

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Contract for 2018 with Sound Generations - Shoreline/Lake Forest Park Senior Center in the Amount of \$95,708
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Mary K. Reidy, Recreation Superintendent
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline has contracted with Sound Generations (formerly Senior Services of Seattle/King County) to furnish to City of Shoreline residents programs which support health and social services at the Shoreline/Lake Forest Park Senior Center.

The annual service contract with Sound Generations is included in the 2018 budget and is recommended for approval. A scope of work for the service contract is attached to this staff report as Attachment A. The 2018 scope includes the additional item of supporting the City's efforts to develop a long range plan to support aging adults in Shoreline.

RESOURCE/FINANCIAL IMPACT:

This contract was included in the 2018 Parks, Recreation and Cultural Services budget for \$95,708. The contract is managed by the Parks, Recreation and Cultural Services Department. City purchasing policies require Council authorization for service contracts exceeding \$50,000.

RECOMMENDATION

Staff recommends that the City Council move to authorize the City Manager to execute a 2018 contract between the City of Shoreline and Sound Generations in the amount of \$95,708 to provide social, recreational, nutritional and health programs, counseling and support services, community services, transportation, and outreach.

ATTACHMENTS

Attachment A - Scope of Work: 2018 Sound Generations – Shoreline/Lake Forest Park Senior Center Contract

Approved By: City Manager **DT** City Attorney **MK**

**SCOPE OF WORK FOR SOUND GENERATIONS CONTRACT #8939
FOR HEALTH AND SOCIAL/RECREATIONAL SERVICES TO BE PERFORMED
AND PROGRAM PERFORMANCE MEASURES**

Scope of Services to be provided by the Consultant during the term of this agreement: The Consultant shall furnish to City of Shoreline residents programs to support health and social services at the Shoreline/Lake Forest Park Senior Center. The total amount of reimbursement pursuant to this Exhibit shall not exceed \$95,708 in Shoreline General Funds.

1. Services to be Provided.

The Consultant shall use City General funds to provide health services and social/recreational services at the Shoreline/Lake Forest Park Senior Center. These activities may include, but are not limited to: social, recreational and arts/crafts programs, educational programs, nutrition programs, health programs, health maintenance services, counseling and support services, financial and legal assistance, community services, and transportation services.

The Shoreline Lake Forest Park Senior Center will provide a minimum of 245 days of operation during the calendar year of 2018.

2. Program Requirements and Performance Measures.

a. Performance Measures (to be reported quarterly)

	Total in Year 2018
Number of unduplicated Shoreline residents served	1,600
Health Services Hours	16,831
Social/Recreational Services Hours	19,434

b. Program Capacity Building

Attend Community Partners meetings hosted by the City of Shoreline.

The purpose of this group is to:

1. Leverage marketing amongst partner organizations
2. Build new programs with partners.
3. Enhance existing programs through new partnerships.
4. Brainstorm answers and ideas as a group

c. Support the City’s Aging Adult Services long range strategy planning efforts.

3. The Consultant shall maintain files for this project containing the following items:

- a. Motions, resolutions, or minutes documenting Board or Council actions;
- b. A copy of this contract on this project;
- c. Correspondence regarding budget revision requests;
- d. Copies of all invoices and reports submitted to the City for this Exhibit;

- e. Bills for payment;
- f. Copies of approved invoices and other documentation;
- g. All records required by this agreement shall be retained by the Consultant for a minimum of seven (7) years, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the seven-year period. The period of time shall commence on January 1 of the year following the year in which the final invoice was paid.

4. Contract Administration.

- a. The Consultant will notify the City, in writing, within ten (10) days of any changes in program personnel or signature authority.
- b. The Consultant's main contact for the day-to-day operations of the program will be Bob Lohmeyer.
- c. The City's main contact for the day-to-day contract administration will be Mary Reidy.
- d. The Consultant will provide the City with a copy of their independent audit, when completed.

5. Reports and Reimbursement Requests.

- a. The Consultant shall submit a Billing Voucher and supporting forms on a Quarterly basis until the funds are expended. Deadlines for these reports are as follows:
1st Quarter: April 13, 2018 or within 10 days of notice to proceed, whichever is later;
2nd Quarter: July 15, 2018;
3rd Quarter: October 12, 2018; and
4th Quarter: Final Billing Voucher due January 11, 2019.
- b. These forms and instructions will be provided to the Consultant with the fully executed contract. All required reports must accompany the invoice statement in order to receive payment.
- c. Expenses must be incurred prior to submission of quarterly reimbursement requests. Proof of expenditures must be attached to the reimbursement request for invoice to be approved.
- d. Estimated quarterly payments are contingent upon meeting or exceeding the above performance measure(s) for the corresponding quarter. This requirement may be waived at the sole discretion of the City with satisfactory explanation of how the performance measure will be met by year-end.