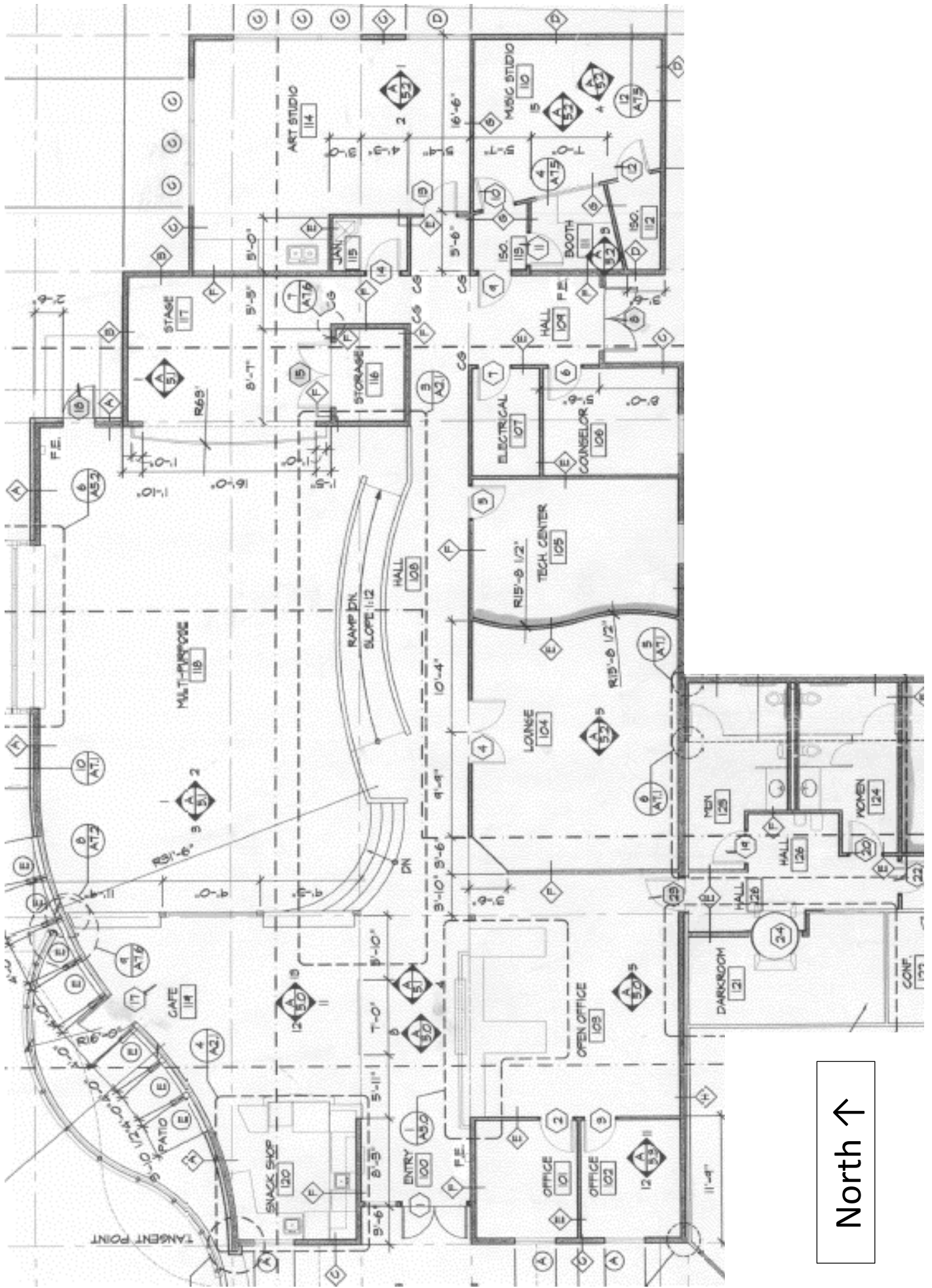
The City recognizes that organizations interested in lease and operations of KTUB may have a particular program specialty versus the ability to offer comprehensive services. The City is interested in learning what the organization's primary youth programming would be, as well as any additional youth services that might be accomplished through partnerships or subcontractors. For example, an organization with a primary focus such as behavioral health or art could partner or subcontract with another organization to provide youth career counseling and academic support.

### **Q: Can a third facility tour be scheduled?**

A: No, but below are some photos of the space taken in August 2022.



Building Map



North ↑