

RESOLUTION R-3540

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

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

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

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

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

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

Jane Jorgensen, January 31, 1990

Richard Morse, January 31, 1990

Joanna Olmstead, January 31, 1992

Bruce Yasutake, January 31, 1992

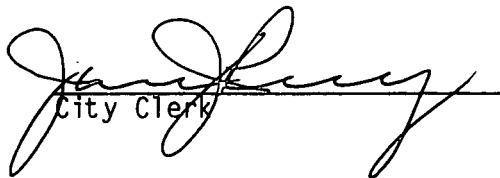
Section 3. The Human Services Policy for the City of Kirkland, adopted by Resolution R3315, is amended as set forth in attachment to this Resolution.

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

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


MAYOR

ATTEST:


City Clerk

Attachment A

FUNDING FOR HUMAN SERVICE ORGANIZATIONS

A. Development of City Funding Levels

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

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

B. Human Services Advisory Committee

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

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

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

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

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

Attachment B

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

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

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

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11. Agency services should be accessible to elderly, physically, and developmentally disabled, and low income residents.
12. Priority will be given to those agencies which will charge fees based on the ability to pay.
13. Priority will be given to those agencies which have an established process for generating alternative sources of funding.
14. The City may use its funds to supplement funds from other public and private sector sources; however, if other funds are withdrawn, the City will not be committed to increased support of a program.

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

Attachment C

APPLICATION REVIEW PROCESS

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

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

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

A general overview of the application process is as follows:

1. A human service organization applying for funds is required to complete a separate application form for each service it intends to provide. The application requires that the organization answer specific questions relating to such things as:
 - a) The precise nature of services it intends to provide.
 - b) The geographical area and specific client populations (e.g., number of City of Kirkland residents) to be served.
 - c) Alternative sources of funding should City funds be awarded at a reduced level.
 - d) The manner in which the organization charges its clients.
2. Incoming applicants will be reviewed by the Human Services Advisory Committee which will evaluate the merits of each application using basic eligibility requirements and general funding criteria established by the City. Organizations most closely meeting the basic eligibility requirements and general funding criteria will then be invited to an interview session for the purpose of clarifying proposals and to further ensure

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

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

Steps and time of Review Process

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

Attachment D

STAFF RESPONSIBILITIES

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

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