

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

**DATE:** \_\_\_\_\_, 2017.

**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, 2018 to December 31, 2018.

**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 shall also submit a written annual report for 2018 no later than January 31, 2019. Such reports shall include, but not be limited to, financial reporting and information on Senior Center achievements of 2018 performance objectives as outlined in their proposal attached as *Exhibit 1*.

**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**

\_\_\_\_\_  
Lisa Anderson, Acting Town Clerk

\_\_\_\_\_  
Jennifer Green, Mayor

**Approved as to form:**

**Approved as to content:**

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

\_\_\_\_\_  
Kristin Zagurski, Assistant to the Town Manager

**CASTLE ROCK SENIOR CENTER:**

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

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

*Loving Life in the Second Half***CASTLE ROCK  
SENIOR ACTIVITY CENTER**

June 9, 2017

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

Re: 2018 Application for Service Organization Funding  
Castle Rock Senior Center, Inc.

Dear Mr. Corliss, Ms. Muller and Town Council,

Please find enclosed our application for 2018 funding to support a portion of the services the Senior Center provides to the residents of the Castle Rock community.

There has been talk about the "Silver Tsunami" coming, and we can attest that it is here! This year we have seen record numbers of seniors coming in to join, or get information on senior activities, services and resources.

Seniors are multi-generational now (GI Generation, Silent/Mature Generation, Baby Boomers and even some Gen X) and are looking for diverse activities and different types of services. Not only are people living longer, but many retire later while others take early retirement. Some call 70 the new 50 because no longer are seniors content sitting around. They are active, learning, and contributing to their communities while connecting with others and their families, many making cross-country moves to be closer to their grandchildren.

The Center fills a vital role in the communities we serve. Our organization began 46 years ago as a private, membership-only social club, serving a few seniors in Castle Rock. Today we have evolved into a community-wide organization that directly serves over 1000 members this year and over 350 registered riders in the transportation program alone. The Center strives to meet the needs of those who are 50 years and older, along with disabled adults, living in Castle Rock and surrounding areas.

So far in 2017, we have been providing over 140 activities each month for seniors to enjoy. These range from educational, to social, to health and recreational programs, as well creating 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 disabled residents that meet their medical appointments, grocery trips, and nutritional needs. In addition, we are a Volunteers of America nutritional meal service site and a 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 abundant numbers of activities, and to a variety of other destinations.

Looking at current trends, we believe the requests for services - from transportation to activities to health and wellness programs - will continue to rise. We also know that socialization and volunteering



opportunities are also very important to our older adults. We provide a registered nurse who coordinates a Health and Wellness Program, offering 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 to engage this vast age demographic. In addition, we offer sports programs and fitness activities which include golf, bowling, pickleball, tennis, hiking, and softball leagues. In 2016 alone, over 450 volunteers served the Center by organizing fundraising events, working on many of our activities and programs, acted as lunchroom servers, or meals on wheels delivery drivers, and helping with community events hosted by other organizations. This equated to over 32,000 volunteer hours. The Center could not operate at the level it does without the generous hours of volunteer service we receive from our senior residents.

The Castle Rock Senior Center continues to strive to be a leader in helping seniors along with their families and values the communities it serves. The Center facilitated our 3rd Annual Senior Life Expo at the Douglas County Events Center that addressed seniors' needs for resources and provided information about ways to love life in the second half. Attendance at this expo far exceeded our expectations with over 550 people attending and 70 community partners representing senior interests. We were told by many attendees and businesses that they were able to help many seniors that day. We know that it is critical for seniors to be aware of the services available to them, and we plan to continue to be a leader for providing communication and information to the senior population. Again this year the Center will provide artist transportation at the 2017 ArtFest festival; this is our service to the Chamber of Commerce at no cost for the fuel or use of the vehicles, utilizing our volunteer drivers. 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 forward into 2018, we continue to see the senior population growing, everyone wanting more ways to stay active and in need of more transportation services. As our funding this past year remained level from funders, we 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, and we will provide this service even when funding is low, if it is at all possible. As our membership continues to grow, we are looking to add new activities and experiences for seniors. The support that we receive from the Town, with in-kind services and funding, is vital for us to continue to provide the above mention activities, programs and services.

This year we redefined our "Mission, Vision and Values" statements to better reflect our purpose of meeting the needs of the growing senior population.

**Vision** – Be *the place* where all seniors are welcomed and find *their place* to enjoy camaraderie along with diverse activities

**Mission** – To make life more fulfilling and create community for seniors as they come here to engage in a wide variety of programming and services designed for "Loving Life in the Second Half"

**Values** – "Loving Life"

**L**aughter

**O**pportunities

**V**olunteerism

**I**nclusive

**N**eighborly

**G**ather

**L**earning

**I**ndependence

**F**riendships

**E**xcursions

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 services that the Senior Center is known for and for being a key partner in the community.

Sincerely,

A handwritten signature in blue ink that reads "Debbi Haynie". The signature is written in a cursive style with a large, stylized 'D'.

Debbi Haynie  
Executive Director

A handwritten signature in blue ink that reads "Doris Rollins". The signature is written in a cursive style with a large, stylized 'D'.

Doris Rollins  
Board President



**2018 SERVICE ORGANIZATION  
FUNDING APPLICATION**

**ORGANIZATION REQUESTING FUNDING:**

**Castle Rock Senior Activity Center**

**I. 2018 FUNDING REQUEST** (Please use this form for this information and not another format.)

**Breakdown of funds** (For what specifically would monies from the Town be used?)

Transportation – provide transportation for senior citizens \$50,000

Operational – provide senior citizens with educational, social, health, \$70,000

Recreational and volunteer opportunities, programs and services

TOTAL FUNDING REQUEST **\$120,000**

**II. 2018 PROJECTED ORGANIZATION BUDGET**

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

**2018 projected organizational budget**

(Including funding from the Town) **\$510,000**

**Projected sources of revenue**

Town of Castle Rock \$120,000

Activity Income/Misc. \$70,000

Shuttle Donations \$15,000

Grants \$140,000

Membership Fees \$30,000

Fundraising \$95,000

Misc. \$40,000

TOTAL PROJECTED REVENUE **\$510,000**

**Projected expenditures**

(By major budget category)

Activity Expenses \$65,000

Payroll/Taxes/Misc. \$218,000

Vehicles – Fuel/Maintenance \$28,000

Depreciation \$48,000

Office – Operations and Administration \$50,000

Fundraising Expenses \$25,000

Insurance \$32,000

Other \$40,000

TOTAL PROJECTED EXPENDITURES **\$510,000**

### **III. 2018 PROPOSED PERFORMANCE OBJECTIVES**

#### **Programs and Activities**

- 1.) Provide over 130+ activities and/or events per month that are recognized as essential components to healthy and successful aging.
- 2.) Continue to serve over 2500 (duplicated) senior participants each month with social, cultural, and educational opportunities.
- 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 use and roll out new portions of the database software system implemented in 2016.
  - 2.) Be a leader in the community outreach for Senior Resources – April 19<sup>th</sup>, 2018 4th Annual Senior Life Expo – Douglas County Events Center.
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**IV. SUPPLEMENTAL INFORMATION**

**Castle Rock Senior Activity Center  
2017 Board of Directors & Staff**

**Executive Officers**

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

**Standing Committee Chairs**

<b>Activities</b>	Sherry Fogleman
<b>Community Liaison</b>	Al Wonstolen
<b>Facilities</b>	Mark Schoeberl
<b>Membership</b>	Kathy Stumpf
<b>Sports</b>	Dave Meyer
<b>Transportation</b>	Jon Hendrick

**Staff**

<b>Executive Director</b>	Debbi Haynie
<b>Assistant Director</b>	Deb Santy
<b>Transportation Coordinator</b>	Tina Whitby
<b>Volunteer Coordinator/ Admin Assistant</b>	Juli Asbridge
<b>Front Desk Coordinator/Admin Assistant</b>	Mary Jo Fry
<b>Kitchen Coordinator (Part time)</b>	Susan Santamaria – Fenton