

**INTERLOCAL AGREEMENT
For
SENIOR SERVICES
Between
THE CITIES OF DES MOINES & NORMANDY PARK**

In accordance with the Interlocal Cooperation Act (Chapter 39.34 RCW), the cities of Des Moines (“Des Moines”), and Normandy Park (“Normandy Park”), each of which is a Washington Municipal Corporation, hereby enter into the following AGREEMENT:

RECITALS

WHEREAS:

- A. Des Moines and Normandy Park, through their respective city councils, have declared their intent to create a relationship whereby Normandy Park contracts for senior services from Des Moines.
- B. Normandy Park and Des Moines recognize that the cost savings from shared senior services greatly outweigh the increased facility and administrative expenses in creating and maintaining separate facilities and accounting practices associated with senior services programs.

NOW, THEREFORE, Des Moines agrees to provide and Normandy Park agrees to pay for senior services for the benefit of the residents of Normandy Park who are fifty years of age and older on the following terms and conditions:

I. TERM of AGREEMENT and RENEWAL

- 1.1 **Term.** This Agreement shall be valid for a period of two (2) years, commencing on January 1, 2015 and ending on December 31, 2016.
- 1.2 **Renewal.** This Agreement may be renewed only by written agreement of the Parties.

II. DUTIES OF THE PARTIES

2.1 Duties of Des Moines. Des Moines shall perform the following duties:

- a) Welcome Normandy Park seniors to participate in all senior services programs that are offered by the Des Moines Parks, Recreation & Senior Services Department, including classes, trips, health services, special events, legal services, health screenings, nutrition, meals on wheels, medical lending equipment, dances, scholarships for low income participants, pet food assistance, arts and crafts, living well workshops, quarterly newsletters, counseling, information and referral, transportation, special interest hobby

groups, recreational activities, games and cards, sports, and volunteer recruitment and management;

b) Provide all necessary senior services personnel, equipment and facilities to perform the foregoing described senior services in a timely manner;

c) Collect all fees for programs and services where a cost is involved;

d) Promote senior services to Normandy Park residents through the quarterly newsletter delivered to retirement homes, assisted living centers, Normandy Park City Hall, and businesses in the City of Normandy Park, and the local newspapers; and

e) Provide Normandy Park with all current senior programs and services information for marketing purposes on a quarterly basis.

2.2 Duties of Normandy Park. Normandy Park shall perform the following duties:

a). Provide classroom or meeting space at Normandy Park City Hall as requested by Des Moines Senior Services staff, if space is available on the date(s) requested;

b). Include senior programs and services information in the quarterly Normandy Park "*City Scene*" as space is available;

c). Include senior program and services information on the City of Normandy Park web page;

d). Promote senior programs and services through resources Normandy Park utilizes to communicate with its residents regarding city programs, services, and events;

e). Refer Normandy Park residents to Des Moines Senior Services as needed or requested for information, resources and assistance;

III. COST OF SENIOR SERVICES & PAYMENT

3.1 Cost Basis. Normandy Park shall pay Des Moines for providing senior services based on: (i) the percentage of Normandy Park residents served by the Des Moines Senior Activity Center for the previous year; and (ii) the net budgeted cost for Des Moines senior services programs and services for the current year (i.e. projected costs for programs and services minus projected program revenues). The percentage of Normandy Park residents served will be determined by senior services staff by tracking and comparing the number of Normandy Park participants against all senior services participants. The cost to Normandy Park will be the percentage of Normandy Park

participants' times the net budgeted cost for Des Moines senior services programs and services for the current year.

- 3.2 Cost for 2015.** Senior services staff has determined that the percentage of the senior services participants in 2014 who are Normandy Park residents is 10% and the net budgeted cost for Des Moines senior programs and services for 2015 is \$282,106.00. Therefore, the annual cost to Normandy Park for the first calendar year term of this agreement (2015 calendar year) will be \$28,211.00 ($\$282,106 \times 10\% = \$28,211$).
- 3.3 Cost for 2016.** The annual cost to Normandy Park for the second calendar year term of this agreement will be calculated using the formula described in Section 3.1 and 3.2 of this Agreement, but will not exceed \$30,000.00 without the express approval of Normandy Park. Des Moines will notify Normandy Park of the 2016 annual cost no later than October 1, 2015 so that Normandy Park may consider the cost in its mid-biennial budget review. Normandy Park shall have the option to terminate this agreement effective December 31, 2015 if sufficient funds are not allocated to pay the 2016 contract amount.
- 3.4 Quarterly Reporting and Payment to Des Moines.** For the first year of this Agreement, Des Moines shall provide to Normandy Park a quarterly invoice in the amount of \$7,052.75 ($\$28,211.00 \div 4$) no later than fifteen business days after the end of the calendar quarter. For the following year, Des Moines shall provide a quarterly invoice in an amount to be calculated according to Sections 3.1 and 3.3 of this Agreement. Payment will be due 30 days from the date of invoice and made payable to the City of Des Moines. In addition Des Moines will provide to Normandy Park a report listing Normandy Park attendance for the quarter at the senior activity center.

IV. MISCELLANEOUS PROVISIONS

- 4.1 Effective Date.** This Agreement shall be effective upon ratification by resolution of the respective governing bodies and execution by the Chief Executive Officer of each of the Parties.
- 4.2 Amendment.** This Agreement may be amended only upon consent of the Parties hereto. Any amendment hereto shall be in writing and shall be ratified and executed by the Parties in the same manner in which it was originally adopted.
- 4.3 Waiver.** The waiver by any party of any breach of any term, covenant, or condition of this Agreement shall not be deemed a waiver of any subsequent breach of the same term, covenant, or condition of this Agreement.
- 4.4 Severability.** If any provision of this Agreement shall be held invalid, the remainder of this agreement shall not be affected thereby.

- 4.5 Entire Agreement.** This Agreement represents the entire understanding of the Parties and supersedes any oral representations that are inconsistent with or modify its terms and conditions.
- 4.6 Counterparts.** This Agreement shall be effective whether signed by the Parties on the same document..
- 4.7 Notices.** Except as otherwise provided in this Agreement, any notice required to be provided under the terms of this Agreement, shall be delivered by certified mail, return receipt requested or by personal service.

EXECUTED and APPROVED by the Parties in identical counterparts of this Agreement, each of which shall be deemed an original hereof, on the dates set forth below.

CITY OF DES MOINES

CITY OF NORMANDY PARK

By 
Anthony Piasecki, City Manager
By direction of the City Council
Taken 1/8/15

By 
Glenn Akramoff, City Manager
By direction of the City Council
Taken _____

Attest:

Attest:

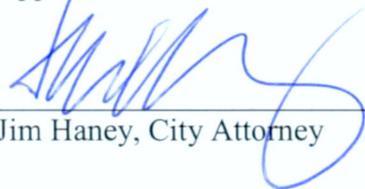

Bonnie Wilkins, City Clerk


Debbie Burke, City Clerk

Approved as to Form:

Approved as to Form:


Pat Bosmans, City Attorney


Jim Haney, City Attorney

City of Des Moines
 Calculation for Normandy Park Senior Services Reimbursement

	Sr Services 2015 Proposed Budget	Sr Program 2015 Proposed Budget	TOTAL
Salaries	\$155,124	\$30,480	\$185,604
Personnel Benefits	61,450	4,818	66,268
Supplies	5,750	1,650	7,400
Other Services & Charges	12,625	27,100	39,725
Interfund Payments	47,684	3,975	51,659
	<u>\$282,633</u>	<u>\$68,023</u>	
Sub-total			\$350,656
Less: Program Fee Revenues (2015 Projected Budget Revenues)			(68,550)
Base Amount for 2015 request			<u><u>\$282,106</u></u>
10% of 2014 NP participation			<u><u>\$28,211</u></u>