

**RESOLUTION NO. 2858**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN INTERAGENCY AGREEMENT WITH PIERCE COUNTY FOR GRANT FUNDS FOR THE SENIOR CENTER RELATED TO THE COVID PANDEMIC.**

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

**WHEREAS**, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state; and

**WHEREAS**, on March 11, 2020, Mayor Neil Johnson, Jr. issued a Proclamation that a local emergency exists due to the COVID-19 outbreak and that emergency operations are in effect as granted under RCW 36.40.180, RCW 38.52.070(2) and Bonney Lake Municipal Code 8.44, 3.74 and 2.70; and

**WHEREAS**, on January 28, 2020, the City Council approved a contract with Pierce County Human Services for Senior Services; and

**WHEREAS**, due to the increased expenditures related to the COVID-19 pandemic, the Senior Center is in need of additional funds to support the efforts of social distancing, provide additional supplies related to the meal program, provide increased employee and customer safety, as well as for unbudgeted issues directly related to the pandemic.

**NOW THEREFORE**, the City Council of the City of Bonney Lake, Washington, does hereby resolve that the Mayor is authorized to sign the amended Agreement between the City of Bonney Lake and Pierce County Human Services for senior services and COVID-19 relief, attached hereto and incorporated herein by this reference.

**PASSED** by the City Council this 25th day of August, 2020.

AUTHENTICATED:

DocuSigned by:  
*Harwood T. Edvalson*  
F46A10AD29804A7...  
Harwood T. Edvalson, City Clerk

DocuSigned by:  
*Neil Johnson, Jr.*  
20583FB9C281400...  
Neil Johnson Jr., Mayor

APPROVED AS TO FORM:

DocuSigned by:  
*Kathleen Haggard*  
3DB6AE277B304C4...  
Kathleen Haggard, City Attorney

City of Bonney Lake, Washington  
**City Council Agenda Bill (AB)**

<b>Department/Staff Contact:</b> Administrative / Sue Hilberg	<b>Meeting/Workshop Date:</b> 25 August 2020	<b>Agenda Bill Number:</b> AB20-93
<b>Agenda Item Type:</b> Resolution	<b>Ordinance/Resolution Number:</b> 2858	<b>Sponsor:</b>

**Agenda Subject:** Authorize the Mayor to sign Interagency Agreement with Pierce County

**Full Title/Motion:** A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Authorizing The Mayor To Sign An Interagency Agreement With Pierce County For Grant Funds Related To The COVID-19 Pandemic.

**Administrative Recommendation:** Approve

**Background Summary:** Due to the COVID-19 pandemic the Senior Center has incurred expenses not previously budgeted for. Pierce County, by way of the CARES Act, has awarded the Senior Center an additional one-time \$60,000 to defray these unbudgeted expenditures. The monies from this grant will be used to pay for meal supplies as the meal program has grown substntially due to COVID-19. In addition the money will be spent on deep cleaning of the center to ensure a safe environment for staff and customers alike. This is an update to an agreement previously authorized by the City Council for \$25,000 per year for staff and programs.

**Attachments:** Resolution, Award Letter, Interagency Agreement

<b>BUDGET INFORMATION</b>				
Budget Amount	Current Balance	Required Expenditure	Budget Balance	Fund Source
0		\$60,000		<input checked="" type="checkbox"/> General <input type="checkbox"/> Utilities <input type="checkbox"/> Other
<b>Budget Explanation:</b> Reimbursable Grant				

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>											
<b>Council Committee Review:</b>	Finance Committee Date: 25 August 2020	<i>Approvals:</i> Chair/Councilmember Justin Evans Councilmember Terry Carter Councilmember Tom Watson	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;">Yes</td> <td style="text-align: left;">No</td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/></td> <td style="text-align: left;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/></td> <td style="text-align: left;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;"><input type="checkbox"/></td> <td style="text-align: left;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Forward to: Council		<b>Consent Agenda:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>Commission/Board Review:</b>											
<b>Hearing Examiner Review:</b>											

<b>COUNCIL ACTION</b>	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 8/25/20	Tabled to Date:

<b>APPROVALS</b>		
<b>Director:</b> <i>HTE</i>	<b>Mayor:</b> <i>NJ</i>	<b>Date Reviewed by City Attorney:</b> NA (if applicable)

# Pierce County

## Department of Human Services

1305 Tacoma Avenue S., Suite 104  
Tacoma, Washington 98402  
(253) 798-4500 • FAX (253) 798-2818

July 21, 2020

City of Bonney Lake  
Attn: Sue Hilberg  
19304 Bonney Lake Blvd.  
Bonney Lake, WA 98391

Dear Sue,

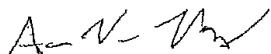
Following discussion of contract requirements that would have applied to the Bonney Lake Area Senior Citizens organization, we understand that the organization's application for Pierce County CARES Act funding has been withdrawn and replaced by an application by the City of Bonney Lake. Pierce County Aging and Disability Resources (ADR) has reviewed your revised application for Pierce County CARES Act funding for senior center support. Your request for **\$60,000** to pay for COVID-specific programs, purchase of PPE, deep cleaning of the center, purchase of supplies needed to facilitate a safe environment for reopening, and purchase of disposable, single-use goods, and the hiring of new staff/wages for additional staff hours to provide transportation that adheres to social distancing guidelines, meal delivery, and to meet the increased demand for meals created by the COVID-19 crisis has been approved.

Expenses incurred since March 1, 2020 may be reimbursed under this grant. Please remember that the last day to use Pierce County CARES Act funds is **December 30, 2020**. Any expenses incurred after that date will not be reimbursed.

You will receive a contract amendment shortly for the CARES Act award. You will also receive a separate billing workbook that you will use to request reimbursement of CARES Act-related expenses. Monthly reports required by the Pierce County Finance Department will be incorporated into your billing workbook.

If you have questions regarding contracts, please contact Brian Guthrie at (253) 798-4378, or by e-mail at [brian.guthrie@piercecounitywa.gov](mailto:brian.guthrie@piercecounitywa.gov).

Sincerely,



Aaron Van Valkenburg  
Pierce County Human Services Division Manager  
Aging and Disability Resources

Title: Senior Center Services  
Contractor: City of Bonney Lake  
Start Date: January 1, 2020  
End Date: December 31, 2021  
Fiscal Year: 20/21  
Contract Amt: \$110,000  
Contract #: SC-107233-01

## **PIERCE COUNTY HUMAN SERVICES**

### **Amendment**

EXCEPT FOR THOSE PROVISIONS INCLUSIVE TO THIS AMENDMENT, ALL THE TERMS AND CONDITIONS OF THE ABOVE REFERENCED CONTRACT REMAIN IN EFFECT. IN ACCORDANCE WITH THE PROVISIONS OF THE CONTRACT, THE PARTIES TO THE CONTRACT AGREE THAT THE SERVICES TO BE PERFORMED ARE AMENDED AS FOLLOWS:

**Exhibit B** is amended adding CARES Act Senior Center Operations.

**Exhibit C** is amended adding CARES Act funding (\$60,000) for CARES Act Senior Center Operations.

### **2. CONSIDERATION**

The maximum consideration for this Agreement shall not exceed **one hundred ten thousand dollars (\$110,000)**.

## **Exhibit B**

### **Scope of Work**

The contract between Pierce County Human Services Aging & Disability Resources (ADR), hereinafter, the County, and the Contractor is for a two (2) year period of performance.

This contract includes funding for the following services:

- Senior Center Services
- CARES Act Senior Center Services

#### **SECTION III: CARES ACT FUNDING SENIOR CENTER OPERATIONS**

Per County Ordinance 2020-60, Pierce County wishes to assist senior centers located in Pierce County with covering basic expenses required to sustain senior centers during COVID-related closures.

Senior centers are vital community-based hubs where older adults (55+) can access a range of activities and services to improve their health, well-being, and independence, and where people of all ages can actively engage in their community. They are an integral part of the aging service network, providing a trusted and welcoming place where older adults can connect to needed services. Oftentimes, senior centers also provide meals, food pantries, assistance with applying for benefit programs, and activities that reduce isolation for seniors. In response to the COVID-19 crisis, however, senior centers have had to close their doors, and many have lost major streams of funding due to the cancellation of fundraising events and the loss of revenue from participant fees

The funding authorized by this appropriation shall be used for basic expenses required to sustain senior centers during COVID-related closures.

#### **SECTION IV: REPORTING REQUIREMENTS**

1. The Contractor will be provided an outcome report form for the CARES Act Funding scope of work. The form is for reporting output measures as part of tracking CARES Act funding and will be submitted monthly with the service billing invoice.
2. A brief report summarizing how your award was used and how it helped to sustain your senior center through the COVID-19 related closures must be submitted to Pierce County Human Services by January 31, 2021.
3. The County has the right to request additional performance measures, output measures, or other information regarding service delivery data for the funding awarded to the Contractor for the purpose of CARES Act reporting.

#### **SECTION V: CARES ACT FUNDING OUTREACH**

The Contractor may access Pierce County's Communication Public Information Specialist for support with developing a communications plan, including advertising and marketing of the CARES Act Funding programs and services provided in this contract.

The Public Information Specialist may provide marketing support to raise awareness of the CARES Act Funding program on social media, in the community and/or on other platforms necessary for program promotion. Promotional copy and materials include but are not limited to:

- Graphic Design (flyers, posters, promotional cards, outreach materials, etc.);
- Communication strategy;
- Branding;
- Social media content and/or advertising;
- Print or other forms of media advertising; and
- Video

## **SECTION ~~III~~VI: MONITORING/ASSESSMENT PROCEDURES**

1. The County will conduct monitoring and performance assessments of all services provided under this Agreement, at reasonable times and with reasonable notice, at least once during the contract period.
2. Monitoring and assessment activities include, but are not limited to, review of service and financial reports, including all books, records, documents, and other data, facilities, activities, and on-site visits by County staff or their designee, state, or federal representatives.
3. Unless the County elects to terminate this Agreement for cause, when findings from monitoring efforts or audits show that there are apparent violations of the terms or conditions of this Agreement, the Contractor and the County shall negotiate a mutually agreeable plan of action to address the identified problem. If the parties are unable to come to agreement, the Contractor may file a complaint, as specified in this Agreement.

## Exhibit C Compensation and Financial Requirements

### SECTION III: CARES ACT MAXIMUM CONSIDERATION

A. During the contract period Pierce County agrees to reimburse the Contractor for costs incurred in providing services and activities as identified in Exhibit B. Maximum consideration shall not exceed **sixty thousand dollars (\$60,000)** for the contract period.

### B. SAID MONIES TO BE REIMBURSED AS FOLLOWS:

#### CARES Act Funding Senior Center Services

CARES Act Funds CFDA# 21.019

FY 2020 (March 1, 2020-December 30, 2020) \$60,000

### SECTION IV: CARES ACT SENIOR CENTER SERVICES METHOD OF PAYMENT

A. Payment under this contract for Pierce County CARES Act Funding Senior Center Services must be based on actual costs as reported on ADR monthly expenditure report forms according to the Contractor's CARES Act Funding Request for Senior Center Support as approved by ADR. Reimbursement requests must include, at minimum:

- Amounts awarded;
- Expenditures for the month;
- Expenditures year-to-date;
- Fund balance; and
- Proof of expenses incurred.

### Ineligible Costs

B. Funds awarded as part of this contract must not be used to support or pay for capital improvements such as building construction, building remodeling, or paving/re-surfacing, or for general operating costs other than what has been described above.

C. The Contractor must maintain detailed records identifying both the source and application of all funds received by fund source (e.g. federal, state, county, fund raising, etc.). Revenues and expenditures must be reconcilable to each other at all account levels.

D. Contractors that are part of a municipality may not utilize this funding to fill shortfalls in government revenue that are a result of the COVID-19 outbreak and may only apply this funding to expenditures that were not budgeted for pre-COVID-19.

E. In the event Pierce County CARES Act Funds are decreased, it may be necessary to revise this contract accordingly. If sufficient funds are not appropriated to Pierce County Human Services, ADR shall not be obligated to make payment for services.

### SECTION V: SCHEDULE OF ALLOCATIONS

<b>TITLE / SUBCATEGORY</b>	<b>1/1/20-12/31/21 Totals</b>	<b>AMENDMENT 1</b>	<b>1/1/20-12/31/21 Totals</b>
<u>Senior Center Services</u>			
2020 Pierce County General Fund	\$ 25,000		\$ 25,000
2020 CARES Act (March 1-Dec 30, 2020)		\$ 60,000	\$ 60,000
2021 Pierce County General Fund	\$ 25,000		\$ 25,000
<b>GRAND TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 60,000</b>	<b>\$ 110,000</b>

**SECTION ~~III~~VI: FINANCIAL REQUIREMENTS**

- A. Subject to the terms and conditions of this Agreement, the Contractor must submit a Contract Payment Request Form on a monthly basis within ~~twenty-one~~seventeen (217) working days following the month in which the Contractor has incurred expenditures for services and costs as outlined in this Agreement. The amount requested must be supported by actual costs incurred and paid for by the contractor/vendor. The County shall issue payment no later than twenty-five (25) working days after the receipt of complete and accurate billing information as determined by the County. The submission of incomplete or inaccurate billing information may delay the reimbursement process and shall not be considered a breach of contract.
- B. Due to County fiscal year and contract close out requirements, the Contractor must submit final Contract Payment Request for the month of December and the final billing for the contract based on a schedule determined by the County. Failure to follow the year end and final invoice instructions may result in a delayed payment or non-payment for the given month. The County will provide timely written notification, via a formal letter or an e-mail, of the submission requirements for these time frames.
- C. The Contractor for each program is identified as a (check the appropriate column, if applicable):

<b>Program</b>	<b>Subrecipient</b>	<b>Contractor</b>
Senior Center Services		X
<u>Senior Center Services CARES Act Funding</u>	<u>X</u>	



**PIERCE COUNTY  
AGREEMENT SIGNATURE PAGE**

Agreement No. SC-107233-01

IN WITNESS WHEREOF, the parties have executed this agreement on the date(s) indicated below:

**CONTRACTOR:**

DocuSigned by:  
Neil Johnson, Jr. 8/25/2020  
Contractor Signature Date

Signer's Name/Title: Neil Johnson Jr. Mayor

Company Name:

City of Bonney Lake

Mailing Address:

PO Box 7380  
Bonney Lake, WA 98391

Contact Name: Harwood Edvalson

Contact Phone (253) 447-4310

UBI No.: 271000893

Federal Tax ID: 91-0753552  
or

Social Security No: \_\_\_\_\_

Federal Filing Status:

Corporation  Partnership  Sole Proprietor

**PIERCE COUNTY:**

*Reviewed By:*

Jessica Leiser Digitally signed by Jessica Leiser  
Date: 2020.07.23  
12:25:39 -07'00'  
Prosecuting Attorney (as to form only) Date

Electronic review/approval in WD on 8/19/20  
Gary Robinson, Finance Date

*Approved By:*

Heather Moss Digitally signed by Heather Moss  
Date: 2020.07.27  
20:36:28 -07'00'  
Heather Moss Date  
Director, Human Services

Bruce F. Dammeier Date  
County Executive Signature  
(\$250,000 or more)