

**SERVICE CONTRACT BETWEEN THE TOWN OF CASTLE ROCK  
AND THE CASTLE ROCK SENIOR CENTER**

**DATE:** \_\_\_\_\_, 2016.

**PARTIES:** **TOWN OF CASTLE ROCK**, a Colorado municipal corporation, 100 N. Wilcox Street, Castle Rock, Colorado 80104 (“Town”).

**CASTLE ROCK SENIOR CENTER**, a Colorado non-profit corporation, 2323 North Woodlands Boulevard, Castle Rock, Colorado 80104 (“Senior Center”).

**RECITALS:**

A. The Town and Senior Center agree to the terms and conditions by which Town will provide funding for designated functions of the Senior Center; and

B. The Senior Center will utilize the funding provided by Town to operate and provide the services described below:

- (1) Fund operational cost of providing citizens age 50 (“Seniors”) and above with educational, social, health, and recreation programs;
- (2) Provide no/low cost transportation to Seniors for medical appointments, shopping, and other destinations;
- (3) Offer volunteer opportunities to keep Seniors active and involved in the community; and

C. The Senior Center will comply with the Agreement for Shared Facilities.

**TERMS:**

**Section 1. Scope of Services.** Senior Center shall provide the services as defined in Recital B of this Service Contract. The Town’s contractual obligation under this Service Contract shall not exceed \$120,000. Payments shall be made to the Senior Center on a quarterly basis in the amount of \$30,000 on or about March 15, June 15, September 15 and December 15.

**Section 2. Term.** The term of this Service Contract shall be from January 1, 2017 to December 31, 2017.

**Section 3. Assignment.** This Service Contract shall not be assigned by Senior Center without the written consent of the Town.

**Section 4. Notice.** Any notice required or permitted by this Service Contract shall be in writing and shall be deemed to have been sufficiently given for all purposes if sent by certified mail or registered mail, postage and fees prepaid, addressed to the party to whom such

notice is to be given at the address set forth on the first page of this Service Contract, or at such other address as has been previously furnished in writing to the other party or parties. Such notice shall be deemed given when deposited in the United States mail.

**Section 5. Reporting.** The Senior Center shall submit in writing to the Town Manager, reports on its activities and regarding the additional number of passengers that have been served during the reporting period in excess of the estimated number that would have been served without the additional funding provided for transportation no later than July 31, and shall also submit a written annual report for 2017 no later than January 31, 2018. Such reports shall include, but not be limited to, financial reporting and information on Senior Center achievements of 2017 performance objectives as outlined in their proposal attached as *Exhibit I*.

**Section 6. Prohibition Against Employing Illegal Aliens.** Senior Center shall not knowingly employ or contract with an illegal alien to perform work under this contract. Senior Center shall not enter into a contract with a subcontractor that fails to certify to the Senior Center that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract.

Senior Center has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services through participation in either the E-verify program or the Department program, as defined in C.R.S. §§ 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively. Senior Center is prohibited from using the E-verify program or Department program procedures to undertake pre-employment screening of job applicants while this contract is being performed.

If Senior Center obtains actual knowledge that a subcontractor performing work under this Contract for services knowingly employs or contracts with an illegal alien, Senior Center shall:

A. Notify the subcontractor and the Town within three days that the Senior Center has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

B. Terminate the subcontract with the subcontractor if within three days of receiving notice required pursuant to this paragraph the subcontractor does not stop employee or contracting with the illegal alien; except that the Senior Center shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Senior Center shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. §8-17.5-102(5).

If Senior Center violates a provision of this contract required pursuant to C.R.S. §8-17.5-102, Town may terminate the contract for breach of contract. If the contract is so terminated, the Senior Center shall be liable for actual and consequential damages to the Town.

**Section 7. Insurance.** Senior Center agrees to procure and maintain, at its own cost, the following policy or policies of insurance. Senior Center shall not be relieved of any liability, claims, demands or other obligations assumed pursuant to the Contract Documents by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

A. Senior Center shall procure and maintain, and shall cause each subcontractor of the Senior Center in Senior Center's own policy the minimum insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to the Town. All coverage shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workers Compensation insurance to cover obligations imposed by the Workers Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of Work under this contract, and Employer's Liability insurance with minimum limits of FIVE HUNDRED THOUSAND DOLLARS (\$500,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease-policy limit, and FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease-each employee.

2. Comprehensive General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.

3. Comprehensive Automobile Liability Insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Contractor's owned, hired and/or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision.

B. The policies required above, except Workers' Compensation insurance and Employers' Liability insurance shall be endorsed to include the Town, its officers and employees, as an additional insured. Every policy required above shall be primary insurance, and any insurance carried by the Town, its officers, or its employees, shall be excess and not contributory insurance to that provided by Senior Center. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations. The Senior Center shall be solely responsible for any deductible losses under each of the policies required above.

C. Certificates of insurance shall be completed by Senior Center's insurance agent as evidence that policies providing the required coverage, conditions and minimum limits are in full force and effect, and shall be subject to review and approval by the Town. Each certificate shall identify the Project and shall provide that coverage afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to the Town. If the words "endeavor to" appear in the portion of the certificate addressing cancellation, those words shall be stricken from the certificate by the agent(s) completing the certificate. The Town reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

D. Failure on the part of Senior Center to procure or maintain policies providing the required coverage, conditions, and minimum limits shall constitute a material breach of contract upon which the discretion may procure or renew any such policy or any extended connection therewith, and all monies so paid by the Town shall be repaid by Senior Center to the Town upon demand, or the Town may offset the cost of the premiums against any monies due to Senior Center from the Town.

E. The parties understand and agree that the Town is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$350,000 per person, \$990,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S., as from time to time amended, or otherwise available to Town, its officers, or its employees.

**Section 8. Additional Documents.** The parties agree to execute any additional documents or take any additional action that is necessary to carry out this Service Contract.

**Section 9. Entire Service Contract.** This Service Contract represents the entire Service Contract between the parties and there are no oral or collateral agreements or understandings. This Service Contract may be amended only by an instrument in writing signed by the parties. If any other provision of this Service Contract is held invalid or unenforceable, no other provision shall be affected by such holding, and all of the remaining provisions of this Service Contract shall continue in full force and effect.

**Section 10. Waiver.** A waiver by any party to this Service Contract of the breach of any term or provision of this Service Contract shall not operate or be construed as a waiver of any subsequent breach by either party.

**Section 11. Governing Law.** This Service Contract shall be governed by the laws of the State of Colorado.

**Section 12. Indemnification.** Senior Center expressly agrees to indemnify, to the limits of Contractor's insurance, and hold harmless Town or any of its officers or employees from any and all claims, damages, liability, or court awards including attorney's fees that are or may be awarded as a result of any loss, injury or damage sustained or claimed to have been sustained by anyone, including, but not limited to, any person, firm, partnership, or corporation, to the extent caused by the negligent acts, errors or omissions of Senior Center or any of their employees or agents in performing work pursuant to this Service Contract. In the

event that any such suit or action is brought against Town, Town will give notice within ten (10) days thereof to Senior Center.

**Section 13. Worker's Compensation.** Senior Center shall at its own expense keep in full force and effect during the term of this Service Contract Statutory Worker's Compensation Insurance.

**Section 14. Independent Contractor.** Senior Center and Town hereby represent that Senior Center is an independent contractor for all purposes hereunder. As such, Senior Center is not covered by any worker's compensation insurance or any other insurance maintained by Town except as would apply to members of the general public. Senior Center shall not create any indebtedness on behalf of the Town.

**Section 15. No Third Party Beneficiaries.** It is expressly understood and agreed that enforcement of the terms and conditions of this Service Contract, and all rights of action relating to such enforcement, shall be strictly reserved to Town and Senior Center, and nothing contained in this Service Contract shall give or allow any such claim or right of action by any other third party on such Service Contract. It is the express intention of the parties that any person other than Town or Senior Center receiving services or benefits under this Service Contract shall be deemed to be an incidental beneficiary only.

**Section 16. Default and Remedies.** In the event either party should default in performance of its obligations under this Service Contract, and such default shall remain uncured for more than 10 days after notice of default is given to the defaulting party, the non-defaulting party shall be entitled to pursue any and all legal remedies and recover its reasonable attorney's fees and costs in such legal action.

**ATTEST:**

**TOWN OF CASTLE ROCK**

\_\_\_\_\_  
Sally A. Misare, Town Clerk

\_\_\_\_\_  
Paul Donahue, Mayor

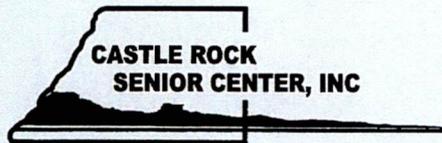
**Approved as to form:**

\_\_\_\_\_  
Robert J. Slentz, Town Attorney

**CASTLE ROCK SENIOR CENTER:**

By: \_\_\_\_\_

Its: \_\_\_\_\_



2323 Woodlands Blvd., Castle Rock, CO 80104  
Office: (303) 688-9498 Fax: (303) 814-1035

September 14, 2015

David Corliss, Town Manager  
Trish Muller, Director of Finance  
Town of Castle Rock  
100 N. Wilcox Street  
Castle Rock, CO 80104

Re: 2016 Application for Service Organization Funding  
Castle Rock Senior Center, Inc.

Dear Mr. Corliss and Ms. Muller,

Please find enclosed our application for 2016 funding to support a portion of the services the Senior Center provides to the residents of the Castle Rock community.

The Center fills a vital role in the communities we serve. As you know, our organization began 44 years ago as a private, membership-only social club serving a few seniors in Castle Rock. Today we have evolved into a community service organization that directly serves over 900 members this year and over 300 registered riders in the transportation program alone. The Center strives to meet the needs of those that are 50 years and older and/or adult disabled in Castle Rock, Castle Pines, Larkspur, Franktown, Sedalia, Louviers and other Douglas County areas.

We provide Castle Rock residents with educational, social, health and recreational programs, as well as a wonderful environment to meet people and explore a variety of options to stay active and involved. We provide a transportation program for seniors and adult disabled residents that address their medical appointments, grocery trips, and nutritional needs. In addition, we are a Volunteers of America nutritional meal service site, and are the coordinating site for the Douglas County Meals on Wheels Program. This is very important, as the number of homebound residents needing this service continues to grow. As you are aware, we provide transportation to the Center for an abundance of activities, and to a variety of other destinations.

We know from current surveys that transportation, health and wellness programs, socialization and volunteering opportunities are very important to our older adults. We provide a registered nurse who coordinates a Health and Wellness program that offers a multitude of benefits ranging from educational luncheons to exercise classes, to preventative health care and maintenance. These programs are educational in nature and offer activities, fitness, nutrition options, massage therapy, reflexology, art therapy, and educational topics that engage this age demographic. In addition we offer sports programs, sports and fitness activities which include golf, pickleball, tennis, hiking, and softball leagues. In 2014, over 450 volunteers served the Center by organizing fundraising events, working on many of our activities and programs, acting as lunchroom servers or meals on wheels delivery drivers and helping with community events hosted by other organizations. This equated to over 30,000 volunteer hours. The Center could not operate without the generous hours of volunteer service we receive from our senior residents.

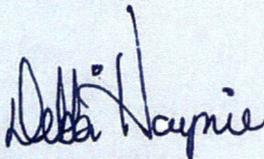
The Castle Rock Senior Center is an example of people helping people and is valued in the communities it serves. This year the Center offered a Senior Life Expo to the community that addressed resources and provided information about ways to love life in the second half. Attendance at this expo far exceeded our expectations as it outgrew the venue. We know that this information is of a critical nature to the seniors of the community and we plan to continue to be a leader for providing information and services for the senior population. Again this year, the Center provided artist transportation at the 2015 ArtFest and also then jumped in to provide festival-goers with shuttle services between parking areas and the festival. We provided this service to the Chamber of Commerce at no cost for the fuel or use of the vehicles and it was provided by volunteers of the Center. This is just one area that our volunteers give, by helping with community events hosted by other organizations including the Town of Castle Rock, the Merchant's Association, local service organizations, (Kiwanis, Rotary, and Civitan) and the Chamber of Commerce.

As we look to 2016, we face decreases in funding and continued growth of the senior population. We recently had our DRCOG (Denver Regional Council of Governments) and CDBG (Community Development Block Grant) funding reduced or discontinued. We understand that DRCOG wants to make sure their funding reaches all the corners of the County for riders; however, we will continue to provide the majority of the rides for the County in our limited transportation area (primarily the town of Castle of Rock). Serving the seniors and the greater Castle Rock area is very important to our mission. The Town's discontinuation of CDBG funding will also affect us as these monies help fund our Transportation Coordinator's Salary. The Center is asking for an increase in our Transportation funding this year to help us continue to meet the continued growth of the senior population. We continue to position ourselves to better meet the needs of the aging population of Castle Rock with exceptional services to its seniors.

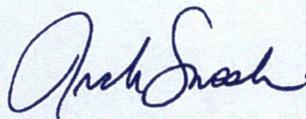
The administrator of the town contract will be Debbi Haynie, Executive Director for the Senior Center. Contact information is 720-733-4488, a direct line; email is [dhaynie@crgov.com](mailto:dhaynie@crgov.com)

We value our partnership with the Town and the support we receive through our service contract and transportation funding. We look forward to another year of providing the level of service that the Senior Center is known for and for being a key partner in the community.

Sincerely,



Debbi Haynie  
Executive Director



Rich Smoski  
Board President

**2016 SERVICE ORGANIZATION  
FUNDING APPLICATION**

**ORGANIZATION REQUESTING FUNDING:**

**Castle Rock Senior Center**

- I. **2016 FUNDING REQUEST : \$78,000 Service and \$50,000 Transportation**(This is an increase of \$18,000 from past years)

**Breakdown of funds :**

<u>Transportation</u> – provide transportation for senior citizens	\$50,000
<u>Operational</u> - provide senior citizens with educational, social, health, recreational and volunteer opportunities, programs and services	\$70,000

TOTAL FUNDING REQUEST \$120,000

II. **2016 PROJECTED ORGANIZATION BUDGET**

(Please use this form for this information and not another format.)

2016 projected organizational budget  
(Including funding from the Town)

\$428,200

Projected sources of revenue

Town of Castle Rock	\$120,000
Activity Income/Misc.	\$45,000
Shuttle Donations	\$15,000
Grants/DC Title III	\$140,000
Membership Fees	\$28,000
Fundraising	\$59,000
Restricted Funds/ VOA	\$20,000
Misc.	\$1,200

TOTAL PROJECTED REVENUE \$428,200

Projected expenditures  
(By major budget category)

Activity Expenses/Fundraising Expenses	\$37,000
Payroll/Taxes/Misc.	\$218,000
Vehicles- Fuel/Maintenance	\$25,000
Depreciation	\$46,000
Office- Supplies/Other	\$44,700
Restricted Fund Expenses	\$27,500
Insurances	\$30,000

TOTAL PROJECTED EXPENDITURES \$428,200

### **III. 2016 PROPOSED PERFORMANCE OBJECTIVES**

#### **Programs and Activities**

- 1.) Continue to serve over 3000 (duplicated) senior participants each month with social, cultural, and educational opportunities.
- 2.) Provide over 125 or more activities and/or events per month that are recognized as essential components to healthy and successful aging.
- 3.) Continue to expand awareness of and attention of our volunteer programs at the Center.

#### **Transportation**

- 1.) Continue to provide over 600 rides to seniors and those adults with disabilities to medical appointments, social events, and basic living needs.

#### **Health & Wellness**

- 1.) Continue to provide VOA low cost meals 3 times a week, and continue to coordinate Meals on Wheels weekly home deliveries to qualified clients.
- 2.) Continue to expand the wellness programming to serve the needs of the seniors.

#### **Center Objectives**

- 1.) Continue to expand our membership base as the population of seniors continues to grow in Douglas County.
- 2.) Select and execute a new database system to better track activities, membership, donors, and much more all in one place.

## Castle Rock Senior Center 2015 Board of Directors

### Executive Officers

<b>President</b>	Rich Smoski
<b>Vice President</b>	Doris Rollins
<b>Vice President</b>	Phyllis Tumey
<b>Secretary</b>	Vivien Semryck
<b>Treasurer</b>	Chuck Pauley

### Standing Committee Chairs

<b>Activities</b>	Joan Goldberg
<b>Community Liaison</b>	Al Wonstolen
<b>Facilities</b>	Mark Schoeberl
<b>Membership</b>	Jim Decker
<b>Publicity</b>	Brad Smith
<b>Transportation</b>	Bill Kelly

### Staff

<b>Executive Director</b>	Debbi Haynie
<b>Assistant Director</b>	Deb Santy
<b>Transportation Manager</b>	Valerie Dille
<b>Volunteer Coordinator/ Admin Assistant</b>	Steph Shroeder