



## Human Services Commission Meeting

Date: March 26, 2024

Time: 6:30 p.m.

Place: Hybrid – Peter Kirk Room, Kirkland City Hall, 123 5<sup>th</sup> Ave Kirkland, WA 98033

Webinar ID: <https://kirklandwa->

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

Passcode: 862999

*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 ACKNOWLEDGEMENT**
4. **APPROVAL OF MINUTES**
  - a. February 27, 2024
5. **ITEMS FROM THE AUDIENCE**
6. **SPECIAL PRESENTATIONS**
  - a. Overlake Christian Church - Safe Parking Program
7. **BUSINESS**
  - a. Debrief Joint Cities Equity Workshop
  - b. 2025-26 Grant Application Review Process and Timeline
  - c. Joint Meeting with City Council
  - d. Kirkland Teen Union Building (KTUB) Update
8. **COMMUNICATIONS**
  - a. Commissioner Reports
  - b. Staff Reports and Announcements
9. **ADJOURNMENT**

#### Upcoming Commission Activities:

Tuesday, April 2, 2024 - Joint Study Session with City Council (in-person)

---

**Alternate Formats:** Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

**Title VI:** Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov).

The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.

**CITY OF KIRKLAND  
HUMAN SERVICES COMMISSION  
Minutes Commission Regular Meeting  
February 27, 2024**

**1. CALL TO ORDER**

Vice Chair Gabriela Lopez-Vazquez called the meeting to order at 6:35 pm.

**2. ROLL CALL**

Members Present: Commissioners, Cristian Liu, Sriram Rajagopalan, Chair Jory Hamilton, Vice Chair Gabriela Lopez-Vazquez.

Commissioner Gildas Cheung joined at 6:58pm

Commissioners Melantha Jenkins, Chloe Sow were not in attendance.

Staff Present: Jen Boone, Human Services Manager; Antoinette Smith, Human Services Coordinator

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

**3. LAND ACKNOWLEDGEMENT**

Commissioner Sriram Rajagopalan read the acknowledgment at the February meeting. Commissioner Cristian Liu will read at the March meeting.

**4. APPROVAL OF MINUTES**

Vice Chair Gabriela Lopez-Vazquez requested a motion to approve the January 23, 2024, minutes. Commissioner Cristian Liu made a motion for approval, Commissioner Gildas Cheung seconded. Motion carried (Yes: 5 No: 0).

**5. ITEMS FROM THE AUDIENCE**

- Michael Bailey – Housing Compass Alliance
- Karen Hartman – Kirkland Senior Council

**6. SPECIAL PRESENTATIONS**

- a. Sound Generations  
Phirun Lach, Transportation Director from Sound Generations presented on the Hyde Shuttle program.

**7. BUSINESS**

- a. 2025-2026 Funding Priorities Discussion  
Reviewed the City's community goal areas and the most recent needs assessment to

help inform and finalize the priorities discussed at last month's meeting.

b. 2023 Agency Performance Review

Staff presented how each agency receiving funding performed in 2023, including service units, residents served, demographics, and outcomes.

c. 2023-24 Human Services Set-Aside Funds

Staff presented revised recommendations on how to approach the remaining set-aside dollars available for 23-24. Commission provided feedback on how to proceed.

d. March Meeting and Equity Training Dates

Commission received an update on the calendar for March, including scheduling the regular March meeting and joint equity training.

**8. COMMUNICATIONS**

a. Commissioner Reports

None

b. Staff Reports and Announcements

Currently in active recruitment for vacant commissioner position. Candidates selected to be interviewed will be presented by the Interview Selection Committee at the March 5<sup>th</sup> City Council meeting. Anticipate position being filled by end of March.

**9. ADJOURNMENT**

Vice-Chair Gabriela Lopez-Vazquez motioned to adjourn meeting and seconded by Commissioner Cristian Liu. Meeting was adjourned at 8:34 pm.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
**123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300**  
**www.kirklandwa.gov**

---

## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager  
Antoinette Smith, Human Services Coordinator, Equity

**Date:** March 05, 2024

**Subject:** OVERLAKE CHRISTIAN CHURCH - SAFE PARKING PROGRAM

### **RECOMMENDATION:**

That the Human Services Commission (HSC) receive a presentation from Overlake Christian Church (OCC) to learn about services and programming provided to Eastside communities.

### **BACKGROUND DISCUSSION:**

Ahead of the 2025-26 grant application process, community organizations are invited to share about the programs and services provided in the community. The HSC prioritized invitations to agencies whose programs were funded for the first time, did not seek funding, or applied and did not receive funding during the 2023-2024 budget cycle.

Overlake Christian Church is in Redmond, Washington. OCC has been providing space for folks living in vehicles for eight years. The Safe Parking Program “provides a place to park, relax and sleep overnight without fear of harassment or arrest for trespassing.” In addition to a place to park, OCC provides access to part of their building, when open and staffed, for showers and meals, and connection to the City’s outreach worker.

Josh McQueen from OCC will share the services being provided through the Safe Parking Program and other programming serving Eastside folks who are currently living in a vehicle.

To learn more about OCC and their programming, please visit the website [here](#). Additional information can also be found in the one-page information sheet in Attachment A.

**ATTACHMENT A:** Overlake Christian Church – Addressing Homelessness and Housing Stability

**OVERLAKE CHRISTIAN CHURCH – ADDRESSING HOMELESSNESS & HOUSING STABILITY**

Overlake Christian Church is dedicated to serving people who are experiencing crises in their lives, in particular, the loss of housing and financial crisis. Overlake’s **Safe Parking/Day Center** and **Aid and Assistance Programs** provide a safe and welcoming environment, help to meet emergency and immediate needs, assist participants to access resources and achieve greater stability, and create a culture where participants have opportunities to connect with others.

Overlake’s program approach is cost-efficient and includes significant volunteer time and donated resources, like food and supplies. Nevertheless, our available program funding, which is primarily from financial contributions and building rentals, continues to be adversely impacted following the pandemic.

**SAFE PARKING & DAY CENTER**

Estimates are that about half of those who are unhoused in King County try to shelter in their vehicle. There are few places to park safely and not be at risk of being asked to move on or be threatened with trespass or a ticket.

Over the past eight years, Overlake’s Safe Parking and Day Center Program has become an important part of the care network on the Eastside for people in need. Safe Parking provides emergency shelter and support for men and couples, including people who identify as LGBTQ, up to a maximum of 15 individuals at a time, the program’s current capacity. Clients are 18 years and older. Members can safely park their vehicles in the designated area 24/7 during their stay. This avoids the stress and uncertainty of searching for a place to park and supports a journey to stability. During 2023, a total of about 35 people were sheltered at Overlake.

Overlake’s Day Center is open to Safe Parking members and anyone in need, and in 2023, it was visited over 4000 times. The center provides access to showers, food, case management, Wi Fi, and other resources for five days of the week. The Day Center includes an ADA compliant shower and all services are accessible for people with disabilities. It also provides a place where guests have the opportunity if they would like to connect with staff and volunteers for conversation and community.

Those in need learn about these programs in a variety of ways, including from local city staff, other safe parking programs, 211, and community members. Participants include people from communities who have historically experienced disparities and lacked access, due to race, ethnicity, gender, age, disability and other factors.

Overlake helps connect Safe Parking program members and others who come to the Day Center with qualified outreach case managers to access services and assistance, including housing, to support their path to stability. In 2023, 24 people moved from Safe Parking to permanent housing or a more stable living arrangement through the support of Overlake staff and qualified outreach administrators, like Tisza Rutherford & Meli Paulo. In addition, many receiving Day Center services are also supported with moves to permanent housing and help to access basic needs and resources, such as health services, food assistance, public benefits, and employment.



--- Our annual holiday dinner for current and past Safe Parking & Day Center program members ---

### **EMERGENCY FINANCIAL ASSISTANCE FOR RENT & UTILITIES**

Overlake is also committed to helping people stay housed. Many people in our area have incomes far below the Federal poverty line and struggle to meet basic needs. They are extremely vulnerable to unexpected costs, decreases in income, and eviction.

Overlake's Aid and Assistance Program is a long-standing community resource that provides emergency financial assistance to residents of Redmond, Kirkland, Bothell, and Woodinville for rent, mortgage, or utility bills to help avoid evictions. The program also provides funds for car repairs for those who are living in their vehicle.

Staff meet with applicants to better understand needs and help support a path to greater stability. Applicants learn about Overlake's Aid and Assistance Program from other assistance programs, such as Hopelink, St. Vincent de Paul, other faith communities, as well as outreach staff from local governments on the Eastside.

In 2023, Overlake helped more than 200 households to get through a financial crisis and stay housed. This program helps people of a wide variety of household sizes, ages, and other demographics.

If you have questions about these programs, please contact Josh McQueen at [joshm@occ.org](mailto:joshm@occ.org) or (425) 284-2519.



**CITY OF KIRKLAND**  
Department of Parks & Community Services  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
www.kirklandwa.gov

---

## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager  
Antoinette Smith, Human Services Coordinator, Equity

**Date:** March 07, 2024

**Subject:** DEBRIEF JOINT CITIES EQUITY WORKSHOP

## **RECOMMENDATION**

That the Human Services Commission debrief the March 25<sup>th</sup> Joint Cities Equity Workshop.

## **BACKGROUND DISCUSSION**

Historically, Eastside cities participating in the Human Services Funding Collaborative have supported a joint equity workshop for the respective Commissions. The workshop prepares Human Services Commissioners ahead of the the upcoming Human Services Funding Grant application review that happens every biennium.

For the 2025-26 grant cycle, the cities of Issaquah, Kirkland, Redmond, and Sammamish participated in a joint equity training on March 25<sup>th</sup>, 2024. The Human Services Commission will participate in a debrief of the training, highlighting their learnings, additional questions, and reflections as a group.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
**123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300**  
**www.kirklandwa.gov**

---

## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager  
Antoinette Smith, Human Services Coordinator, Equity

**Date:** March 07, 2024

**Subject:** 2025-26 GRANT APPLICATION REVIEW PROCESS AND TIMELINE

## **RECOMMENDATION**

That the Human Services Commission receive an overview of the upcoming 2025-26 Human Services Grant Funding application review process and timeline.

## **BACKGROUND DISCUSSION**

The online application process for 2025-26 Human Services Grant Funding opened on March 04, 2024, and will close on April 8, 2024, at 4:00pm. Share1app is the online portal for the Human Services Funding Collaborative. This online alliance coordinates human services funding between North, East, and South King County municipalities. The participating cities include Auburn, Bellevue, Burien, Covington, Des Moines, Federal Way, Issaquah, Kenmore, Kent, Kirkland, Redmond, Renton, Sammamish, SeaTac, Shoreline, and Tukwila, Washington.

The City of Kirkland Human Services Commission is tasked with reviewing the Kirkland-specific applications beginning in May 2024 with a final recommendation for grant funding to be presented to City Council in September 2024. To prepare for the grant review process, staff will present an overview of the review process at the March 26, 2024 meeting. The overview will discuss the following items:

1. Group Norms
  - a. To move through this review process in a way that honors the multiple backgrounds, identities, and lived experience of those members of the Human Services Commission, collaboratively creating a set of group norms before moving forward is essential for this work. This will be a living document that will evolve as the Commission collectively move through the process.
  
2. Goal Areas
  - a. Review of the five goal areas and current City priorities to understand how both guide grouping and prioritization of applications.

3. Application Components

- a. Agency Profile
- b. Narrative
- c. Outcomes
- d. Budget
- e. Service Units

4. Equity Lens

- a. Discuss how the Commissioners plan to apply learnings from the Equity Workshop into the grant review process
- b. How to best incorporate the Scoring Tool from the Equity Workshop

5. Application Portal & Review

- a. It is important commissioners familiarize themselves with programs to better understand the needs of the communities they serve and in turn make well-informed decisions surrounding funding recommendations. The best way to achieve this is for each Commissioner to review every submitted application. The benefits of this are two-fold; first, commissioners can get to know agencies and the programs they support on a deeper level and, second, this process provides for additional practice of application review.
- b. As a matter of equity in the process, there will be expectations of how commissioners fulfil their review assignments each week.

For information on what is required for agencies to submit as part of the application process, Commissioners can visit the Share1app site [here](#), including:

- [Application Checklist](#)
- [Minimum Requirements](#)

For an example of the application agencies will complete, please refer to Attachment A.

For a summary of agency programs currently funded for the 2023-24 cycle, please refer to the [Kirkland Human Services Dashboard](#).

**TIMELINE**

To ensure the 2025-26 grant funding recommendations are prepared for City Council to review starting in September 2024, Commissioners will attend a series of regular and special meetings beginning in May 2024. The schedule allows for a thorough review of each application submission, prioritization among the five goal areas, and preparing recommendations to the Kirkland City Council. Below is a summary of the meeting schedule to accommodate the grant review process. Unless otherwise posted, all meetings will occur virtually on Zoom starting at 6:30pm and ending at 9:30pm.

<b>Date</b>	<b>Time &amp; Location</b>	<b>Meeting Type</b>	<b>Agenda Items</b>
4/23/2024	6:30 pm In-person	Regular Meeting	Overview of Application Requests Practice Application Review
5/14/2024	6:30 pm Virtual	Special Meeting	Application Review
5/28/2024	6:30 pm Virtual	Regular Meeting	Code of Ethics and Conduct Form Review Application Review
6/11/2024	6:30 pm Virtual	Special Meeting	Election of HSC Chair & Vice Chair Application Review
6/25/2024	6:30 pm Virtual	Regular Meeting	Application Review
7/09/2024	6:30 pm Virtual	Special Meeting	Application Review
7/23/2024	6:30 pm Virtual	Regular Meeting	Overview of Funding Available for 2025-26 CDBG Presentation
8/13/2024	6:30 pm In-person	Special Meeting	CDBG Public Hearing Draft Funding Recommendations
8/27/2024	6:30 pm In-person	Regular Meeting	Agency Invitation to Public Comment Finalize Funding Recommendations

Final recommendations will be prepared and submitted to City Council for the September 17, 2024 meeting. The Commission Chair and staff will prepare a joint presentation of the Commission's funding recommendations for the 2025-26 cycle. Commission members are requested to be present to answer questions City Council may have.

**ATTACHMENT A:** 2025-26 Human Services Funding Collaborative Application

# 2025-2026 Application Questions

## Program Name :

This is the program for which you are seeking funds. The name should be different than the agency name, e.g., Homeless Outreach Program.

## Grant Request and Brief Budget Overview

Detailed budget information will be required to be completed and uploaded in the Program and Budget Upload.

### Check all the cities to which you are applying. :

This is your annual request for 2025 and 2026. Select each city to which you are applying for funding. These numbers must match the budget in your Program and Budget Upload.

- Auburn
- Bellevue
- Burien
- Covington
- Des Moines
- Federal Way
- Issaquah
- Kenmore
- Kent
- Kirkland
- Redmond
- Renton
- Sammamish
- SeaTac
- Shoreline
- Tukwila

**(\$)Total Requests to All Cities : 0**

### 2023 Total Program Budget (Actual) :

This number must match the information included in the Program and Budget Upload.

### 2025 Total Program Budget (Projected) :

This number must match the information included in the Program and Budget Upload.

### If there is a significant increase (more than 10%) in the 2025 proposed budget, please check all that apply. :

- Meeting new/increased community need
- New or expanded service delivery model
- Serving additional clients
- Increased cost to deliver services (e.g., paying living wage)
- Other (explain below)

## Program Information

**Describe your program in a brief phrase or one short sentence (e.g., emergency shelter for men, domestic violence support for Asian survivors, mental health services for children and youth). :**

Cities use this brief description to share with Councils, staff, and/or Commissions. Be brief. Your response should focus on the specific program you are seeking funding for, not your overall agency services.

Program Contact

**Name :**

**Email :**

**Phone :**

## Program Description

**What specific, emerging, and/or unique issue is the community you serve facing? :**

Describe the need you are trying to address with this program. Explain the challenges and issues, both ongoing and new, that the population you serve is facing. You should address needs in specific cities to which you are applying. Max 3000 characters

**Describe your proposed program. Include details on the services provided, how and who will deliver these services. :**

Provide enough detail so we have a solid understanding of your program model and approach including affordability (e.g., sliding fee scale, scholarships), how you prioritize services (e.g., wait list, first come first served). max 3000 characters

**Who will be served by this program? :**

Describe the population of focus for this program. (e.g., refugees/immigrants, youth, people experiencing homelessness). Include both demographic and geographic details as well as any unique/special needs of the population. max 1500 characters

**How do clients hear about the services or the work that you provide? :**

Describe your marketing and outreach efforts. max 1500 characters

## Program Impact

**How is your organization working to address disparities based on race, gender, income, and other factors within your organization and in the services you provide? What changes or impacts have you seen as a result of your efforts? :**

Outcome measures should reflect how the unique services you provide improve the lives of your clients. As you prepare your outcomes, start thinking about what impacts of your services you are most proud of.

Outcomes should measure the percentage of people you serve who experience a desired improvement. This should be based on data, not anecdotal evidence or guesses. Outcomes measure the quality of your programs and services, not the quantity of services delivered.

Questions? Watch this [5-minute video tutorial](#) and/or contact city staff.

Outcome Measure 1:

**The desired result of engaging with your program or service is: :**

**The percentage of clients who will achieve this result is: :**

Use a decimal number (e.g., 92% = 0.92).

**How we collect the outcome data (e.g., annual satisfaction survey, 3-month phone follow-up): :**

**Only one measure of program success (i.e., Outcome) is required. Do you have a second outcome? :**

- Yes
- No

Outcome Measure 2:

**The desired result of engaging with your program or service is: :**

**The percentage of clients who will achieve this result is: :**

Use a decimal number (e.g., 81% = 0.81).

**How we collect the outcome data (e.g., annual satisfaction survey, 3-month phone follow-up): :**

# Program Accessibility

**What percentage of your staff identifies as Black, Indigenous, and/or Person of Color (BIPOC)?**

Use your best estimate and record as a decimal (0.35 = 35%).

**This program has mechanisms in place to make its services affordable to all populations. :**

Check all that apply.

- Free
- Sliding Fee Scale
- Vouchers/Scholarships
- Other
- None of the Above

**All program facilities are accessible to individuals with disabilities according to the ADA Accessibility Guidelines. :**

- Yes
- No

**This program provides services in office location(s) in these cities. :**

Check all that apply.

- Auburn
- Bellevue
- Burien
- Covington
- Des Moines
- Federal Way
- Issaquah
- Kenmore
- Kent
- Kirkland
- Redmond
- Renton
- Sammamish
- SeaTac
- Shoreline
- Tukwila
- Seattle
- Virtual
- Other(s)

**This program is accessible in terms of transportation. :**

Check all that apply.

- Close public transportation
- Provide own transportation services
- Provide transportation vouchers (e.g., bus tickets)
- Program staff travels to clients
- Mobile location (e.g., inside van)
- Services provided by phone or online
- Other
- None of the above

**This program strives to accommodate client schedules. :**

Check all that apply.

- Evenings
- Early Morning
- On Demand and/or Same Day
- Holidays
- Other
- None of the Above

**The program is accessible in terms of language (offering translation and interpretation services). In what ways is your program accessible in terms of languages? :**

Check all that apply.

- Translated materials
- Program and/or agency staff speaks languages other than English
- Interpretation on demand
- Language Line
- ASL
- Other
- None of the Above

## Additional Information

**Any other information that you would like to share that would help in making a funding decision? :**

Include any additional information that is relevant to the application and not covered in the responses to other questions.  
max 1500 characters

## Additional Required Documents

To access training materials and required template for upload, please go to [www.share1app.org/application](http://www.share1app.org/application).

**Program and Budget Detail Attachment :**

Visit [www.share1app.org/application](http://www.share1app.org/application) to download and complete the required template. Be sure to save file with naming convention AgencyNameProgramNameDetails.

## Certification Statement and Submission

**I have reviewed, understand, and am prepared to comply with city-specific minimum requirements should this program receive funding. :**

Visit [www.share1app.org](http://www.share1app.org) to review minimum requirements.

- Yes
- No

I have the authority and hereby certify that the information contained in this application and the accompanying documents are true, that all financial documents have been reviewed for accuracy, and that the application is made with the knowledge and proper authorization of the organization. The application, if funded, may be included in a contracting process. As this application is made to one or more government entities, I understand this is a government document that is subject to applicable laws regarding disclosure. In typing my name below, I hereby agree with this certification statement. I understand that this is the same as my printed signature at this time.

**Authorized Signer**

Include first and last name, authorizing submission of this application. This is typically the agency's CEO/Executive Director.

Authorized Signer :



**CITY OF KIRKLAND**

Department of Parks & Community Services

123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300

[www.kirklandwa.gov](http://www.kirklandwa.gov)

---

**MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manger  
Antoinette Smith, Human Services Coordinator, Equity

**Date:** March 07, 2024

**Subject:** 2024 HUMAN SERVICES COMMISSION JOINT MEETING WITH CITY COUNCIL

**RECOMMENDATION:**

That the Human Services Commission discuss and prepare for the upcoming joint meeting with Kirkland City Council.

**BACKGROUND DISCUSSION:**

The Human Services Commission participates in a joint meeting with City Council ahead of each biennium grants cycle. The joint meeting is an opportunity for the Human Services Commission to interact with City Council directly and share what the group is hearing from a community needs standpoint. Previous topics have focused on funding priority areas the Human Services Commission is considering following presentations from agencies, community organizations, and other service providers.

Staff led a discussion with the Commission in Fall 2023 to identify discussion topics for the upcoming joint meeting with City Council. A draft memo for the April 2, 2024 City Council meeting packet is available for review in Addendum A.

At the March meeting, the HSC will finalize talking points and assign leads for each of the topics. Staff will also review meeting expectations and structure for the joint meeting.

**ATTACHMENT A:** Joint Meeting with City Council Memo



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
 123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
 www.kirklandwa.gov

## MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Lynn Zwaagstra, Director  
 Jen Boone, Human Services Manager  
 Antoinette Smith, Human Services Coordinator, Equity

**Date:** March 14, 2024

**Subject:** JOINT HUMAN SERVICES COMMISSION MEETING

### **RECOMMENDATION:**

That the Council receive background information pertaining to recommended discussion topics for the joint City Council and Human Services Commission meeting.

### **BACKGROUND DISCUSSION:**

The Human Services Commission was formed in 2017 as an advisory body to the Council on issues related to human services. The current roster is as follows:

- ❖ Jory Hamilton, Chair
- ❖ Gabriela Lopez Vazquez, Vice Chair
- ❖ Gildas Cheung
- ❖ Melantha Jenkins
- ❖ Chloe Sow, Youth Representative
- ❖ Cristian Liu
- ❖ Sriram Rajagopalan

The Human Services Commission is recommending the following topics, in addition to any topics the City Council may want to address.

#### Draft Agenda for Joint City Council / Human Services Commission Meeting on April 02, 2024

1. 2023-2024 work plan update
2. Understanding the current need in Kirkland
3. 2025-2026 grant funding

Background information on the agenda topics is presented below.

#### **1. 2023 – 2024 Human Services Commission Work Plan Update**

To better understand the needs of the community and services currently, community partners and other stakeholders were invited to present to the Commission in 2023 and early 2024. The Commission applies its learnings to inform priorities ahead of the review process. The

total grant requests regularly exceed the funds available, so priorities guide the Commission through an increasingly difficult process. For 2023, the Commission prioritized invitations to agencies for the 2023-24 grant cycle that 1) received funding for the first time 2) applied and did not receive funding or 3) agencies who were interested but did not apply.

The Commission would like to share with City Council the list of presenters and topics in 2023.

- Essentials First (March 2023): strengthening community well-being by providing affordable access to basic need and hygiene products through community kits, food distribution, and hygiene products.
- 4 Tomorrow (April 2023): serves youth and Latinx communities on the Eastside with in-language support, navigation, and programs focused on mental health, life services, financial assistance, anti-racism, and education.
- Immigrant Women's Community Center (May 2023): supports immigrant and refugee families, newcomers to the community with community building, training, and direct services, primarily for immigrant women and their families, promoting financial independence, emotional health, and physical well-being.
- Comprehensive Plan Update (June 2023) - Housing and Human Services: Planning team presented and participated in a discussion focused on housing needs, BIPOC community member needs, equitable re-distribution of funding, availability of reactionary and preventative services, and recommendations on increased community engagement.
- Brazilian Community Services (July 2023): serves as a facilitator for the Brazilian immigrant community in the Pacific Northwest region with the goal to integrate and support community members into their new home and community through cultural navigation and services focused on family well-being.
- Kirkland Senior Council (July 2023): discussed the KSC's 2022-23 accomplishments and 2023 workplan, with a focus on housing, aging in place, and universal design for seniors and older adults in Kirkland.
- Chabad of Kirkland, Center for Jewish Life (August 2023): providing services to family members and seniors of all backgrounds with basic needs, including food, clothing, rent and utility assistance, emotional support, and housing stability services.
- King County Promotores Network (August 2023): highlighted successes of 2022 Health Fair, survey results, and services available for 2023 event.
- Eastside for All, Futurewise, and Complete Streets Bellevue (September 2023): presentation on History of Exclusion on Eastside. Using a racial equity, transportation, and affordable housing lens, highlight how past practices, policies, and laws have contributed to the housing inequity communities of color experience on the Eastside.
- Chinese Information and Service Center (October 2023): provide an overview of the agency's Russian Senior Day Program.
- Communities Rise (November 2023): learn about how the agency provides support to small organizations to strengthen their capacity to support the communities they serve. The agency will share learnings from the recently completed first ever Capacity Building Cohort on the Eastside.
- Indian American Community Services (November 2023): provide an overview of the agency's Survivor Support Services program that offers cultural competency services to Indian-American survivors of violence and abuse.

- A Regional Coalition for Housing (January 2024): overview of affordable housing needs, previously funded projects, and project pipeline.
- Sound Generations - Eastside Hyde Shuttle Program (February 2024): shared the work the agency is doing on the Eastside to support older adults and folks with disabilities with a new transportation option, the Hyde Shuttle.

The Commission also received presentations summarizing on agency performance for 2022 human services contracts, and programs who received one-time pandemic funding, including Community Development Block Grant COVID-19 (CDBG CV) and American Rescue Plan Act (ARPA) funding. Previously funded programs, demographic information and numbers served in 2022 is located on the Human Services Dashboard.<sup>1</sup>

## 2. Understanding the Current Need in Kirkland

### *Services Landscape*

The Community Needs Assessment released by Hopelink in June 2022 identifies four overarching themes of program and service needs on the Eastside. The needs all stem from having insufficient financial resources to meet one's needs in North and East King County. The themes are interrelated, and intersect with race, ethnicity, nativity, and personal history to shape the experience of poverty in the region. While the assessment uses the latest available data and reports, some data is based on pre-COVID findings and therefore is already outdated in assessing a current snapshot of needs. The themes are as follows:

1. Community members are challenged to meet their basic needs.
2. Lack of affordable housing is undermining household security and leading to displacement.
3. There are insufficient transit and transportation options for people with low incomes, particularly outside of urban centers.
4. There is persistent evidence of food insecurity and hunger.

Staff utilize the data and findings provided by the Needs Assessment to understand current trends and needs that impact the human services landscape ahead of each funding cycle. The full report released by Hopelink was shared with City Council at its September 6, 2022 meeting.<sup>2</sup>

### *COVID-19*

The new economic realities caused by inflation, the shortfalls of the Great Resignation<sup>3</sup>, and continued short and long-term financial and emotional impacts COVID-19 has on low-income populations, intersected by systemic racism and the disproportionate impact the above referenced has on under-resourced and Black, Indigenous, and People of Color (BIPOC) communities, add important context to the current services landscape.

- The demand for behavioral health services has skyrocketed and providers are unable to meet the need. Many workers in the behavioral health industry are leaving the sector because of burnout and pay inequity.
- There continues to be a sustained, increased demand for eviction prevention services, including emergency financial assistance and legal assistance for residents to maintain housing. The demand for rent assistance far exceeds the supply as households face

<sup>1</sup> <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Human-Services/Human-Services-Dashboard/2022-Funded-Programs>

<sup>2</sup> [https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2022/september-6-2022/8h5\\_other-items-of-business.pdf](https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2022/september-6-2022/8h5_other-items-of-business.pdf)

<sup>3</sup> The Great Resignation began in 2021 where employees resigned at an alarming rate in sectors most impacted by wage stagnation out of alignment with cost of living, job dissatisfaction, safety concerns due to COVID-19, and the desire for improved work-life balance.

significant rent increases in tandem with higher living expenses due to inflation, leading to a chronic reliance on assistance to maintain housing stability.

- Access to food continues to be an issue since the onset of the pandemic and is a barrier for folks maintaining stability.
- The needs of those disproportionately impacted by the pandemic and racism, specifically Black and African American, Indigenous, Latinx, immigrants, and refugees, require specific investment in services that are culturally specific, responsive, and accessible.
- Agencies are requesting significantly higher dollars to keep workers in the nonprofit sector, as workers are leaving the industry due to the high levels of stress and demand from COVID-19 intertwined with pay inequity, vicarious trauma, and general fatigue in supporting populations with increasingly chronic, and often intersecting needs.

### *2025-26 Funding Priorities*

The Human Services Commission (HSC) discusses the specific needs of the community emerging at the time of considering the next cycle of human services grants. Making recommendations on what programs to fund is difficult, recognizing the valuable services each respective organization provides to the community. Priorities help guide the Commission in development of the recommendations given requests far outpace funding available. The priorities for the upcoming grant cycle were finalized at the Commission's February 27, 2024 meeting.

- Homelessness and Affordable Housing
  - Includes emergency shelter and associated wrap-around services
  - Affordable housing supports
  - Emergency financial assistance
- Access to Basic Needs
  - Food assistance
  - Healthcare access
  - Domestic Violence/Sexual assault survivors support and services
  - Legal assistance-of all kinds
- Behavioral Health/Mental Health services
  - Adults
  - Youth
  - Including Substance Use Disorder supports and treatment services
- Prioritizing programs and services offered by organizations and agencies that are new, small, and/or Black, Indigenous and People of Color (BIPOC)-led and serving. There will be an emphasis on funding programs focused on services and support to BIPOC community members, and/or those who identify as part of groups who have been historically marginalized.

## **3. 2025-26 Grant Funding**

### *23-24 Grant Application Snapshot*

For the 2023-24 City budget cycle, Kirkland received 109 grant applications from community agencies, totaling \$8,716,708 for the upcoming biennium (\$4,358,354 per year), reflecting similar trends outlined in the services landscape discussion around unmet need. Table 1 summarizes the funds available compared to total requests since 2013.

The number of grant applications and the total amount requested from community agencies to the City significantly increased from the previous biennium, with many agencies citing the need

for additional funding to cover increased costs, staff retention, and higher demand of services. The average increase in request from programs awarded funding in 2021-22 was 94% with requested amounts ranging up to 700% increase in total ask compared to the previous biennium.

**Table 1. Comparison of Funds Requested to Funds Available**

Budget Period	Total Funds Requested	Total Funds Available	Percentage of Requests Funded
<b>2013-14</b>	\$1,794,000	\$1,403,516	78%
<b>2015-16</b>	\$2,354,298	\$1,597,608	68%
<b>2017-18</b>	\$2,848,644	\$1,810,192	64%
<b>2019-20</b>	\$4,080,740	\$2,934,345	72%
<b>2021-22</b>	\$4,741,854	\$3,197,838	67%
<b>2023-24</b>	\$8,716,708	\$5,248,702	60%

In addition to the established priorities, the Commission incorporated an equity framework to the grant recommendations in response to the services landscape.

- Invest a minimum of 10% of base budget recommendations to community-based organizations serving BIPOC communities
- Invest a minimum of 15% of total funding recommendations to community-based organizations serving BIPOC communities
- Reallocate the prior biennium’s investment in larger organizations with greater capacity to seek other grants and shift those requests to be considered for supplemental one-time funding
- Include a cost-of-living adjustment of 7% for agencies which received 2021-22 funding
- Include unallocated grant funding set-aside support to support Indigenous and Black/African American residents

Council supported the equity framework and additional one-time funding requests proposed by the Commission to address increased funding requests, resulting in an increase in the funds available as outlined by Table 1. The total budget for human services funding in the 2023-24 adopted budget was \$5,248,702 (\$2,624,351 per year). Despite a historic investment in one-time funding, the overall percentage of requests funded decreased from previous cycles.

*2025-26 Grant Funding*

Since the City began investing in human services grants to nonprofit organizations in 1986, City funding for grant programs has been derived from ongoing funds approved in the Parks and Community Services Department’s base budget, and one-time supplemental funding as authorized by the City Council during each budget cycle. The combined total funding approved in the City Manager’s budget for 2023 and 2024 was \$5,248,702 (\$2,624,351 per year).

**Table 2. City of Kirkland Funding for Human Services Grants 2013 – 2024**

Year	Population*	Ongoing Base Budget	Supplemental One-time Funding	CDBG	Community Safety Prop 1	WA HB 1406	MFTE	Total Funding	Per Capita
<b>2013</b>	81,730	\$656,944	\$44,814	\$0	\$0	\$0	\$0	\$701,758	\$8.59
<b>2014</b>	82,590	\$656,944	\$44,814	\$0	\$0	\$0	\$0	\$701,758	\$8.50
<b>2015</b>	83,460	\$656,944	\$114,679	\$24,470	\$0	\$0	\$0	\$796,093	\$9.54
<b>2016</b>	84,680	\$656,944	\$129,679	\$29,892	\$0	\$0	\$0	\$816,515	\$9.64

<b>2017</b>	86,080	\$701,758	\$171,149	\$30,691	\$0	\$0	\$0	\$903,598	\$10.50
<b>2018</b>	87,240	\$701,758	\$171,149	\$33,687	\$0	\$0	\$0	\$906,594	\$10.39
<b>2019</b>	88,940	\$969,237	\$241,889	\$36,664	\$148,818	\$0	\$0	\$1,396,608	\$15.70
<b>2020</b>	92,175	\$969,237	\$241,889	\$38,931	\$248,818	\$0	\$38,862	\$1,537,737	\$16.68
<b>2021</b>	92,900	\$969,237	\$241,889	\$38,931	\$310,000	\$211,668	\$38,862	\$1,810,587	\$19.49
<b>2022</b>	93,570	\$969,237	\$241,889	\$38,931	\$310,000	\$211,668	\$38,862	\$1,810,587	\$19.35
<b>2023</b>	94,590	\$969,237	\$643,633	\$41,785	\$636,406	\$253,726	\$79,564	\$2,624,351	\$27.74
<b>2024</b>	95,565	\$969,237	\$643,633	\$41,785	\$636,406	\$253,726	\$79,564	\$2,624,351	\$27.46

\* 2023 and 2024 estimates based on King County estimated rate of growth from the Washington Office of Financial Management

Despite Kirkland’s total funding amount for human services grants increasing each biennium, one-time funding is unable to match pace with agency requests. The Commission asked staff to prepare estimates for the 2025-26 cycle based on previous biennium trends. Table 3 summarizes this data with the assumption that human services funding, including one-time funding, would remain constant rather than decrease.

**Table 3. City of Kirkland Projection for 2025-2026 Requests**

Budget Period	Total # of Applications	Funds Requested	Funds Available	% Requests Funded
<b>2017-18</b>	82	\$2,848,644	\$1,810,192	64%
<b>2019-20</b>	92	\$4,080,740	\$2,934,345	72%
<b>2021-22</b>	99	\$4,741,854	\$3,197,838	67%
<b>2023-24</b>	109	\$8,716,708	\$5,248,702	60%
<b>2025-26 (estimated)</b>	120	\$12,116,225	\$5,248,702	43%

Over the last four budget cycles, the number of applications submitted for funding has increased approximately 10% each biennium. Comparatively, the total funds requested has increased almost two-fold each biennium. When asked, many agencies received one-time pandemic funding that has been spent down; and agencies are now seeking sustainable sources to address the funding cliff.

In advance of the 2025-26 budget cycle, the Commission requests City Council consider and provide guidance on two issues:

**Issue 1: Human Services Needs Assessment for Kirkland Residents**

In reviewing application trends over time, provider feedback, and regional discussions, the need for human services is growing. The pandemic has only further exacerbated existing inequities the Kirkland community is facing. Lack of access to affordable housing, wage inequality, and inflation has created a new threshold of need that low- and moderate-income households are experiencing. Without access to basic needs, the reliance on human services coming out of the pandemic has not reduced but sustained at a level currently supported by one-time funding. As one-time funding concludes, the Commission is seeking how to target the most important human services for Kirkland residents. Neighboring cities, including Bellevue, Redmond, and Issaquah have completed a needs assessment or implemented a human services strategic plan. More recently, Kenmore and Shoreline have begun their own process to help target areas of investment. The most recent needs assessment for Kirkland was completed by Berk Consulting in 2020, using the Hopelink Community Survey report data from 2019.

**Discussion:**

- Should the City of Kirkland conduct a needs assessment or strategic planning process to understand which human service needs are most critical for community members?
- What additional strategies can be used to guide the City’s investment in human

- services?
- How does the City apply an equity lens to the growing and diverse needs of human services to support its changing population?

### Issue 2: Human Services Funding Options

Historically, funding options presented to the Council for past budget deliberations have been three-fold. For the 2023-24 cycle, all three options were approved.

Option A: Base Budget Funding Option – With this option, the Commission would be asked to develop a recommendation which assumes that only the ongoing base budget amount (City base budget funding plus CDBG funding minus one-time funding) is made available for grant distribution.

Option B: Maintain Current Program Funding Option – With this option, the Commission would be asked to develop a recommendation which assumes the same level of funding available (base budget plus one-time supplemental funding plus CDBG) as allotted for the current biennium.

Option C: Enhanced Program Funding Option – With this option, the Commission would be asked to offer prioritized recommendations on additional grants funding that could be allocated should additional funding be made available by the City Council for human services above and beyond funding apportioned in Option B.

### **Discussion:**

The Commission is interested in exploring the questions below to frame their process and expectations ahead of the grant review cycle.

- Would the Council like the Commission to continue to provide a three-fold funding option?
- Is there opportunity to source funding for City programs and positions funded through the human services budget elsewhere, so the Commission can prioritize all funding on submitted applications? The current City programs and positions that receive human services funding as part of the grant recommendations process are as follows: Human Services Coordinator – Community Wellbeing, Homeless Outreach Coordinator, and the severe weather hotel voucher program. Are there opportunities to find sustainable funding sources to increase the base budget?



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

---

## MEMORANDUM

**To:** Human Services Commission

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

**Date:** March 07, 2024

**Subject:** KIRKLAND TEEN UNION BUILDING (KTUB) UPDATE

### **RECOMMENDATION:**

That the Human Services Commission (HSC) receive an update on the Kirkland Teen Union Building (KTUB).

### **BACKGROUND DISCUSSION:**

Following HSC feedback in Fall 2022, City staff presented the top external proposal (The Boys and Girls Club) alongside the City's operating model to City Council on January 17, 2023 and sought Council's feedback and direction on which model was preferred so operational planning could be pursued.

At the [January 17, 2023](#) study session, Councilmembers expressed interest in the City's operating model and vision for KTUB. Council discussed the benefits of a City-operated facility, such as being able to quickly adapt to changing needs and priorities, and the synergy possible between KTUB, existing recreation programs, and human services. Council strongly supported the City prioritizing on-site behavioral health services and no membership fees for youth accessing the space. Council also expressed interest in expanding the City's model to offer transportation services from local schools to KTUB. Questions were raised about the cost and sustainability of funding the City's proposed service level. Council asked staff to explore the possibility of including the City's proposed model in the ballot measure process.

Staff returned to Council on [February 20, 2024](#) to discuss possible operations of KTUB after the failure of Proposition 1 in November 2023. Staff will present an update to the HSC on the direction received from Council on the desired operational model and service level to reactivate the facility as a teen center in 2024.