



# CITY OF OXNARD

## MEMORANDUM

July 6, 1977

**To:** Paul E. *EW* Jolven, City Manager

**From:** Barbara Journet, Administrative Assistant I

**SUBJECT:** Retired Senior Volunteer Program

On May 31, 1977, the City Council received correspondence from the County of Ventura regarding sponsoring the Retired Senior Volunteer Program (R.S.V.P.). The City was asked to consider sponsoring this program as the County will discontinue sponsorship after November 30, 1977. (see attachment A)

The County declines to sponsor the R.S.V.P. further, as it is believed that the program is not county-wide in nature. The majority of the participants reside in the Oxnard - Port Hueneme area, so it is also believed that the City would be an appropriate sponsor.

The present R.S.V.P. has been in this area since 1973. The purpose of the program is to assist the elderly in finding meaningful volunteer work so that they might continue to live productive lives. The program attempts to encourage participation by those seniors who ordinarily do not participate in volunteer activities.

The R.S.V.P. is locally administered with the majority of funds provided by a federal grant obtained through ACTION. The program staff includes a director and a secretary/receptionist. Currently there are 243 enrollees with approximately 160 persons being active each month. Volunteers are placed at volunteer stations which are compatible with their desires for work activities. Volunteers are reimbursed for transportation at \$.14 per mile and if needed, \$1.35 for the noon time meal. Volunteer stations vary in nature, however, the stations must be public, non-profit, or institutional agencies.

### Responsibilities of the Sponsor

The R.S.V.P. sponsor is responsible for the program administration and operation. If the City were to assume sponsorship of the program, its responsibilities would be in the following areas:

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1. Staffing - Although the program has existing staff, the two member staff wishes to continue employment with the County. Consequently the City would have to recruit and hire (a) the program director, (b) the secretary/receptionist, and (c) possibly a part-time employee to assist in field visitations. The employee salaries and benefits would be paid directly from the federal grant allocation.
2. Office Space - The program is presently located at the Ventura County District Public Social Services Agency Building in Port Hueneme. As sponsor of the program, the City would have to provide office space for the program, preferably in a central location. Operating expenses and office materials, however, can be considered as part of the non-federal funding contribution to the program.
3. Grant Application - It is the responsibility of the sponsor to prepare all grant applications for submission to ACTION. The final submission date each year is August 1st. The amount of the grant remains constant at approximately \$25,000.00.
4. Financial Obligations - The sponsor is responsible for providing a pre-determined non-federal percentage of the funds each year. The sponsor's share of funds progresses as follows:

	<u>Federal Share</u>	<u>Sponsor</u>
1st year	\$25,000	10%-\$2,500
2nd year	\$25,000	20%-\$5,000
3rd year	\$25,000	30%-\$7,500
subsequent years	\$25,000	30%-\$7,500

The sponsor's funding share for the first year is \$2,500. As previously mentioned, this share can be met through the provision of operating expenses for office space and office supplies. The sponsor's funding share increases 10% annually to a maximum of 30%. For subsequent years, the percentage remains constant as long as the federal grant exists.

It should also be noted that sponsorship is considered on a yearly basis. At the end of a one year period, the sponsor has no future obligations and can decline further sponsorship upon proper notification to the federal agency.

If the City were to sponsor the program, the City would be administering and operating the entire program. It would be the City's responsibility to recruit and hire staff for the program, provide accounting services, and other staff assistance as needed. The program presently has established clientele, an advisory committee, and many volunteer placement

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stations. Sponsorship at this time would provide a means for continued program operation and the continuation of a worthwhile service for senior residents of the community. Although the advisory committee is still actively seeking a sponsor, other eligible sponsors have not yet been located. It is possible that the R.S.V.P. might be discontinued if the City does not accept sponsorship.

Categorically this program is classified as a social service. The City has not yet established a social services policy to provide direction for involvement in this area. We do not anticipate having an operable social services policy prior to the August 1, 1977, final submission date for the federal grant for the next program year. In the 1977-78 City budget, funds have been designated for assistance to senior citizens, however, the advisory committee for recommending where the funds will be used will also not be active prior to the final submission date for the grant.

Sponsoring the Retired Senior Volunteer Program should best be considered at such time that the City has established a social services policy, however, due to the time constraints involved I recommend that the City Council consider sponsoring the program for one year. The ~~City's funding share will be minimal and can be offset by providing office space and materials. During this one year period, the City will have had time to establish an operable social services policy. The sponsorship would be subject to further review after the establishment of a social services policy. At the end of one year, the program could be re-evaluated and decisions regarding future City commitments could be made.~~

If there are any questions, please advise.

*Barbara A. Journe*  
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Administrative Assistant I

BAJ/rzr

Attachment

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