

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Leslie Locke, Deputy Clerk of the Board

DATE: January 21, 2014

SUBJECT: AGREEMENT re: 2014 Community Services Grant Funding; In the Amount of \$12,650; Port Townsend Senior Association

STATEMENT OF ISSUE:

This agreement provides grant funding for 2014 to certain non-profit agencies for the provision of various community services to the citizens of Jefferson County. This funding has been budgeted from the general fund.

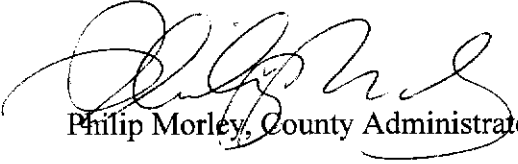
FISCAL IMPACT:

Port Townsend Senior Association: \$12,650

RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:


Philip Morley, County Administrator


Date

AGREEMENT
By and Between
THE PORT TOWNSEND SENIOR ASSOCIATION
And
JEFFERSON COUNTY
2014 Community Services Grant Funding

Purpose: The purpose of this Community Services Grant is to ensure the continued availability and use of the Port Townsend Community Center for the general public and to ensure said facility provides a focal point to address the needs of the senior population in Port Townsend.

Parties: This grant is to assist the PORT TOWNSEND SENIOR ASSOCIATION, hereinafter known as "SENIORS", a private non-profit corporation in the State of Washington, for the purposes provided herein, with funds allocated by Jefferson County, hereinafter know as "COUNTY," a municipal corporation.

SECTION 1: SERVICES TO BE PERFORMED BY SENIORS

- A. The SENIORS agree to perform the following services to benefit the senior population in the Port Townsend area:
1. Provide daily operation of the Community Center including scheduling of events, program planning, activities, and building security.
 2. Provide assistance to the senior population in meeting basic life sustaining and social needs.
 3. Be a conduit and referral center for senior citizens to gain access to local, state, and federal programs.
 4. Organize programs and activities to benefit the senior population.
 5. Schedule use of the Community Center by community groups and organizations.
 - a. Should a for-profit or not-for-profit entity, business, firm or agency (collectively a "lessee") seek from the Seniors exclusive use (based upon delineated and agreed upon hours and days of the week for said exclusive use) of a portion of a County owned community center for more than 80 hours per month in two or more months during any calendar year, and if Seniors propose to grant such use, the lessee shall be required to enter into a written lease with Jefferson County to govern the terms and obligations of said exclusive use, naming Seniors as a third party beneficiary for an appropriate portion of the net lease payment after expenses, consistent with Section 4 of this Agreement. Jefferson County will consult with Seniors in developing the terms of the lease and will comply with all

laws regulating the lease of public property. Should Seniors reject a proposed lessee, then they shall so inform the County in writing explaining why they made such a decision. The County reserves the right to negotiate with the Seniors regarding the suitability of a proposed lessee who has been rejected by the Seniors.

6. Purchase of necessary operating supplies including but not limited to desks, tables, chairs, office supplies. Cleaning and facility operating supplies shall be approved by Jefferson County Facilities Division.
7. Purchase and replace interior light bulbs and fluorescent lamps as part of the operating supplies referred to in Subsection 6 above. Brand and style of lamps are to be approved by Jefferson County Facilities Division. All used fluorescent tubes shall be boxed and returned to Jefferson County Facilities Division for disposal.
8. Provide and manage the daily custodial functions of the main floor of the Port Townsend Community Center, including but not limited to restrooms, floor care, room set up and **minor emergency plumbing such as plugged or overflowing toilets**. To ensure quality of care, guidance shall be received from Jefferson County Facilities Division as outlined in Attachment A.
9. Pay telephone services charges.
10. Work cooperatively with the American Red Cross and Jefferson County Department of Emergency Management in the event of an emergency to provide the use of the county owned facility as a mass care shelter.

B. Reporting/Notification Responsibilities of the Port Townsend Senior Association:

1. Provide to the COUNTY at least quarterly a statistical report of Center use, services, programs and activities, and a report of the costs (including but not limited to utility, and operating and cleaning supplies costs) as well as a report of all revenues from rentals or lease agreements of the Community Center.
2. Notify the COUNTY of changes in the use that may significantly impact water consumption, sewage disposal, electrical consumption and/or normal wear and tear of the Community Center.
3. All SENIORS financial and program records with respect to any matters covered by this Agreement shall be made available to the County at any time during normal business hours to allow the County to verify quarterly reports and to inspect, audit and make copies of any relevant data.

SECTION 2: RESPONSIBILITIES OF JEFFERSON COUNTY

- A. Assure that the Port Townsend Community Center is available for use by the senior population, including financial responsibility for the following:

1. Utilities (electrical power and water);
2. Garbage Pick-up and Disposal;
3. Heating Fuel; and
4. Maintenance and repair of real property (building, parking lot, water, and sewer) including but not limited to plumbing, kitchen equipment, floor repair, and exterior lighting.

B. The COUNTY will provide the SENIORS a Community Services Grant to be used in support of their responsibilities as defined under this Agreement.

The Community Services Grant will be for a total of \$12,650 for 2014. The grant will be broken into Senior Programs and Building Maintenance as outlined below.

1. The Senior Program grant is in the sum of \$9,350 for 2014. Quarterly payments of \$2,337.50 will be made, beginning with the first quarter of 2014.
2. The Building Maintenance grant is in the sum of \$3,300 for 2014. Quarterly payments of \$825.00 will be made, beginning with the first quarter of 2014.

Quarterly payments are predicated on quarterly reports defined in Section 1.

SECTION 3: SENIOR NUTRITION PROGRAM

Activities under this Agreement shall include support of the Senior Nutrition Programs with use of the Kitchen at no additional cost to the SENIORS or organization providing the Senior Nutrition Program, except such organization may be required to pay direct costs for use of the Kitchen, including but not limited to utilities used and a prorated share of maintenance, replacement or depreciation of Kitchen equipment.

SECTION 4: EXCESS RENTAL AND LEASE INCOME

- A. SENIORS will retain all income derived from the rental or lease of the Community Center in order to support the costs of its responsibilities as described in this Agreement, except as provided in Section 1.A.5. and in Section 4.B. and 4.C.
- B. If the income derived from lease after expenses or rental of the Community Center exceeds the Community Services Grant as outlined in Section 2.B., which is an amount of twelve thousand six hundred and fifty dollars and no cents (\$12,650) in calendar year 2014, then the excess revenues will be split with the SENIORS receiving 50% and the COUNTY receiving 50%.
- C. Payment by the SENIORS to the COUNTY of the COUNTY's portion of the excess revenues will be made in the first quarter of the year following the year the excess occurred.

SECTION 5: TERM

This Agreement shall be for a term of one year, commencing on January 1, 2014 and ending December 31, 2014, unless renewed by mutual agreement of the parties, except that any excess rental income to be shared with the COUNTY for the year 2014 shall be calculated and paid to the COUNTY during the first quarter of 2015.

SECTION 6: ASSIGNMENT

Either party to the Agreement shall not assign this Agreement, except by signed amendment..

SECTION 7: MODIFICATION

This Agreement may be modified during the term of the Agreement by mutual agreement of the parties and appended in writing to the Agreement.

SECTION 8: TERMINATION

The Agreement may be terminated, upon thirty (30) days written notice for any material breach of any of the terms of the Agreement by either party. After receipt of notice, and before termination, the party in default may cure the defect, in which case the Agreement shall continue in force for the full term. The COUNTY shall be refunded a pro-rated share of the agreed funding upon termination based upon the balance of time remaining in the term unless otherwise negotiated.

SECTION 9: AGREEMENT TO COMPLY WITH APPLICABLE LAWS

The SENIORS shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of the State of Washington and the venue shall be in Jefferson County, WA.

SECTION 10: HOLD HARMLESS

The SENIORS shall indemnify and hold the COUNTY, and its officers, employees, and agents harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from the SENIORS' negligence or breach of an of its obligations under this Agreement; provided that nothing herein shall require the SENIORS to indemnify the COUNTY against and hold harmless the COUNTY from claims, demands or suits based solely upon the conduct of the COUNTY, its officers, employees, and agents, and; provided further that if the claims or suits are caused by or result from the concurrent negligence of: (a) the SENIORS' agents or employees; and , (b) the COUNTY, its officers, employees and agents, this indemnity provision with respect to claims or suits based upon such negligence, and or the costs to the COUNTY of defending such claims and suits, etc., shall be valid and enforceable only to the extent of the SENIORS' negligence, or the negligence of the SENIORS' agents or employees.

ATTACHMENT A

CUSTODIAL DUTIES
At the Port Townsend Community Center
Required by the 2014 Community Services Grant Contract
With the Port Townsend Senior Association

- Daily:** Clean and sanitize restrooms
Empty trash cans
- Bi-Weekly:** Vacuum all carpets
- Tri-weekly:** Sweep and mop all hard floors
- Annually:** Wash windows
Wipe down all doors and woodwork
Assist county staff with heavy maintenance of all floors.
- Other:** Set-up rooms as directed by building manager.