

MEETING DATE: 03/17/08

AGENDA ITEM: Consideration of Approval of Extension of a Contract with Cedars-Sinai Medical Center, Work 'n Life Matters, to Continue Providing an Employee Assistance Program to Culver City Employees

ATTACHMENT

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Work 'n Life Matters Activities

Work 'n Life Matters continually evaluates the needs of its client organizations and, in the past year, added two valuable services for employees of the City of Culver City to help them be their best at work and at home:

1. Relocation Assistance

Work 'n Life Matters Relocation Services provides employees and their families with all the support and tools they need to help them move their households and acclimate to a new area. We offer the following enhanced services:

- In-depth personal telephone consultation to determine specific needs and help clients and prospective candidates develop a workable relocation plan
- Referrals to household services, recreation venues, places of worship, pet care and other convenience services within client's new community
- Customized school search that meets family's educational needs, including rating reports for individual schools and districts of interest
- Personalized parenting plan to help client's children adapt to a new city and school
- Relocation e-Packets
- Career consultation for spouse/significant other to secure employment in new city
- Ongoing support to help clients succeed within your new community and place of work!

2. Enhanced Eldercare Resource and Referral

Work 'n Life Matters partners with WISE Senior Services in providing assistance to clients with current or anticipated eldercare concerns. WISE Senior Services has been recognized for its wide range of innovative programs that preserve the independence and dignity of older adults, and prevent premature institutionalization whenever possible.

Services include:

- In-home Care Management
- Long-Term Care Ombudsman Program (covering LA County)
- Elder Abuse Prevention
- Income Tax Return Assistance

- Medicare Insurance Counseling
- Adult Day Service Center (located in Santa Monica)
- Transportation & Mobility Program (for Santa Monica residents)
- Volunteer Opportunities for Active Older Adults

In addition in the past year Work 'n Life matters has continued to strengthen its relationship with the City in response to specific organizational needs. For example:

- City Management worked with Work 'n Life Matters specialists to address management leadership issues and assisted various department staff to strengthen and enhance workplace relationships. The goals were to help leaders develop collaborative approaches to problems solving and assist staff with communications skills and techniques to improve departmental communication and public service.
- City Management engaged the Work 'n Life Matters team to provide management training called "*Setting Performance Expectations: Developing Extraordinary Leaders*". Thirteen managers were able to participate in the ½ day program.

Rate Proposal

Since 2001 Work 'n Life Matters has successfully provided services to employees, their families and to City Management. There has been no increase in the fees for services provided by Work 'n Life Matters in nearly six years. Currently the contracted rate is \$2.50 per employee per month. Work 'n Life Matters is seeking a modest six percent (6%) increase for the 2008 contract year. This increases the costs of services only fifteen cents (\$0.15) per employee per month. We would like to alternatively propose a 4% increase each year for two years. This reflects a small increase ten cent (\$0.10) increase for the 2008 contract year and small increase for 2009 (\$0.104) per employee per month. Please see information below.

City of Culver City

One Year Contract Option		12/2007-11/2008				12/2008-11/2009						
6% Increase over one year		Current Rate		Proposed 6%		Projected		Proposed 6%				
Capitated rate	\$	2.50	\$	0.150	\$	2.650	\$	2.65	\$	0.159	\$	2.809
No.employees*		813		813		813		813		813		813
Monthly	\$	2,032.50	\$	121.95	\$	2,154.45	\$	2,154.45	\$	129.27	\$	2,283.72
Annual	\$	24,390.00	\$	1,463.40	\$	25,853.40	\$	25,853.40	\$	1,551.20	\$	27,404.60

Two Year Contract Option		12/2007-11/2008				12/2008-11/2009						
8% increase over two years		Current Rate		Proposed 4%		Previous Rate		Proposed 4%				
Capitated rate	\$	2.50	\$	0.100	\$	2.600	\$	2.60	\$	0.104	\$	2.704
No.employees*		813		813		813		813		813		813
Monthly	\$	2,032.50	\$	81.30	\$	2,113.80	\$	2,113.80	\$	84.55	\$	2,198.35
Annual	\$	24,390.00	\$	975.60	\$	25,365.60	\$	25,365.60	\$	1,014.62	\$	26,380.22

*based on headcount as of 9/31/07

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Excerpt from Culver City Municipal Code

§ 3.07.070 PERSONAL AND PROFESSIONAL SERVICES

A. Except for the provisions of §§ 3.07.075 and 3.07.080, the City may award purchase orders and contracts in any amount for personal or professional services without complying with the provisions of this Subchapter; provided that, the purchase order or contract shall be based upon competitive quotations, whenever practical, as determined by the City Manager from not less than three (3) vendor contractors.

B. For purposes of this Section, personal services shall include:

1. Any communication, gas, water, electric light and power service or similar utility service;
2. Insurance, postage, freight and courier service;
3. Travel/hotel accommodations, education and training expense;
4. Subscriptions and memberships;
5. Repair or maintenance service for equipment, machinery or other City-owned personal property; and
6. Repair and maintenance service for City-owned or occupied real property and buildings;
7. Rental of real property or equipment and other personal property; and
8. Such other services as the City Council may, by Resolution, specifically direct.

C. For purposes of this Section, professional services shall include:

1. Services of engineers, architects, accountants, attorneys, doctors, and similar professionals when the City is contracting for the skill, integrity, judgment, and/or special technical ability of the professional.
2. Such other services as the City Council may, by Resolution, specifically direct.

('65 Code, § 2-66) (Ord. No. 87-007 § 2; Ord. No. 2006-009 § 22 (part))