



CITY OF KIRKLAND
Department of Parks & Community Services
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Jennifer Schroder, Director
Michael Cogle, Deputy Director
Leslie R. Miller, Human Services Coordinator

Date: November 24, 2014

Subject: INTERLOCAL AGREEMENT ESTABLISHING THE HUMAN SERVICES POOLED FUND

RECOMMENDATION:

That the City Council approves the attached resolution to enter into an interlocal agreement establishing the human services pooled fund.

BACKGROUND DISCUSSION:

Since 2002 the City of Kirkland has participated in a coordinated joint human services application, funding, contracts and performance reporting efforts with neighboring cities under a memorandum of understanding (MOU).

The joint North/East Cities Human Services Pooled Contracts Program, is made up of a number of cities in North and East King County who make biennial grant awards to nonprofit organizations for the provision of human services in their communities. This program provides for regional cooperative efforts among the cities to streamline each city's staff efforts regarding grants management and to alleviate the administrative burden on community-based organizations. Representatives from the participating cities take part in a Project Management Team. This group makes decisions regarding the pool, including which programs are included in the pool based on specific criteria and performance. Individual City Councils continue to decide which agencies are funded and their award totals. Many cities, including Kirkland, also provide direct grants to agencies on an individual basis. If an organization is not in the pool, it can still receive allocations from multiple cities.

The City of Bellevue administers the Pooled Fund on behalf of the participating cities, so that organizations have a contract with the City of Bellevue only. Bellevue engages in performance reporting, reimbursement, and other contract management tasks with the organizations on behalf of the City of Kirkland and other participating cities. Under this interlocal agreement the City of Bellevue will receive reimbursement from each city participating. At this time, the cities of Issaquah, Kenmore, Mercer Island, Redmond, Sammamish and Shoreline are participating. Cities will be charged per scope of work. Please note that cities with human service budgets under \$300,000 are provided a 20% discount. Expected fees range from \$500 for Mercer Island to over \$5,000 for Bellevue. Kirkland's fee is expected to be about \$4,600. Ten thousand dollars has already been set aside in the 2015-2016 preliminary budget of the Parks & Community Services Department for this purpose. The exact amount to be invoiced will depend upon the final number of program scopes of work administered under the pooled funding. Currently 27

program contracts are administered under the pooled program by Bellevue and 33 program contracts are administered directly by the City's Human Services Coordinator. When the pool was started as a pilot project, stable agencies with strong administration and services were chosen. More recently, smaller agencies that would benefit from the streamlined process became part of the pool. Additional agencies have not been chosen because the City of Bellevue ran out of capacity to expand the program.

The City of Kirkland benefits from cost savings of negotiating individual contracts, tracking insurance requirements and processing quarterly invoices. The City experiences savings not just in the time the Human Services Coordinator would spend on carrying out the contracts, but also staff in the finance department who would process the invoices. The Human Services Coordinator still tracks the services that are provided to city residents and participates in joint monitoring visits. The savings is even more significant for individual agencies who only have to complete one contract.

The Interlocal Agreement would take effect immediately upon its execution and shall remain in effect through December 31, 2018, with automatic extensions annually unless terminated as described in the Agreement. The Interlocal Agreement will replace the existing MOU and will facilitate the continued working relationship between the participating cities.

Attachments

RESOLUTION R-5088

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BELLEVUE, ISSAQUAH, KENMORE, KIRKLAND, MERCER ISLAND, REDMOND, AND SHORELINE ESTABLISHING THE HUMAN SERVICES POOLED FUND.

WHEREAS, the City of Kirkland seeks to make the most efficient use of its human services resources; and

WHEREAS, the City of Kirkland agrees that multi-jurisdictional cooperation in human services planning and funding is a benefit to the City, its non-profit award recipients and its residents; and

WHEREAS, Chapter 39.34 RCW authorizes the parties to enter into interlocal agreements to perform any governmental service, activity or undertaking which each contracting party is authorized by law to perform.

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. The City Manager is authorized and directed to execute on behalf of the City of Kirkland an Interlocal Agreement substantially similar to that attached as Exhibit "A", which is entitled "Interlocal Agreement Establishing the Human Services Pooled Fund."

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2014.

Signed in authentication thereof this ____ day of _____, 2014.

MAYOR

Attest:

City Clerk

INTERLOCAL AGREEMENT

ESTABLISHING THE HUMAN SERVICES POOLED FUND

This agreement is made and entered into by and among the City of Bellevue, the City of Issaquah, the City of Kenmore, the City of Kirkland, the City of Mercer Island, the City of Redmond, the City of Sammamish, and the City of Shoreline, all municipal corporations of the State of Washington (hereinafter referred to individually as "Party" or collectively as "Parties").

RECITALS

WHEREAS, the Parties engage in activities which support human service providers in King and Snohomish Counties; and

WHEREAS, the Parties wish to make the most efficient use of their resources by cooperating to provide funding to support human service providers in King and Snohomish Counties; and

WHEREAS, the Parties have the authority to engage in cooperative efforts which result in more efficient use of government resources; and

WHEREAS, the Parties agree that multi-jurisdictional cooperation in human services planning and funding is a benefit to the Parties, their non-profit award recipients and to the citizens of their communities;

WHEREAS, THIS AGREEMENT IS AUTHORIZED PURSUANT TO THE Interlocal Cooperation Act as codified in RCW Chapter 39.34

NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

I. PURPOSE

This agreement defines the roles and responsibilities of the Parties in jointly funding and contracting for human services programs. Further, this agreement establishes a Human Services Pooled Fund account (hereinafter referred to as "Pooled Fund") to which funds will be deposited for the purpose of contracting with not-for-profit or other public corporations (hereinafter referred to as "Service Provider(s)") that deliver human services programs.

II. DURATION OF THE AGREEMENT

This agreement shall be established and take effect immediately upon its execution by two or more Parties, and shall remain in effect through December 31, 2018, with automatic extensions annually unless terminated as described in Section VI.

III. RESPONSIBILITIES

- A. A Project Management Team, comprising of staff to be designated by the chief executive or their designee from each Party, will monitor the delivery of joint Human Services programs under this agreement. The Project Management Team will:

- i. Determine any addition or removal of human services programs provided by Service Providers contracted from the Pooled Fund;
 - ii. Determine whether to allow additional parties to enter into this agreement;
 - iii. Develop administrative tools and processes necessary to operate the Pooled Fund;
 - iv. Conduct on-site monitoring of Service Providers on behalf of the Parties. A summary of the visit will be written by Project Management Team members and can be accepted by the Parties for each Party's monitoring purposes.
 - v. Plan for future expansion and administration of the Pooled Fund; and
 - vi. Provide input to the Lead Agency regarding acceptance and use of any deposit made to the Pooled Fund from a funding source not party to this agreement.
 - vii. Approve the invoices that will be sent by the Lead Agency for each Party's contribution to the Pooled Fund, which approval must be reached by consensus of the entire Project Management Team, not just a quorum.
 - viii. In carrying out these responsibilities, the Project Management Team will at all times attempt to reach agreement by consensus. If consensus cannot be reached, agreement will be determined by a simple majority vote of those present at the meeting of the Project Management Team. Each Party may cast one vote on behalf of their organization.
 - ix. The Project Management Team will determine meeting frequency through consensus.
 - x. No separate legal entity will be created through this interlocal agreement.
- B. The City of Bellevue shall be the lead agency (hereinafter referred to as "Lead Agency"). The Lead Agency will:
- i. Establish and maintain the Pooled Fund;
 - ii. Invoice Parties for each party's portion of the Pooled Fund. Invoices will be sent with no more frequency than quarterly throughout the year, with an option of biannual or annual invoicing as agreed upon by each Party and the Lead Agency, with payment required within 30 calendar days from date of invoice.
 - iii. Accept and deposit contributions to the Pooled Fund from Parties or other sources;
 - iv. Execute contracts on behalf of one or more Parties with Service Providers payable with funds drawn from the Pooled Fund. The maximum effective period of these contracts is for the two-year (biennial) budget period. The Lead Agency is responsible for routing all substantive revisions to agreements to all Parties for their review and approval. At its discretion, the Lead Agency may amend contracts with Service Providers without approval from the other Parties so long

as the amendments are minor in nature (e.g. Service Provider name changes, slight amendments to service dates, etc.); and

v. Process payments on such contracts.

1. Contracts will include the projected maximum possible award amounts available to be paid from the Lead Agency and Parties to each Service Provider. In cases where a Party will not be in a position to provide a Service Provider with the full projected award amount, a contract amendment is not necessary since any amount paid will be less than the maximum possible award amount. Any and all payments to Service Providers are subject to availability of funds from each Party, and contingent on satisfactory performance on the contract; Lead Agency will ensure appropriate provisions regarding the same are included in the service provider contracts.

vi. As the executed contract is between the Lead Agency and the Service Provider, the Service Provider is expected to adhere to reimbursement procedures required by the Lead Agency (City of Bellevue).

C. Each Party will independently:

- i. Provide the lead agency with a list of each human service programs, including award amounts to be part of the Pooled Fund as soon as it is available, but not later than December 31 before the contract biennium. Parties that do not provide this information by the date required may be excluded from participation in the Pooled Fund, with the Lead Agency authorized to grant extensions of this deadline, the length of such extension being at the sole discretion of the Lead Agency.
- ii. Approve or deny payment made to individual Service Provider contracts based on compliance with contractual obligations. Such approval shall not be unreasonably withheld.
- iii. Review and communicate its acceptance of contract terms negotiated for each Service Provider for which that Party is contributing funds. Approval shall be communicated in writing on or before January 31st of the calendar year for which funding is approved. Parties who do not communicate written acceptance will be deemed to have accepted the terms.
- iv. Provide such staff as is necessary to accomplish all responsibilities included in this agreement. Parties may be excused from such commitment if doing so compromises the day-to-day operation of the Party's organization. Requests to be excused shall be made in writing to the Lead Agency and shall be approved or denied by the Project Management Team within sixty (60) days of receipt.

IV. ADDITION OF A PARTY TO THIS AGREEMENT

- A. At any time after the effective date of this agreement, additional parties, with the approval of the Project Management Team, may adopt and enter into this agreement by forwarding a copy of the agreement as approved and executed by that Party to the Lead Agency no later than sixty (60) days prior to the end of any given calendar year

for participation in the Pooled Fund the subsequent year. The addition of a party or parties to this Agreement shall not affect the terms and conditions for any other Party and no reauthorization is required for the duration of the Agreement.

- B. Parties not subject to this agreement may, subject to the approval of the Project Management Team, contribute funds on a one-time or other limited basis for the purpose of participating in Service Provider contracts drawn from the Pooled Fund. Under these circumstances, the Project Management Team shall provide input to the Lead Agency on the terms of participation; the Lead Agency shall allocate the funds at its discretion, consistent with the purposes of this Agreement.

V. WITHDRAWAL OF A PARTY FROM THIS AGREEMENT

- A. Each Party, with the exception of the Lead Agency, for its convenience and without cause or for any reason whatsoever, may withdraw from participation in this Agreement by providing written notice to the Lead Agency and all other Parties on or before June 30 of Year 1 of the biennium, with the effective date of termination being December 31 of that same calendar year in which notice is given. The withdrawing party shall remain responsible for all contractual commitments made to Service Providers and for payments made or committed to the Pooled Fund up to the effective date of withdrawal, except as otherwise provided in this agreement. Any payments made to the Pooled Fund prior to the effective date of withdrawal for services to be provided by Service Providers after the effective date of withdrawal shall be returned to the Party within sixty (60) days following the effective date of withdrawal. In the event of withdrawal by a Party, this Agreement shall terminate as to that Party but shall continue in effect with respect to the remaining Parties. However, the termination of this agreement with respect to one or more Parties shall not affect any of the Parties' rights or obligations, including any rights or obligations of a withdrawing Party, that are expressly intended to survive termination.
- B. In the event of a withdrawal, the Lead Agency is authorized to enact the termination clauses of all contracts with Services Providers that include funds from the withdrawing Party. Such termination will be specific to the withdrawing party and shall not affect the contractual obligations of the Service Provider in regard to all other Parties.
- C. The Lead Agency, for its convenience and without cause or for any reason whatsoever, may withdraw from participation in this Agreement by providing written notice to all other Parties on or before June 30 of any given calendar year with the effective date of termination being December 31 of the same calendar year in which notice is given. The withdrawing Lead Agency commits to transfer all necessary funds and documentation related to the Pool Fund to a new Lead Agency, as selected by the Project Management Team, prior to the effective date of the withdrawal. Nothing in this agreement prevents the Lead Agency from remaining a Party to this agreement after ceasing to be the Lead Agency.

VI. TERMINATION OF THIS AGREEMENT

- A. All Parties must agree to terminate this agreement in order for such termination to be effective. The effective date of termination will be determined by a unanimous vote of the Project Management Team, but must be no less than ninety (90) days after the date of the Project Management Team meeting during which termination is agreed. Immediately after the vote to terminate the agreement is made, the Lead Agency is authorized to terminate all contracts with Service Providers drawn upon the Pooled Fund as per the conditions of those contracts. After all payments due to Services Providers are made, funds attributable to each Party released from commitment to those terminated contracts shall be returned to each Party by check from the Lead Agency within sixty (60) days after the effective termination date of this agreement.
- B. If a contract with a Service Provider is terminated by the Service Provider as per the conditions of that contract, funds in the Pooled Fund released from commitment to that terminated contract shall be removed from the Pooled Fund with the amount attributable to each Party participating in the terminated contract returned by check from the Lead Agency within sixty (60) days after the effective termination date of the contract. Termination of a Service Provider contract shall not affect any other contract drawn from the Pooled Fund.

VII. ADMINISTRATIVE SERVICE FEES AND INTEREST ACCRUED

- A. The Lead Agency, with approval of the Project Management Team will develop an administrative service fee structure in February (after receiving notice of pooled participation) of the first year of each funding biennium. The fee structure will be based on the number of scopes of work funded by each Party in the Pool and will be in effect for each of the two years of the biennium in question.
- B. The Lead Agency will develop the billing and payment schedule for the Parties.
- C. The Lead Agency shall consider any and all revenue accrued as interest on the Pooled Fund as supplemental to the administrative service fee and shall be entitled to keep and use such revenue at its complete discretion.

VIII. AMENDMENTS

This agreement may be amended, altered, changed or extended in any manner by the mutual written consent of all Parties.

IX. SEVERABILITY

If any of the provisions contained in this agreement are held illegal, invalid or unenforceable, the remaining provisions shall continue in full force and effect.

X. HOLD HARMLESS AND INDEMNIFICATION

To the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify the other Parties, their officers, elected officials, agents and employees, while acting within the scope of their duties as such, from and against any and all claims (including demands, suits, penalties

liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) (“Damages”) arising out of or in any way resulting from such Party’s own negligent acts or omissions related to such Party’s participation and obligations under this Agreement. Each Party agrees that its obligations under this subsection extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provision of Title 51 RCW. The provisions of this subsection shall survive and continue to be applicable to any party exercising the right of termination pursuant to Section IV.

XI. NO PRECLUSION OF ACTIVITIES OR PROJECTS

Nothing herein shall preclude any Party from choosing or agreeing to fund or implement any work activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on the other Parties.

XII. REAL AND PERSONAL PROPERTY

The acquisition of real property is not anticipated under this agreement. Any personal property acquired pursuant to this agreement shall be held by the Lead Agency. In the event this Agreement expires or is terminated, any personal property other than cash shall remain with the Lead Agency.

XIII. ENTIRETY OF AGREEMENT

This agreement supersedes all prior negotiations, representations and agreements between the Parties relating to the subject matter hereof and constitutes the entire agreement between the Parties.

XIV. APPLICABLE LAW

This Agreement shall be governed by the laws of the State of Washington.

XV. COMPLIANCE WITH LAWS

The Parties shall comply with all applicable federal, state, and local laws and rules, including but not limited to grant funding conditions.

XVI. RECORDING

This Agreement shall be recorded with King County or otherwise made available to the public in accordance with state law.

XVII. COUNTERPARTS

This Agreement may be executed by facsimile or electronic mail in any number of current parts and signature pages hereof with the same effect as if all Parties had all signed the same document. All executed current parts shall be construed together, and shall, together with the text of this agreement, constitute one and the same instrument.

XVIII. NO THIRD PARTY BENEFICIARIES

There are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

XIX. COUNTERPARTS

This Agreement may be executed by facsimile or electronic mail in any number of current parts and signature pages hereof with the same effect as if all Parties had all signed the same document. All executed current parts shall be construed together, and shall, together with the text of this agreement, constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned have entered into this Agreement as of this _____ day of _____ 201_.

Signed:

CITY OF BELLEVUE:

CITY OF ISSAQUAH:

Brad Miyake, City Manager

Fred Butler, Mayor

DATED: _____

DATED: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Office of the City Attorney

Office of the City Attorney

CITY OF KENMORE:

Rob Karlinsey, City Manager

DATED: _____

APPROVED AS TO FORM:

Office of the City Attorney

CITY OF KIRKLAND:

Kirk Triplett, City Manager

DATED: _____

APPROVED AS TO FORM:

Office of the City Attorney

CITY OF MERCER ISLAND:

Cynthia Goodwin, Director

DATED: _____

APPROVED AS TO FORM:

Office of the City Attorney

CITY OF REDMOND:

John Marchione, Mayor

DATED: _____

APPROVED AS TO FORM:

Office of the City Attorney

CITY OF SAMMAMISH:

Ben Yazici, City Manager

DATED: _____

APPROVED AS TO FORM:

Office of the City Attorney

CITY OF SHORELINE:

Debbie Tarry, City Manager

DATED: _____

APPROVED AS TO FORM:

Office of the City Attorney