

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Enter into a One-Year Agreement with Sound Generations in an Amount of \$95,708 for 2020 to Provide Programs to Support Health and Social Services at the Shoreline Lake Forest Park Senior Center
<b>DEPARTMENT:</b>	Parks, Recreation and Cultural Services
<b>PRESENTED BY:</b>	Eric Friedli, PRCS Director
<b>ACTION:</b>	<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 provide health and social services at the Shoreline/Lake Forest Park Senior Center. A scope of work for the service contract is attached to this staff report as Attachment A. Services included in the scope of work include social, recreational, nutritional and health programs; counseling and support services; community services; transportation; and outreach. The 2020 scope also includes supporting the City's efforts to implement the Aging Adults Services Strategy developed in 2018, which focuses on supporting Shoreline's aging adult population, and partnering with City staff to assess the financial health and programmatic future of the Senior Center.

**RESOURCE/FINANCIAL IMPACT:**

This contract was included in the 2019-2020 Parks, Recreation and Cultural Services budget for \$95,708 for 2020. City purchasing policies require Council authorization for service contracts exceeding \$50,000.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a 2020 contract between the City of Shoreline and Sound Generations in the amount of \$95,708 for health and social services at the Shoreline/Lake Forest Park Senior Center

**ATTACHMENTS**

Attachment A - 2020 Sound Generations Contract Scope of Work

Approved By:            City Manager **DT**    City Attorney **J-AT**

**EXHIBIT A****AGREEMENT FOR HUMAN SERVICES  
TO BE PROVIDED BY****SOUND GENERATIONS****SCOPE OF SERVICES TO BE PERFORMED  
AND PROGRAM PERFORMANCE MEASURES****2020****Contract #9654**

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 2020.

**2. Program Requirements and Performance Measures.****a. Performance Measures (to be reported quarterly)**

	Total in Year 2020
Number of unduplicated Shoreline residents served	1,600
Health Services Hours	16,831
Social/Recreational Services Hours	17,434

**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 Strategy planning and implementation 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 the Executive Director.
- c. The City's main contact for the day-to-day contract administration will be Recreation Superintendent.
- 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 with supporting information until the funds are expended. The Final Billing Voucher is due no later than January 13, 2021
- b. Deadlines for quarterly reports are as follows:
  - i. 1<sup>st</sup> Quarter: April 15, 2020 or within 10 days of notice to proceed, whichever is later;
  - ii. 2<sup>nd</sup> Quarter: July 17, 2020;
  - iii. 3<sup>rd</sup> Quarter: October 14, 2020; and
  - iv. 4<sup>th</sup> Quarter: January 13, 2021.
- c. 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.
- d. 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.

- e. 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.