



## Human Services Commission Meeting

Date: August 24, 2021

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: 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

	<u>Estimated Time</u>
1. CALL TO ORDER	
2. ROLL CALL	
3. APPROVAL OF MINUTES	5 minutes
a. July 27, 2021	
4. ITEMS FROM THE AUDIENCE	5 minutes
5. PUBLIC HEARING	
a. Proposed 2022 Community Development Block Grant & CV-2 Funding Recommendations	20 minutes
6. NEW BUSINESS	
a. PROS Plan Stakeholder Session with Consultant GreenPlay LLC.	60 minutes
7. COMMUNICATIONS	15 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
8. ADJOURNMENT	Estimated meeting completion: 8:15 p.m.

#### Upcoming Commission Activities:

September 28, 2021 – Human Services Commission Meeting

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CITY OF KIRKLAND  
HUMAN SERVICES COMMISSION  
Minutes of Meeting  
July 27, 2021

1. CALL TO ORDER

Meeting was called to order at 6:32 p.m.

2. ROLL CALL

Members Present: Chair Gildas Cheung, Antonio Avila, Marjorie Carlson, Jory Hamilton, Gabriela Lopez Vazquez

Members Absent: Vice Chair Jonathan Stutz and Michelle Alten-Kaehler excused; Laney Brackett

Staff Present: Jen Boone, Human Services Coordinator, Leslie Miller, Human Services Supervisor; Antoinette Smith, Human Services Coordinator, Lynn Zwaagstra, Parks & Community Services Director

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

4. APPROVAL OF MINUTES

a. June 22, 2021

Motion to Approve the June 22, 2021 minutes as presented.

Moved by Commissioner Jory Hamilton, seconded by Commissioner Antonio Avila  
Motion carried (Yes: 5, No: 0).

5. ITEMS FROM THE AUDIENCE

None

6. NEW BUSINESS

a. Leslie provided an overview of the **Kirkland's Human Services Grant Program**.

b. Leslie provided an overview of Community Development Block Grant (CDBG) Funding.

c. Commissioners were asked to provide feedback on the Community Responder Program that the City Council is creating.

## 7. COMMUNICATIONS

### a. Commissioner Reports

Chair Gildas Cheung shared that he has a friend who is doing pro bono service legal counsel focusing on youth and homelessness and he will connect her to the human services team. Commissioner Marjorie Carlson is working with a representative from Indivisible Eastside who wants to set up a regional crisis response program.

### b. Staff Reports

Lynn Zwaagstra shared that City Hall will be opening Monday, August 2<sup>nd</sup>. All people who come to City Hall will be required to wear masks. Board and Commission meetings will continue to be virtual at least through October.

Leslie Miller shared that at the August Human Services Commission meeting, Commissioners will be asked to provide feedback for the **City's PROS Plan outreach initiative** entitled Play it Forward.

## 8. ADJOURNMENT

Chair Gildas Cheung asked for a motion to adjourn. Commissioner Jory Hamilton motioned; Commissioner Antonio Avila seconded. Motion carried (Yes: 5, No: 0). The meeting was adjourned at 8:30 p.m.



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

To: Human Services Commission

From: Leslie R. Miller, Human Services Supervisor

Date: August 17, 2021

Subject: PUBLIC HEARING: PROPOSED 2022 & CDBG CV-2 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT DISTRIBUTION

## RECOMMENDATION

That the Human Services Commission hold a public hearing on the proposed allocation of CDBG funds for 2022 and CDBG CV-2 and finalize its recommendations to the City Council.

## BACKGROUND DISCUSSION

The primary objective of the federal Community Development Block Grant (CDBG) program is to support the development of viable urban communities by providing decent housing, a suitable living environment via community facilities and public infrastructure, and expanded economic opportunities, principally for persons of low and moderate income. Funds are distributed to communities nationwide on a formula basis. The three areas where CDBG funds can be used are:

- Capital projects serving low- and moderate-income residents;
- Public service programs serving low- and moderate-income residents; and
- Planning and administration in support of these activities.

As part of the Interlocal agreement with King County, Kirkland must develop a plan for allocating our portion of CDBG funds every year. Funds for public service and capital projects must be utilized to benefit those with low to moderate income and be consistent with the King County Consortium Consolidated Housing and Community Development Plan ("Consolidated Plan").

**Distribution of Kirkland's portion of CDBG funds are determined by the** City Council after receiving a recommendation from the Human Services Commission. For the 2022 CDBG distribution, staff is recommending continuing with the funding as previously distributed.

- \$41,085 for homeless services provided by Congregations for the Homeless. CDBG funds will support the services and operation of its 24/7 enhanced shelter

for men experiencing homelessness on the Eastside at 555 116th Avenue NE, Bellevue, WA.

- \$156,121 for A Regional Coalition for Housing (ARCH), which will select specific housing development projects through a separate request for proposal process. The recommendations on developments to be funded will be acted on by the Kirkland City Council at a regular Council meeting in the first quarter of 2022.
- \$41,085 for City of Kirkland, CDBG Program Administration, 123 5<sup>th</sup> Avenue, **Kirkland, WA. CDBG funds will be used to administer the City of Kirkland's CDBG** program activities.

In addition to the regular CDBG funds, the City has CDBG CV funds authorized by the March 2020 CARES Act to address the pandemic. Staff recommends that the second tranche of CDBG funds support the Sophia Way.

- \$97,815 for homeless services provided by The Sophia Way. CDBG CV-2 funds will support the services and operation of its day center for adult women experiencing **homelessness on the Eastside at Sophia's Place, 3032 Bellevue Way NE, Bellevue WA**. This day center is in operation due to the pandemic.



CITY OF KIRKLAND  
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Human Services  
Commission Meeting:  
8/24/2021  
Agenda: New Business  
Item#: 6a

## MEMORANDUM

To: Human Services Commission

From: Heather Lantz-Brazil, Management Analyst  
Mary Gardocki, Park Planning and Development Manager  
Lynn Zwaagstra, Director of Parks and Community Services

Date: August 24, 2021

Subject: 2021 PARKS, RECREATION AND OPEN SPACE PLAN

## RECOMMENDATION

That the Human Services Commission receive an introduction to the Parks, Recreation and Open Space (PROS) Plan process and milestones and participate in providing input and feedback to GreenPlay LLC, consultant for the PROS Plan.

## BACKGROUND DISCUSSION

### Comprehensive Planning

The PROS Plan is a six-year guide and strategic plan for managing and enhancing park and recreation services in Kirkland. It **provides a vision for Kirkland's park and recreation system and** establishes a path forward for providing high-quality, community-driven parks, trails, open spaces and recreational opportunities. The PROS Plan creates a framework that will allow the City to respond to new opportunities as they arise, and to ensure that parks, facilities and recreation programs meet the needs **of Kirkland's residents, employees and visitors now and into the future.**

Developing the PROS plan also improves project outcomes and demonstrates public support for community programs and grant proposals. Most grant programs require applicants to develop a comprehensive plan before applying for a grant. For Washington State Recreation and Conservation Office (RCO) grants, the Parks and Community Services (PCS) department must have a complete plan on file at least three calendar months before the RCO grant board meets per [Washington Administrative Code 286-13-040\(2\)](#). Once a comprehensive plan is accepted, the PCS department is eligible to submit grant applications for six years. That is why the PROS Plan is updated in six-year cycles.

The PROS Plan is part of the larger City's comprehensive plan that establishes a vision, goals and policies, and implementation strategies for managing growth within the City over the next 20 years. The PROS Plan is found in [Chapter 10](#) of [Kirkland's Comprehensive Plan](#). While Human Services falls under the Park and Community Services department, it is not specifically addressed in the PROS Plan. Human Services goals and policies are addressed in [Chapter 12.B](#) of the **City's overall Comprehensive Plan**.

The structure of the [current PROS Plan](#) has five sections:

- Overview – introduction and summary of community engagement
- Goals – listing of goals and objectives
- Needs – identification of community needs and key project recommendations

- Actions – neighborhood-specific recommendations, service standards, capital plans, and implementation strategies
- Data – summaries of information gathered and studies

### Update Process and Milestones

The [current PROS Plan](#) was updated in 2015 to comply with State grant eligibility requirements and needs to be fully updated to reflect substantial growth and changes in the community and to the park system.

To update the PROS Plan in 2021, staff issued a [Request for Qualifications Job Number 08-21-PCS](#) notice in February 2021 requesting a Comprehensive Parks, Recreation and Open Space Planning scope of work that complies with [Manual 2 "Planning Guidelines"](#) as provided by the State of Washington RCO Funding Board. The PROS Plan must also be consistent with the Washington State Growth Management Act (GMA), a series of state statutes codified under [Chapter 36.70A of the Revised Code of Washington](#). Consultant selection interviews were conducted in March 2021, and [GreenPlay LLC](#) was awarded the contract in April 2021.

The project scope of work includes the following approach and milestones:

#### *Strategic Kick-Off and Determination of Critical Success Factors*

GreenPlay and staff held a strategic kick-off meeting in May 2021 to discuss the scope, schedule, and master planning process; park inventory and levels of service; communication; public input; survey; advisory groups; studies and plans; project administration; and marketing and branding for the master plan. GreenPlay and staff both provide monthly progress reports that cover recent progress, outstanding issues or information needed, upcoming meetings, and next steps throughout the project.

#### *Community and Stakeholder Engagement*

The community engagement strategy approach was designed to assure all stakeholders and community members are provided a chance to participate in the development of the plan. In May 2021, staff provided information of existing known factors such as athletic and recreation use, vision, priorities, funding possibilities to name a few to inform the consultant. A campaign strategy to fuel the PROS Plan update process and engage the community was developed, known as *Play It Forward – imagine the future of Kirkland's parks, recreation and open spaces*.

In June 2021, several focus groups and stakeholder interviews were conducted as an opportunity for key community members to share information in a more detailed manner. PCS department staff provided insight during a Strengths, Weaknesses, Opportunities, and Threats analysis and discussion on June 9, 2021. The first public forum was held on June 17, 2021, to allow all community members a chance to provide information to GreenPlay.

In July 2021, staff launched **the outreach initiative, "Catch the Butterfly" that aligned with the National Recreation and Park Association's theme for Park and Recreation Month – "Our Park and Recreation Story". The campaign was designed to collect stories** and hear from the youth in the community while educating parents and adults on the PROS Plan process. The Butterfly initiative was able to collect stories from 118 youth across 6 events as well as from PCS youth day camp participants.

In August 2021, more outreach events and focus groups are planned that are tailored towards adults, as well as diverse and underrepresented voices. **On August 23, 2021, the City Manager's office will lead up to three (3) focus groups specifically designed to address Diversity, Equity and Inclusion.** On August 24, 2021, internal stakeholder interviews are being held with City staff including areas such as Surface Water, Planning, Capital Improvements Projects, Transportation and Volunteers. The goal for August is to inform the community of the upcoming statistically valid survey that will be mailed to 5,000 randomly selected residents in early September 2021. **On September 8, 2021, Kirkland's Park Board will meet with GreenPlay** to provide input and feedback for the PROS Plan.

A second public forum is scheduled for December 2021 that will include a findings presentation that will provide an overview of all the data sets collected, including such items as park assessments, park inventory, recreation and athletic programs and demands, focus groups, stakeholder interviews, and survey results. A third public forum is scheduled for late January 2022 where a draft presentation of the PROS Plan will be shared with the community.

#### *Statistically Valid Survey*

In early September 2021, GreenPlay in conjunction with [RRC Associates](#) (RRC) will mail a statistically valid survey to Kirkland residents to get the needs and opinions of both non-users and users of parks, recreation facilities, and programs in the community. A follow-up “open link” survey where the rest of the community will be encouraged to respond will be sent in October 2021. RRC will tabulate the results from these two survey groups separately and expects to have enough responses to measure community priorities quantitatively.

#### *Inventory and Level of Service Analysis*

GreenPlay began collecting current inventory and Level of Service (LOS) data of existing recreational programs, services and facilities in May 2021 and will continue analysis through September 2021. This information will be used to make Capital Improvement Program recommendations and ways for **improving the City’s LOS**. Throughout this time, GreenPlay will also conduct a demographics and trends analysis, evaluation of existing standards of programs and facilities, and a programs and services gaps analysis.

#### *Assessment and Analysis*

From September 2021 through January 2022, GreenPlay will assess the data and information collected to develop recommendations for needs regarding land acquisition; budget; development of parks, trails, open space, and recreation facilities; partnerships; adoption and employment of technologies or management practices; operations; staffing; maintenance; programming; and future needs.

#### *Findings and Financial Analysis*

Additionally, from September 2021 through January 2022, GreenPlay will identify alternative funding and partnerships; identify probable operating maintenance and capital costs; make recommendations for potential funding sources in the next five to ten years; conduct a department organizational analysis; and recommend a LOS that is feasible and aligned with current cost recovery policy and methodology.

#### *Draft and Final Plans, Presentations, and Deliverables*

A draft of the PROS Plan will be complete in early 2022 and will include all findings, needs assessment, public engagement results, written goals, plans, objectives, and policy statements that articulate a clear **vision and model for the City’s future**. Staff will review and provide additional comments that will be incorporated into the final PROS Plan. GreenPlay will ensure the final PROS Plan adheres to Washington State RCO and the State GMA requirements as they pertain to parks and recreation planning.

The final PROS Plan will be presented to the Park Board in March 2022 for final adoption recommendation that will go to City Council in April 2022.

Additional scopes of work are being conducted and integrated into the PROS Plan:

#### *ADA Evaluation and Transition Plan*

The Americans with Disabilities Act (ADA) assessment was performed by [Bureau Veritas](#) using methods and procedures consistent with good commercial and customary practice for assessing compliance with the Title II provisions of the ADA and applicable state and local requirements. This information informs the Transition Plan which identifies and prioritizes current barriers to participation, provides a schedule for barrier removal, as well as establishes procedures for addressing future accessibility issues. The ADA Transition Plan serves as a pragmatic application tool that will identify existing and future accessibility needs, document accessibility facility standards, and provide design criteria for future facilities development. Staff will review the evaluation from Bureau Veritas. A coordinated focus group on the ADA Evaluation and Transition Plan will take place in October 2021.



### *Athletic Field Use and Demand Analysis Study*

GreenPlay will work with [Site Workshop](#) and the PCS department to assess the current athletic fields inventory and field allocation process. An Athletic Field Demand Survey was sent to 55 athletic field user groups and stakeholders on August 4, 2021. The survey will close on August 22, 2021, and the data compiled will be used to provide recommendations regarding the use of fields, reconfiguration of current fields, and the construction of new fields to meet demand. Improvements to the field allocation process will also be addressed to improve equity and meet the unmet needs of users that are not currently being served.

### Human Services Commission Input Process

GreenPlay and the PROS Plan team would like to hear from the Human Services Commissioners regarding the following questions:

- What is your vision for the parks, facilities and recreation services offered by the PCS department?
- What additional recreational activities do you feel should be offered by the PCS department?
- What new park components/amenities would you like to see become available?
- Are there any portions of the City that are underserved?
- What are your priorities for the parks, facilities and recreation services offered by the PCS department?
- Other comments, suggestions, or feedback?

The Commission's feedback will help inform recommendations and prioritize community demand and will be included in the engagement results. At the **second public forum "Findings Presentation"** scheduled for December 2021, commissioners will have a chance to validate the accuracy of the findings and share any additional issues or opportunities for consideration in the final draft PROS Plan.

### NEXT STEPS

Staff has set up the webpage [kirklandwa.gov/PlayItForward](http://kirklandwa.gov/PlayItForward) where commissioners can direct the community for information as well as sign up for the [PROS Plan email list](#) to receive updates. There is a dedicated email, [playitforward@kirklandwa.gov](mailto:playitforward@kirklandwa.gov) and a phone line, 425-587-3315 that commissioners can direct community members to reach the PROS Plan team to provide input or feedback.