

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Enter Into a Two-Year Contract with Sound Generations for 2023 and 2024 in the Amount of \$191,416 to Provide Programs to Support Health and Social Services at the Shoreline-Lake Forest Park Senior Center
DEPARTMENT:	Recreation, Cultural and Community Services
PRESENTED BY:	Bethany Wolbrecht-Dunn, Community Services Manager
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:

As in prior years, the City of Shoreline is proposing to contract with Sound Generations to provide Shoreline residents health and social services programs at the Shoreline-Lake Forest Park Senior Center. This proposed contract would have Sound Generations provide social, recreational, nutritional and health programs; counseling and support services; community services; transportation; and outreach.

Funding for the biennium service contract with Sound Generations is included in the 2023-2024 biennial budget. A scope of work for the service contract is attached to this staff report as Attachment A. The scope addresses meeting community needs while adhering to all State, County and local COVID guidelines as well as recognizes the increased focus on health and wellness programs and services at the Center.

RESOURCE/FINANCIAL IMPACT:

Funding for this agreement was included in the 2023-2024 biennial budget in the Recreation, Cultural and Community Services Department for \$95,708 per year, with a biennium total of \$191,416. City purchasing policies require Council authorization for service contracts exceeding \$100,000.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a 2023-2024 contract between the City of Shoreline and Sound Generations in the amount of \$191,416 to provide health and social services programs at the Shoreline-Lake Forest Park Senior Center.

ATTACHMENTS:

Attachment A – 2023-2024 Sound Generations Contract Scope of Work

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

EXHIBIT A

**AGREEMENT FOR HUMAN SERVICES
Sound Generations
Shoreline/Lake Forest Park Senior Center**

**SCOPE OF 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.

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 years of 2023 and 2024.

2. Program Requirements and Performance Measures.

a. Performance Measures (to be reported quarterly)

	Total in Year
Number of unduplicated Shoreline residents served	630
Number of unduplicated total participants served	1,345
Health Services Hours	11403
Social/Recreational Services Hours	2,884

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 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 Senior Center's Executive Director or their designee.
- c. The City's main contact for the day-to-day contract administration will be the City's Recreation, Cultural, and Community Services 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 and supporting forms on a Quarterly basis until the funds are expended. The City will not advance funds. Deadlines for these reports are as follows:

1st Quarter 2023: April 10, 2023
2nd Quarter 2023: July 10, 2023
3rd Quarter 2023: October 10, 2023
4th Quarter 2023: January 10, 2024

1st Quarter 2024: April 10, 2024
2nd Quarter 2024: July 10, 2024
3rd Quarter 2024: October 10, 2024
4th Quarter 2024: January 10, 2025

- b. The City will provide these forms and instructions to the Consultant. All required reports must accompany the Billing Voucher in order to receive payment.
- c. 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.