



REPORT TO THE CITY COUNCIL

DATE: DECEMBER 11, 2013
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: GREG RAMIREZ, CITY MANAGER 
BY: ZACH MILLER, RECREATION MANAGER 
SUBJECT: APPROVAL OF AGREEMENT WITH SENIOR CONCERNS TO PROVIDE SENIOR POPULATION SERVICES

The Agoura Hills Senior Recreation Program is currently home to approximately five hundred seniors who come from all over the region to participate in our recreation programs. Participating in recreation programs is still a priority to many of them, but what they are now in need of is increased social services.

The City of Agoura Hills offers a limited amount of social services for seniors. These services include: Tax Preparation, Arthritis Care, Health and Wellness Lectures, and Brain Fitness, to name a few. There is a disparaging growth pattern working against seniors who are in search of these services. In fact, it's a phenomenon that appears to be happening throughout the region and is beginning to create a gap in services offered.

Serving the community since 1975, Senior Concerns is a private, non-profit organization, dedicated to serving the senior community by providing quality programs, appropriate resources, and educational outreach. Their programs aim to keep families together and seniors active, and in their homes for as long as possible, by offering affordable options which support persons in later life. Senior Concerns serves Ventura and western Los Angeles counties, special-need seniors, families, health professionals, caregivers, and the community at large.

With the new recreation center being built, there is an opportunity for the City of Agoura Hills and Senior Concerns to work, cooperatively, on providing much needed social services for seniors living in the region. To do this effectively, the City would contract with Senior Concerns to conduct a Needs Assessment of current Senior Services in Agoura Hills, intended to inform the City about demographics, characteristics, needs, and solutions for seniors in Agoura Hills and the surrounding areas. In addition to the Needs Assessment, included with this agreement would be limited Case Management Services, Quarterly Memory Screenings/Brain Health, and Lecture/Educational resources for our current senior members.

The long-term goal of this contract would be to develop the framework and specific needs the senior population in Agoura Hills requires to thrive long-term in the community. As we move into our new Recreation Center, we could offer programs that specifically meet the needs of the senior population that are identified by this project. This project would be entirely funded out of the existing Community Services budget.

The proposed agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff respectfully recommends the City Manager approve the Agreement with Senior Concerns for Senior Population Services.

Attachment: Agreement

AGREEMENT ROUTING SLIP FOR

Senior Concerns

Contractor Name (Up to \$25K without Prevailing Wage)

Attached, please find (check one of the following boxes):

- Standard Template with no changes
Complete Section 2 only
- Standard Template with changes
Complete Sections 1 and 2
- Outside Agency Agreement
Complete Sections 1 and 2
- Special Agreement
Complete Sections 1 and 2

Section 1 – Changes to template or insurance: Receive Department Head approval to amend. Check with Risk Manager for insurance and/or template amendments. Risk Manager will authorize emailing City Attorney for template review and approval. Attach City Attorney email response (approval) to this slip.

- _____ (Dept. Head Initials/Date)
Authorization to Amend Agreement
- _____ (Risk Manager Initials/Date)
Insurance Amended (See Notes Below)
- _____ (Risk Manager Initials/Date)
Template Amended (See Notes Below)
- _____ (Risk Manager Initials/Date)
Approval to Forward to City Attorney
- _____ Staff Initials(From No. 1 Below)
City Attorney Email Approval Attached
- _____ Staff Initials/Date
Other (See Notes Below)

Section 2 – Signed agreement received from Consultant. Sign/date and attach this routing slip to the proposed agreement and route to staff in the order listed below (i.e., 2-4). Submit the signed agreement, including the appropriate insurance and endorsement, with this completed routing slip, to the Risk Manager (insurance review/approval) who will forward to the City Clerk for final review/distribution. Agreements without the appropriate insurance attached will be returned to the department. A copy of the final agreement will be provided to the Consultant and the staff person (in Item No. 1 below)

1. ZACH MUEER 11/12/13
Prepared by (Staff Name/Date)
2. JA for AB
Department Head - Date
(Authorization to forward to Risk Mgr/Clerk)
3. [Signature] 11/26/13
Risk Manager – Date
(Insurance Review/Approval)
4. _____
City Clerk – Date
(Template Review/Final Distribution)

- FOR CITY CLERK USE ONLY -

Year: _____ Month/Day: _____
Agreement/Insurance Received: _____
To City Attorney for Signatures: _____
To City Manager/Mayor for Signatures: _____
City Attorney Email/Scope Attached: _____
Distributed to Consultant/Staff: _____
Laserfiche/Log/Index/File: By: _____
Insurance Logged: By: _____

Notes:

AGREEMENT FOR CONTRACTOR SERVICES
WITH THE CITY OF AGOURA HILLS

NAME OF CONTRACTOR: Senior Concerns
RESPONSIBLE PRINCIPAL OF CONTRACTOR: Attn: Andrea Gallegher
CONTRACTOR'S ADDRESS: 401 Hodencamp Rd., Thousand Oaks, CA 91361
CITY'S ADDRESS: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301
Attn: City Manager
PREPARED BY: Zach Miller
COMMENCEMENT DATE: 12/1/2013
TERMINATION DATE: 6/30/2014
CONSIDERATION: Contract Price
Not to Exceed: \$ 5000/yr

ADDITIONAL SERVICES (*Describe Services, Amount, and Approval*):

Date: _____ Amount: \$ _____ Authorized By: _____
(Not to Exceed 10% of Contract Price) City Manager

RECEIVED
NOV 14 2013
BY: _____

AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF AGOURA HILLS AND SENIOR CONCERNS

THIS AGREEMENT is made and effective as of December 1st, 2013 , between the City of Agoura Hills, a municipal corporation ("City") and Senior Concerns ("Contractor"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM

This Agreement shall commence on December 1st, 2013, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2014, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES

Contractor shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Contractor shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. PERFORMANCE

In meeting its obligations under this Agreement, Contractor shall at all times faithfully and competently perform all tasks described herein in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions.

4. PAYMENT

A. The City agrees to pay Contractor monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B other than the payment rates and schedule of payment are null and void. This amount shall not exceed Five Thousand Dollars and Zero Cents (\$5000) ("Contract Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Contractor shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Contractor at the time City's written authorization is given to Contractor for the performance of said services.

C. Contractor shall submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Contractor's fees, it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. For all reimbursements authorized by this Agreement, Contractor shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Director of Finance.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement, such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section entitled "**PAYMENT**" herein.

6. DEFAULT OF CONTRACTOR

A. The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

B. If the City Manager or his delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement."

7. OWNERSHIP OF DOCUMENTS

A. Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files containing data generated for the work, Contractor shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

8. INDEMNIFICATION

Contractor shall defend, indemnify, and hold the City, its officials, officers, employees, agents and independent contractors serving in the role of City officials, and volunteers (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries, in law or equity, to property or persons, including wrongful death (collectively "Claims"), in any manner arising out of or incident to any acts or omissions of Contractor, its officials, officers, employees, agents or sub-contractors in connection with the performance of this Agreement, including without limitation the payment of all consequential damages, attorneys' fees, and other related costs and expenses, except for such Claims arising out of the sole negligence or willful misconduct of the Indemnitees. With respect to any and all such Claims, Contractor shall defend Indemnitees at Contractor's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Contractor shall reimburse Indemnitees for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Contractor or Indemnitees. All duties of Contractor under this Section shall survive termination of this Agreement.

9. INSURANCE REQUIREMENTS

Prior to commencement of work, Contractor shall procure, provide, and maintain, at Contractor's own expense, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88, or equivalent.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92, or equivalent, covering Automobile Liability, code 1 (any auto). If the Contractor owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Contractor has no employees while performing under this Agreement, worker's compensation insurance is not required, but Contractor shall execute a declaration that it has no employees.

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage for all activities of the Contractor arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rental vehicles.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and volunteers are to be covered and named as additional insureds in respect to: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the City. Contractor agrees to oblige its insurance agent or broker and insurers to provide City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

F. Verification of Coverage. **Consultant shall furnish the City with original endorsements, specifically naming the City of Agoura Hills, its officers, officials, employees and volunteers as additional insured, effecting coverage required by this clause.** The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms acceptable to the City. Insurance certificates and endorsements must be received and approved by City's Risk Manager prior to commencement of performance. Current insurance certificates and endorsements shall be kept on file with the City at all times during the term of this agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. Mailing Instructions. Insurance documents shall be mailed with the signed Agreement to the attention of the staff person indicated on the cover sheet of this Agreement, to the City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Executed Agreement(s) cannot be released nor may any work commence on a project until the signed Agreement and appropriate insurance documents are on file with the City Clerk.

10. INDEPENDENT CONTRACTOR

A. Contractor is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, agents, or volunteers shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES

The Contractor shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

12. RELEASE OF INFORMATION

A. All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents or sub-contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

B. Contractor shall promptly notify City should Contractor, its officers, employees, agents or sub-contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

13. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, California 91301 Attention: City Manager
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To Contractor:	Senior Concerns 401 Hodencamp Rd. Thousand Oaks, CA 91361
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14. ASSIGNMENT

The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

15. LICENSES

At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. GOVERNING LAW

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. PROHIBITED INTEREST

No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Contractor, or Contractor's sub-contractors for this project, during his/her tenure or for one year thereafter. The Contractor hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor or Contractor's sub-contractors on this project. Contractor further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

18. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he or she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Greg Ramirez,
City Manager

ATTEST:

Kimberly M. Rodrigues, MMC
City Clerk

APPROVED AS TO FORM:

Candice K. Lee,
City Attorney

CONTRACTOR

Senior Concerns
401 Hodencamp Rd
Thousand Oaks, CA 91361
Andrea Gallagher

By: Andrea Gallagher

Name: Andrea Gallagher

Title: President

By: David Carter

Name: DAVID CARTER

Title: Chairman

[Signatures of Two Corporate Officers Required]

EXHIBIT A

TASKS TO BE PERFORMED

The specific elements (scope of work) of this service include:

1. Needs Assessment of Senior Services in Agoura Hills

Purpose: This project is intended to inform City leadership about the demographics, characteristics, needs and solutions for seniors in Agoura Hills (and in cases where data is available, compared to Westlake Village and Thousand Oaks). The study will also look at needs and services available for family caregivers supporting seniors with physical or cognitive impairments (and in cases where the data is available, compared with Westlake Village and Thousand Oaks).

Timing: This study/analysis will be conducted from December 2013 – February 2014. Results will be delivered no later than June 30, 2014.

Included in the Needs Assessment/Scope of work: (focusing on community services and recreation)

- A. **Senior demographics** – Using 2010 census information understand Agoura Hills' senior population as it pertains to – age group, ethnicity, race, educational background, geographic location they are residing in within the City, renters or homeowners, homelessness, grandparents raising grandchildren, those with disabilities, veteran population, availability of internet access. We can get actual census numbers as well as map data for the City, locating the concentrations of each of these populations within the City. We will be using the Healthy Cities Database at www.healthycity.org
- B. Gather and list all the **senior services headquartered in Agoura Hills and Unincorporated Los Angeles County** – home care, RCFE's (Residential Care Facilities for the Elderly), food programs, transportation, etc.
- C. Develop a **survey to be used at the active senior center** to determine demographics of visitors/program participants for the purpose of understanding their interests and wants for a new center. We can also use this survey to ask if a participant is living with an adult child.
- D. Convene a focus group of leading edge boomer residents (age 64-68) to understand their interests, wants, needs, intents as they age.
- E. Develop a list from across the country of **best in class active senior recreation activities** that are currently developed and are in development for senior centers to contribute to a Positive Aging Experience.
- F. With support from City personnel **rate Agoura Hills against the Livable Communities** criteria to determine opportunities for the City to better meet senior needs (see attached) including Transportation, Walkability, Safety and Security, Housing, Shopping, Health Services, Recreation and Culture, and Caring Community. Where possible we will compare this data to Thousand Oaks and Westlake Village.

Included in the Caregiver Scope of Work:

- A. By using regional/state percentages determine the **number of family caregivers** caring for a person over the age of 65 in Agoura Hills.
- B. Using a **focus group of the largest employers** in Agoura Hills (B of A, LVUSD, etc.) convene the senior most Human Resource leader to understand what programs and services are available for employees who are caring for a senior loved one – flexible work arrangements, elder care services, EAP programs devoted to caregiver support, etc. Additionally gauge this group’s awareness of community programs and services that are available. The goal of this focus group would be to understand how the community (including employers) might better serve the needs of family caregivers to prevent the emotional, financial, social and medical costs that result from the stress of caregiving.

Hypotheses

- The Agoura Hills population is younger than that of Westlake Village and Thousand Oaks, so the need to support the age wave might come some years later than it might in (for example) Westlake Village.
- There are less low income/very low income seniors in Agoura Hills as compared to Thousand Oaks. This means more seniors can pay for services.
- The ratio of employees to residents in Agoura Hills skews to a higher percentage of employees – so an effort will be required to reach family caregivers and the seniors they are caring for through the employer network.
- There are less Residential Care Facilities for the Elderly (RCFE’s) in Agoura Hills vs. Thousand Oaks and Westlake Village. This may mean that as a percentage more seniors needing assistance with daily needs, that cannot be supported in their home may move out of the area.
- Because there is not a hospital in Agoura Hills, there may be less of an understanding by hospital discharge planners and other hospital staff to know what services are available in the local community. It could also mean the senior population in Agoura Hills is harder to reach.
- Employers have not yet recognized the impact caring for aging loved ones can have on their organization.
- Boomers will have a somewhat different set of “care abouts” as it pertains to community services and recreations vs. today’s senior population.

2. Case Management Services

- A Case Manager will be available at the Recreation Center once a month to provide resources and assistance to seniors. Case Manager will be available on the third Wednesday of each month. Assistance is free to current senior members.

3. Quarterly Memory Screenings/ Brain Health

- Develop and implement a early intervention program to diagnosis and treatment of dementia, and quarterly community education (with a strong brain fitness

component) as a way to get folks to support brain health. Will work with Community Services staff to create a schedule to implement with senior members.

4. Lecture/Educational Seminar Series Assistance

- Collaborate to provide speakers, professionals, and agencies to supplement Senior Recreation Programs, and to educate senior members on relevant issues as it pertains to themselves and their families. These services will be on an “as-needed” basis, including participation in Tri-Cities Senior Expo, and other stand alone Senior Recreation Program events held in Agoura Hills.

EXHIBIT B
PAYMENT RATES AND SCHEDULE

Total : \$5,000

- Case Management/ Social Services effort: \$30/hr (\$25/hr in salary + 18% in benefits) x 5 hours x 12 (once per month) = **\$1800**

- Needs Assessment = **\$3200** – Staff time, research, and compilation of data as it relates to this project

This contract, including the features outlined in Exhibit A, is not to exceed \$5,000. City approval shall be obtained for any increases in fees or expenses that exceed the original estimate by ten percent (10%) or more.

50% deposit due upon commencement. 50% remainder due upon completion and final delivery of documents.