

RESOLUTION R- 3315

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

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

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

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

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

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

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

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

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



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

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

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

*Doris Cooper*  
MAYOR

ATTEST:

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



CITY OF KIRKLAND HUMAN SERVICES POLICY  
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ATTACHMENTS

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

## CITY OF KIRKLAND HUMAN SERVICES POLICY

## I. INTRODUCTION

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

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

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

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

## II. CITY'S ROLE

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

A. Program Emphasis/Eligibility Requirements

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

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

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

B. Additional Program Emphasis

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

1. The City will continue to work cooperatively with other jurisdictions to further explore the possibility of a regional approach to all or part of the human service program to include the possibility of joint administration and/or funding of human services.
2. The City may use its funds to supplement funds from other public and private sector sources. However, if other funds are withdrawn, the City will not be committed to the total support of a program.
3. All human service programs currently funded by the City (with the exception of the City's contractual obligations to the

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

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

### III. FUNDING FOR HUMAN SERVICE ORGANIZATIONS

#### A. Development of City Funding Levels

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

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

#### B. Human Services Advisory Committee

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

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

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



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

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

### C. Funding Criteria

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

#### Criterion I (30 points maximum)

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

Evaluate service provider's ability to:

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

#### Criterion II (30 points maximum)

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

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

Criterion III (20 points maximum)

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

Evaluate service provider's ability to:

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

Criterion IV (20 points maximum)

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

Evaluate service provider's ability to:

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

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

D. Application Process

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

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

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

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

A general overview of the application process is as follows:

1. A human service organization applying for funds is required to complete a separate application form for each service it intends to provide. The application requires that the organization answer specific questions relating to such things as:
  - a) The precise nature of services it intends to provide.
  - b) The geographical area and specific client populations (e.g., number of Kirkland residents) to be served.
  - c) Alternative sources of funding should City funds be awarded at a reduced level.
  - d) The manner in which the organization charges its clients.
2. Incoming applicants will be reviewed by the Human Services Advisory Committee which will evaluate the merits of each application using program eligibility requirements and funding criteria (and a corresponding point system) established by the City. Organizations most closely meeting the eligibility requirements and funding criteria will then be invited to an interview session for the purpose of clarifying proposals and to further ensure consistency with City funding criteria. Following the interviews, the Committee will evaluate the information collected and then make specific funding recommendations to the City Council. Late applications and those not participating in this Advisory Committee process will be disallowed.

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

Steps and Timing of Review Process

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

## IV. STAFF RESPONSIBILITIES

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

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

## V. REGIONAL COOPERATION

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

## VI. CITY ADVOCACY

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

## VII. CONCLUSION

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

Attachments

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

4106C/295A/AB:rk

## ATTACHMENT B

CITY OF KIRKLAND FUNDING ALLOCATIONS  
TO HUMAN SERVICE PROVIDERS

Revenue Source for all allocations: General Fund

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

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

4221C/295A/LS:rk



CITY OF

KIRKLAND

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

Attachment C

CITY OF KIRKLAND  
HUMAN SERVICE FUNDING APPLICATION

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

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

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

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

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

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

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

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

I. COMMUNITY NEED OR PROBLEM

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

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

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

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

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

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

D. Describe specific funding request.

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

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

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

Office or Operating Supplies

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

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

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

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

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

Capital Equipment Expense

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

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



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

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

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

## II. CLIENT POPULATION

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

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

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

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

## III. ALTERNATIVE SOURCES OF FUNDING

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

## IV. PROGRAM ELIGIBILITY

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

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

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