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3                   **RESOLUTION NO. 2013-54**

4   **A RESOLUTION OF THE ALBANY CITY COUNCIL APPROVING THE**  
5   **MHSA INNOVATION (INN) CONTRACT AMENDMENT WITH THE**  
6   **CITY OF BERKELEY FOR THE SENIOR 2 SENIOR PROGRAM**

7                   **WHEREAS**, On May 1, 2012 the Albany Senior Center was awarded a MHSA  
8 Innovation (INN) grant by the City of Berkeley to implement services necessary for planning and  
9 implementing a Senior 2 Senior program which consists of weekly support groups that provide  
10 access to, education on, and support around new phone and computer technologies for  
11 Albany/Berkeley Senior Citizens.

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13                   **WHEREAS**, This contract was for the period commencing June 16, 2012 to June 30,  
14 2013.

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16                   **WHEREAS**, Based on the passage of Proposition 63 in 2004, a funding allocation has  
17 been made available by the State to the City of Berkeley for the purpose of Innovation  
18 Programming. All MHSA Innovation funds are to be utilized to expand and transform the mental  
19 health service delivery system to better meet the needs of consumers, family members and under-  
20 served populations.

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22                   **WHEREAS**, The Albany Senior Center was awarded the Senior 2 Senior grant  
23 designed to reduce isolation and increase access to services for older adults through  
24 seeking to understand whether issues of isolation and loneliness in the older adult  
25 population can be reduced through training and access to social media technologies and  
26 associated peer support.

27  
28                   **WHEREAS**, The Senior 2 Senior program has been structured as a 12 week series of  
29 weekly two hour Support Groups where 10 Senior Citizens are served at a time. The program

1 has been designed in a way that creates a relaxed and respectful setting, promotes sharing and  
2 learning among group members, and allows for each participant to receive individualized  
3 attention, supports, and referrals as needed.  
4

5 **WHEREAS,** The Senior 2 Senior Program has implemented 3 successful support  
6 groups so far and one is under way as of the writing of this report. The program was also  
7 expanded in January 2013 to include a drop-in class for support group participants who had  
8 graduated from the first support group and wished to continue to learn the technology in a  
9 supportive environment.  
10

11 **WHEREAS,** On May 7, 2013, the City of Berkeley authorized the amendment of the  
12 MHSA Innovation (INN) contract for the Senior 2 Senior program extending the length of the  
13 contract to June 30, 2014 and to pay a total amount not to exceed \$94,999.00.  
14

15 **WHEREAS,** The extension allowed for the continuation of the successful Senior 2  
16 Senior Program which was ongoing at the Albany Senior Center.  
17

18 **WHEREAS,** To prevent any interruption to the program, the City Manager  
19 signed the amendment in May 2013 and staff is now requesting Council approval to  
20 confirm.  
21

22 **WHEREAS,** The City received \$49,999 in June 2012 and \$45,000.00 in June 2013 for  
23 a total of \$94,999.00. All cost associated with the Senior 2 Senior program are covered by the  
24 MHSA Innovations (INN) grant award.  
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26 **NOW THEREFORE, BE IT RESOLVED,** that the Albany City Council hereby  
27 approve the MHSA Innovations (INN) contract Amendment with the City of Berkeley.  
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PEGGY THOMSEN, MAYOR



# City of Albany

1000 San Pablo Avenue • Albany, California 94706  
(510) 528-5710 • [www.albanyca.org](http://www.albanyca.org)

**RESOLUTION NO. 2013-54**

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF ALBANY,

The 7th day of October, 2013, by the following votes:

AYES: Council Members Atkinson, Barnes, Maass, Vice Mayor Wile & Mayor Thomsen

NOES: none

ABSENT: none

ABSTAINED: none

RECUSED: none

WITNESS MY HAND AND THE SEAL OF THE CITY OF ALBANY, this 8th  
day of October, 2013.

Eileen Harrington  
DEPUTY CITY CLERK

**VENDOR**

#9009A

CMS# CUIUV

**AMENDMENT TO CONTRACT**

THIS CONTRACT AMENDMENT is entered into June 1, 2013, between the CITY OF BERKELEY ("City"), a Charter City organized and existing under the laws of the State of California, and City of Albany ("Grantee") a non-profit corporation under the laws of the State of California, doing business at 846 Masonic Avenue, Albany, CA 94707.

WHEREAS, City and Grantee previously entered into Contract Number 9009, dated, May 1, 2012, which Contract was authorized by the Berkeley City Council by Resolution No. – 65,629 N.S.; and

WHEREAS, on May 7, 2013, by Resolution No. 66,115-N.S., the Berkeley City Council authorized amendment of said contract as set forth below.

THEREFORE, City and Grantee mutually agree to amend said contract as follows:

1. Article 1 is amended to read as follows:

**SCOPE OF SERVICES**

- A. Contractor agrees to perform all those services described in Exhibit A attached hereto and made a part hereof, in accordance with the terms and conditions stated therein.
- B. Contractor shall provide all necessary supplies, equipment, materials, clerical, and all other services required for satisfactory performance of this contract as described in Exhibit(s) A attached hereto and made a part hereof, in accordance with the terms and conditions stated therein.

2. Article 2 is amended to read as follows;

**TERM**

- a. This Contract shall begin on May 1, 2012 and end on June, 30, 2014. The City Manager of the City may extend the term of this contract by giving written notice.

3. Article 3 is amended to read as follows:

**PAYMENT**

For services referred to in Article 1, City will pay Grantee a total amount not to exceed \$ 94,999.00. City shall make payments to Grantee in accordance with provisions described in Exhibit B, which is attached to and made part of this Contract.

In all other respects, the contract dated May 1, 2012 shall remain in full force and effect.

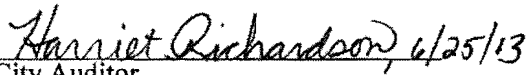
IN WITNESS WHEREOF, City and Grantee have executed this Contract as of the date written on the first paragraph of this Contract.

CITY OF BERKELEY

By   
City Manager

THIS CONTRACT HAS BEEN  
APPROVED AS TO FORM BY  
THE CITY ATTORNEY FOR  
THE CITY OF BERKELEY  
5/09

Registered by:

for  6/25/13  
City Auditor

Attest:

  
Deputy City Clerk

GRANTEE

Beth Pollard  
Name (Printed)

By Beth Pollard, City Manager  
Signature and Title

**EXHIBIT A1  
SCOPE OF SERVICES**

Agency Name: Albany Senior Center  
Contract Period: June 1, 2013 – June 30, 2014  
Program Title: Senior 2 Senior Program

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Albany Senior Center, (hereafter "Contractor") will provide the following services, enumerated below, necessary to the planning and operation of the Senior 2 Senior program (hereafter "the Program") for Senior Citizens in the Albany/Berkeley area . This contract is for the period commencing June 1, 2013 to June 30, 2014, which may be extended by agreement of the City of Berkeley and Contractor.

**A. MHSA Innovation (INN) Funding Requirements:**

**1. Program must meet the definition of Innovation:** Innovation is defined as contributing to new learning in the Mental Health field through one or more of the following:

- a. Introduces new mental health practices/approaches including prevention and early intervention that have never been done before, or
- b. Makes a change to an existing mental health practice/approach, including adaptation for a new setting or community, or
- c. Introduces a new application to the mental health system of a promising community-driven practice/approach or a practice/approach that has been successful in non-mental health contexts or settings.

**2. Program must meet at least one of the following essential purposes of Innovation:**

- Increase access to underserved groups
- Increase the quality of services, including better outcomes
- Promote interagency collaboration
- Increase access to services

**3. Voluntary Participation:** Program must be designed for voluntary participation. No person should be denied access based solely on his/her voluntary or involuntary status.

**B. Program-Specific Requirements:**

**1. Target Population:** This program provides services to up to 24 or (16-24) Senior Citizen adults (aged 50 and over) in Albany and Berkeley.

**2. Services:**

**Weekly Support Group Program**

Under this contract for the Program, Contractor will implement weekly support groups that provide access to, education on, and supports around new phone and computer technologies for Albany/Berkeley Senior Citizens. The program will be structured as a 12 week series of weekly two hour Support Groups where 8 Senior Citizens will be served at a time. The Contractor will design the program in a way that creates a relaxed and respectful setting, promotes sharing and learning among group members, and allows for each participant to receive individualized attention, supports, and referrals as needed.

It is envisioned that some participants may already have a cell phone, cell phone service and/or a tablet and want to participate in the program to learn more about the technologies they already own. However, for those who do not have access, Contractor will purchase Technology items such as Smartphones and tablets for the group participants. Minute cards will also be purchased for participants to use while they are in the program.

**Weekly Drop-In Class**

A weekly drop-in class will be offered for support with iPads or other touch-screen devices, as a follow-up for graduates of the support groups, or other interested senior citizen participants. Between 25-35 participants will be served. Individual's will be able to bring their own devices, learn by observation, or share devices. A specific topic will be covered each week. Topics will be chosen based on participant interest and a monthly calendar will be distributed ahead of time. The drop-in class will provide additional and more advanced instruction and will allow participants to continue to learn in a supportive and respectful environment.

**3. Program Timeline:**

Services will be implemented on the following timeline:

<b>SUPPORT GROUPS</b>	
<b>MONTHS</b>	<b>OBJECTIVE</b>
June-August 2013	Program design and organization
July-August 2013	Outreach and engagement activities for first group
September-November 2013	First Support Group
November –December 2013	Outreach and engagement activities



	for Second Group
January-March 2014	Second Support Group
March-April 2014	Outreach and engagement activities for Third Group
April-June 2014	Third Support Group
<b>DROP-IN CLASS</b>	
<b>MONTHS</b>	<b>OBJECTIVE</b>
July 2013 – June 2014	Conduct 30-36 Drop-In classes

**4. Duration, Hours of Operation, and Staffing:**

Support groups will run in a 12 week series per the above timeline, with groups meeting once a week for two hours each to be scheduled during regular working hours (Monday-Friday 8:30am-5:00pm). Weekly Support Groups will be designed and facilitated by an experienced staff member and a volunteer (See Attachment B for staffing). Staff will encourage participants to attend each weekly session in order to get the most out of the series.

**5. Program Format and Topics:**

The format of each support group will be as follows:

TIMEFRAME	ACTIVITY
First 40 minutes	Sharing on successes and struggles during past week using new technology
Second 40 minutes	Provide new information
Third 40 minutes	Practice new information/skill

After the weekly Support Group session, the facilitator will fill out a Progress Assessment Form (see Attachment C for form that will be used) for each participant based on observations noted during the session.

Support groups will cover the following topics sequentially:

- Session 1:** Goals of program, intake assessment and administration of measurement tool, brief technology overview.
- Session 2:** Comprehensive overview of technology, discussion on fears and barriers.
- Session 3:** Site Visit to local retailer to choose phones/compare service plans
- Session 4:** How to use a smart phone.
- Session 5:** Introduction to iPads.
- Session 6:** Safety issues when using new technology and the world wide web.
- Session 7:** Creating an email address and overview of google.
- Session 8:** Social Networking – Facebook & Twitter
- Session 9:** Using technology to gain access to community resources
- Session 10:** Creation of “Family Trees” through Genealogy websites

**Session 11:** Other topics of interest or topics that need more review.

**Session 12:** Other topics of interest/review/wrap-up/measurement tool administration

Depending on group interest, two support groups may be conducted on the iPad and one for Smartphone technologies.

#### **6. Methods for Identifying and Referring Participants in need of Mental Health Services/or other Community Resources:**

An intake assessment using the Albany Senior Center Registration Form (Attachment D) followed by a brief interview will be performed for each participant at the beginning of the 12 week series. Based on the information gathered, a resource list tailored to the specific needs of the individual will be provided to each participant. Staff will check-in at least once a month throughout the program to encourage each participant to access the identified resources and to support them in utilizing the technology as a way to do so. Staff will continually monitor each participant and will make referrals and/or recommendations for additional resources on an as needed basis.

#### **7. Program Outreach and Engagement Methods:**

In order to garner participation in the program, the Contractor will:

a.) Provide Community Outreach Presentations at the: Berkeley Commission on Aging; Friends of Albany Seniors, and other area groups at local senior centers and in the communities of Albany and Berkeley as identified.

b.) Create a flier outlining the Program that will be distributed to all Albany/Berkeley Meals on Wheels participants and to key locations throughout Albany/Berkeley including: local Senior Centers, Berkeley Mental Health, Over 60 Clinic, Adult Schools, Churches, Medical Clinics, etc.

c.) Advertise the Program will in the following venues: Albany Recreation and Community Services Department Activity Guide; Eweek, the Albany Senior Center weekly email newsletter; Albany Senior Center Booster News, the center's monthly newsletter; Berkeley Senior Center's newsletter(s); City of Albany website; City of Berkeley website; Albany Patch and Berkeley Patch, etc. Information will also be submitted to the Alameda County Area Aging Outreach Coordinator to distribute widely.

#### **8. Community Collaborations:**

The Contractor will collaborate with local businesses to obtain discounted access to new tablet and cell phone technologies and orientations for service plans for each program participant.

## 9. Outcomes:

Innovations funds are to be utilized to pilot test new learning in the Mental Health field. As such, Contractor will measure intended outcomes to assess whether issues of isolation in the Senior Citizen population can be reduced through training and access to social media technologies and associated peer supports. The Contractor will establish the following assessment plan for each support group participant:

- 1.) First intake assessment (registration form),
- 2.) Measurement tool given pre and post participation in the support group,
- 3.) Progress assessment after each support group meeting, and
- 4.) Summary report at the end of the support group session.

Contractor will also be expected to maintain and provide documentation on the following on a monthly and annual basis:

- Log of Outreach and Engagement activities including date, location, contact name and phone number, number of people in attendance.
- Number of Technology Support Groups held, and numbers of participants per support group meeting.
- Numbers of, and demographics on, participants referred for mental health services and/or other resources
- Results on a measurement tool given pre and post participation in the support group series and a narrative interpreting findings.
- Process and outcome data reported on a monthly, biannual and annual basis
- Itemized expenditures per approved budget

Contractor agrees to utilize any forms the City provides or requires to collect program data.

## 10. Required Reports

- a. All Monthly Program Reports (Participant and Program Demographics, Log of Outreach Activities, Process and Outcome data, Itemized Expenditures) are due by the 15<sup>th</sup> of the following month:

- August 15, 2013 for activities in June and July
- September 15, 2013 for activities in August
- October 15, 2013 for activities in September
- November 15, 2013 for activities in October
- December 15, 2013 for activities in November
- January 15, 2014 for activities in December
- February 15, 2014 for activities in January
- March 15, 2014 for activities in February
- April 15, 2014 for activities in March

- May 15, 2014 for activities in April
- June 15, 2014 for activities in May
- July 15, 2014 for activities in June

- b. Biannual Summary of Process and Outcome data due: 1/15/14.
- c. Annual Program Report due: 7/15/14.
- d. Final innovation Report date to be determined. Report shall minimally include:
  - A brief description of the issue addressed
  - A description of the project including the purpose(s) and expected outcome
  - An analysis of the effectiveness of the project using the data that was collected and including the perspective of the project participants. The analysis should include at least the following information:
    1. Any changes of modifications made during implementation
    2. How it affected who used it
    3. What was learned
    4. Whether the project would be recommended for others to replicate, including any lessons learned in implementation, with a comment about its cost effectiveness
    5. Whether the project will be continued under a different funding source: If not, why not? If so, what is the source for new, ongoing funding?
  - A description or links to any reports, manuals, CDs or DVDs or videos, or other materials that have been developed and will be used to communicate lessons learned and project results.

**ATTACHMENT A: Service Measures and Outcomes**

Note: Units of Service are defined as follows: up to 15 minutes = .25; 16-30 min. = .50; 31-45 min. = .45; 46-60 min. = 1.00, and so on.

<b>Service Measure</b>	<b># of Units of Service</b>	<b># of Unduplicated Berkeley Clients to Be Served</b>	<b>Outcomes to be Achieved</b>	<b># of Clients to Achieve Outcome</b>	<b>Outcomes will be Verified by the Following Documentation</b>
Weekly 2 hour Technology Support Groups. Three 12 week sessions will be held totaling 36 groups	480-720	16-24	Participants will attend all 12 sessions 12 Week Support Group Series	16	Sign in sheet log; Numbers of Support Groups held and Numbers of participants per Support Groups;
			Participants will increase their knowledge and skills around phone, computer and iPad technologies	16	Pre/Post Measurement tool for each participant; Participant Self-Report
			Participants will have a reduction in isolation and loneliness as a result of participating in Technology Support Groups and using the technologies to associate with others.	12	Pre/Post Measurement tool; Participant Self-Report
Referrals to Mental Health or other Community Resources	12-16	12-16	Participants will be connected with and referred to resources as needed	12-16	Case notes in participant file, including referral made and outcome – enrollment, waiting list,

City of Berkeley Community Agency Contract Scope of Work

Service Measure	# of Units of Service	# of Unduplicated Berkeley Clients to Be Served	Outcomes to be Achieved	# of Clients to Achieve Outcome	Outcomes will be Verified by the Following Documentation
					Numbers/demographics on, participants referred for mental health services and/or other resources

**ATTACHMENT B:** List all staffing funded with City funds as part of this program. You must provide written notice, including the resume and position of the new staff person, 5 days prior to making any changes.

Staff Title	Existing Position? (Y/N)	Staff Name	Degrees/Certificates/Experience	TB/FP* Required? (Y/N)	TB/FP* Current/ Completed? (Y/N)	Services Provided as Part of this Contract
Program Facilitator	Y	Mary McKenna	BA in History K12 Teaching Credential Learning Specialist Credential Experience: 10 years working in the aging field?	NA	NA	Organization; implementation of Support group; outreach
Recreation Supervisor	Y	Isabelle Leduc	BS in Recreation Experience: 11 years working in the Aging Field ?	NA	NA	Manages Program Facilitator; assists with outreach, program organization and oversight; prepares financial reports
Program Facilitator	Y	Richard Austin-Castillo	2 years experience working with the Senior Citizen population	NA	NA	Facilitates the Drop-in class.

\*Tuberculosis (TB) testing and Fingerprinting (FP) may be required.

**ATTACHMENT I: AGENCY BUDGET FOR**  
**Agency Revenue and Expense**



<b>Agency:</b>		Albany Senior Center			
<b>Budget Contact Name:</b>		Isabelle Leduc			
<b>Contact Email, Phone</b>		leduc@albanyca.org, 510-559-7224			
Revenue	TOTAL BUDGET	Salaries & Benefits	Services, Supplies & Program Exp.	Assets (equip & furn>\$600, depreciable assets)	Pass Through Funding
	7/1/13 - 6/30/14				
<i>City of Berkeley</i>					
GF					
CDBG					
ESG					
CSBG					
MHSA					
Other:					
<i>County</i>					
BHCS					
SSA					
Public Health					
Probation					
Other: AAA	\$ 18,440	\$ 18,440			
Other: ACTC	\$ 31,000	\$ 20,650	\$ 10,350		
<i>Federal</i>					
HUD					
HHS					
FEMA					
Other: CDBG	\$ 19,000	\$ 19,000			
Other:					
<i>Participant Fees</i>	\$ 127,500		\$ 127,500		
<i>Foundations &amp; Corporate</i>	\$ 10,000	\$ 8,000	\$ 2,000		
<i>Individual Donors</i>	\$ 1,200		\$ 1,200		
<i>Other: Albany GF</i>	\$ 119,300	\$ 119,300			
<b>TOTAL REVENUE</b>	<b>\$ 326,440</b>	<b>\$ 185,390</b>	<b>\$ 141,050</b>		

Expenditures	TOTAL BUDGET	Salaries & Benefits	Services, Supplies & Program Exp.	Assets	Pass Through Funding
	7/1/10 - 6/30/11				
Salaries and Benefits	\$ 185,390	185390			
Operating Expense	\$ 141,050		141050		
Pass Through Funding					
<b>TOTAL EXPENDITURES</b>	<b>326440</b>	<b>185390</b>	<b>141050</b>		

<b>Balance (Revenue - Expenditures)</b>	\$ -	0	0	#VALUE!	#VALUE!
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<b>\$ Value of City of Berkeley In-Kind Contributions</b>					
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ver 7.7.10



**ATTACHMENT I: AGENCY BUDGET FORM: Program Expense Detail**

Agency:	Albany Senior Center
Program Name:	Senior2Senior



PERSONNEL EXPENSE Staff Position	Name (ex: Smith, A.)	Annualized Salary	Berkeley MHSA		COB Funding Source #2		COB Funding Source #3		All Other Funds		Total Program Budget	
			FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary	FTE	Salary
Program facilitator	Mary McKenna	\$ 28,000	0.43	\$ 12,000	0.00		0.00		0.00		0.43	\$ 12,000
Program facilitator	Richard Austin-Ca	\$ 6,500	0.77	\$ 5,000	0.00		0.00		0.00		0.77	\$ 5,000
Program supervisor	Isabelle Leduc	\$ 78,000	0.06	\$ 4,500	0.00		0.00		0.00		0.06	\$ 4,500
all senior center staff										\$ 185,390		\$ 185,390
Subtotal Salaries			1.26	\$ 21,500	-	\$ -	-	\$ -	-	\$ 185,390	1.26	\$ 206,890
Subtotal Benefits				\$ -		\$ -		\$ -		\$ -		\$ -
<b>Total Personnel Exp.</b>				<b>\$ 21,500</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 185,390</b>		<b>\$ 206,890</b>
<b>OPERATING EXPENSE</b>												
Technology supplies and support				\$ 22,500.00								
Office supplies				\$ 500.00								
Outreach				\$ 500.00								
services, supplies & program expenses									\$ 141,050.00			
<b>Total Operating Expense</b>				<b>\$ 23,500.00</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 141,050.00</b>		<b>\$ -</b>
<b>TOTAL EXPENSE</b>				<b>\$ 45,000.00</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ 326,440.00</b>		<b>\$ 206,890.00</b>

Revenue Detail		% Per Source
SOURCE	AMOUNT	
AAA	\$ 18,440.00	5.65%
ACTC	\$ 31,000.00	9.50%
CDBG	\$ 19,000.00	5.82%
Participant fees	\$ 127,500.00	39.06%
Foundation&Donors	\$ 11,200.00	3.43%
General fund	\$ 119,300.00	36.55%
<b>Total Revenue</b>	<b>\$ 326,440.00</b>	<b>100.00%</b>

**ATTACHMENT I  
AGENCY BUDGET FORM**

**Budget Detail (use only for new line items)**

**Line Item:**

**Agency:** Albany Senior Center  
**Program:** Senior 2 Senior

Total City of Berkeley Request: \$ 45,000.00

***Detail: Please explain how the funds will be expended.***

Program facilitators: implement 3 support groups to serve between 18-24 sen	\$ 17,000.00
Outreach: cost associate with outreach activites (flyers, brochure)	\$ 500.00
Recreation supervisor: manages program facilitators, program organization and oversight, prepares all financial reports	\$ 4,500.00
Smartphones, ipads & other tech support material and services	\$ 22,500.00
office supplies: associated with program and support group	\$ 500.00
<b>Total Detail (should equal total expense):</b>	<b>\$ 45,000.00</b>

ver 7.7.10

**Bay Cities Joint Powers Insurance Authority**  
**1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833**  
**(916) 244-1170 ~ (916) 244-1199**

Liability Certificate of Coverage

Additional Covered Party

Certificate Number: 2012-5155

REC'D JUL 02 2012

**Certificate Holder:** City of Berkeley

**Attn:** Keith Morin  
2180 Milvia Street, 2nd Floor  
Berkeley, CA 94704

**Covered Party:** City of Albany

**Description of Covered Activity:** As respects the Innovation Program Grant Agreement between the City of Berkeley and the City of Albany for the implementation of a Support Group to assist seniors with iPhones and iPads; City of Berkeley, its officers, agents, volunteers, and employees are additional covered parties with regard to any negligent acts or omissions of the City of Albany, its officers, officials, employees or volunteers. This coverage shall be primary.

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**Memo Policy Number:** BCJPIA 2012-1GL

**Effective Date:** 7/1/2012

**Limits:** \$1,000,000 (per occurrence)

**Expiration Date:** 7/1/2013

**The Following Coverage is in effect:** General and automobile liability as defined in the memorandum of coverage on file with the covered party named above.

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This is to certify that the coverage listed above has been issued to the Covered Party named above for the policy period indicated, notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The coverage afforded as described herein is subject to all the terms, exclusions, and conditions of the memorandum of coverage of the Bay Cities Joint Powers Insurance Authority, which is available for your review upon request.

Pursuant to Section (c) of the definition of 'Covered Party' in the memorandum of coverage, the certificate holder named above is an additional covered party for covered claims arising out of the covered activity stated above and is subject to the limits stated above.

Coverage is in effect as stated above is primary and will not be canceled, limited, or allowed to expire except upon 30-days written notice to the certificate holder.

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**Date Issued:** 6/26/2012

**Renewal:** No

**Excess Coverage Included:** No

**Risk Manager:**



**BAY CITIES JOINT POWERS INSURANCE AUTHORITY**

**POOLED WORKERS' COMPENSATION COVERAGE**

**POLICY NUMBER BCJPIA 2012-13 WC**

**DECLARATIONS**

NAMED COVERED PARTY: Bay Cities Joint Powers Insurance Authority,  
et. al., as per Endorsement No. 1

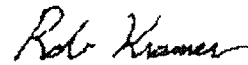
1750 Creekside Oaks Drive, Suite 200  
Sacramento, CA 95833

POLICY PERIOD: From 7-1-2012 to 7-1-2013  
12:01 a.m. Pacific Standard Time

LIMIT OF LIABILITY: \$1,000,000 Each Occurrence Less Member's  
Retained Limit listed in Endorsement No. 1

FORM AND ENDORSEMENTS: Form No. BCJPIA 2012-13 WC,  
FORMING PART OF THE POLICY AT INCEPTION Endorsement No. 1 and No. 2

ON BEHALF OF BAY CITIES JOINT POWERS INSURANCE AUTHORITY



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Authorized Representative

**BAY CITIES JOINT POWERS INSURANCE AUTHORITY**

**MEMORANDUM OF COVERAGE**

**WORKERS' COMPENSATION COVERAGE**

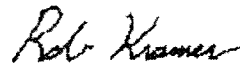
**ENDORSEMENT NO. 1**

It is understood that the named Covered Party of the Declarations is completed as follows:

Bay Cities Joint Powers Insurance Authority (BCJPIA);  
City of Albany,  
City of Brisbane,  
City of Emeryville,  
Town of Fairfax,  
City of Larkspur,  
City of Menlo Park,  
City of Mill Valley,  
City of Novato,  
City of Piedmont,  
Town of San Anselmo,  
City of Sausalito,  
Town of Tiburon,  
Twin Cities Police Authority, and  
City of Union City.

Attached to and forming part of Policy No. BCJPIA 2012-13 WC

Effective Date: July 1, 2012



AUTHORIZED REPRESENTATIVE

**BAY CITIES JOINT POWERS INSURANCE AUTHORITY  
(BCJPIA)**

**WORKERS' COMPENSATION COVERAGE**

**WAIVER OF SUBROGATION ENDORSEMENT #3**

BCJPIA has the right to recover payments made for covered benefits for a work-related injury or illness under this Coverage. However, to the extent that the **City of Albany**, a covered member of BCJPIA, performs work under the contract described below that requires the **City of Albany** to obtain this Waiver of Subrogation, BCJPIA hereby waives any right of recovery BCJPIA may have against the person or organization named in the Schedule below because of the payment of workers' compensation benefits for injury or illness arising out of the activity described in the Schedule below.

This agreement shall not operate directly or indirectly to benefit any person or organization not named in the Schedule.

This endorsement modifies coverage provided under and forms part of the following:

**BCJPIA MEMORANDUM OF COVERAGE (2012-13 WC)**

**SCHEDULE**

**Name of Person or Organization:**


City of Berkeley  
Attention: Keith Morin  
2180 Milvia Street, 2<sup>nd</sup> Floor  
Berkeley, CA 94704

**Description of Activity:**

Contract between the City of Albany, a covered member of BCJPIA, and the City of Berkeley, for the implementation of a Support Group to assist seniors with iPhones and iPads, for the period beginning June 16, 2012, and ending July 1, 2013.

EFFECTIVE DATE: July 1, 2012

ON BEHALF OF THE BAY CITIES  
JOINT POWERS INSURANCE AUTHORITY



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Authorized Signature

**BAY CITIES JOINT POWERS INSURANCE AUTHORITY**

**MEMORANDUM OF COVERAGE**

**WORKERS' COMPENSATION COVERAGE**

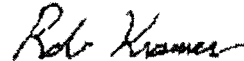
**ENDORSEMENT NO. 2**

Retained Limits applicable to each Participant are as follows:

<u>Member</u>	<u>Retained Limit</u>
City of Albany	\$ 150,000
City of Brisbane	\$ 150,000
City of Emeryville	\$ 350,000
Town of Fairfax	\$ 150,000
City of Larkspur	\$ 150,000
City of Menlo Park	\$ 350,000
City of Mill Valley	\$ 150,000
City of Novato	\$ 150,000
City of Piedmont	\$ 150,000
Town of San Anselmo	\$ 150,000
City of Sausalito	\$ 150,000
Town of Tiburon	\$ 150,000
Twin Cities Police Authority	\$ 150,000
City of Union City	\$ 250,000

Attached to and forming part of Policy No. BCJPIA 2012-13 WC

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AUTHORIZED REPRESENTATIVE