

R. 75-1348

RESOLUTION NO. 212326

DEC 26 1974

RESOLUTION REGARDING THE OPERATION OF THE
SAN DIEGO MODEL CITIES SENIOR CITIZENS
PROJECT BY THE RECREATION DEPARTMENT OF
THE CITY OF SAN DIEGO.

WHEREAS, The City of San Diego, California, has entered into a contract with the United States Department of Housing and Urban Development (HUD) to carry out, within the City of San Diego, a Model Cities Program; and

WHEREAS, the continuance of 17 existing Model Cities projects for a period of six months from January 1 through June 30, 1975, was authorized by Resolution No. 212091, adopted November 26, 1974; and

WHEREAS, these projects are included in the Comprehensive Demonstration Plan for the Transition Period which was authorized by Resolution No. 211231, adopted August 1, 1974; and

WHEREAS, the Comprehensive Demonstration Plan for the Transition Period designated The City of San Diego as the operating agency for the Senior Citizens Project, hereinafter called "Project"; and

WHEREAS, the City has received funds under the Housing and Community Development Act (PL 93-383) for the continued operations of Model Cities projects; NOW, THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, as follows:

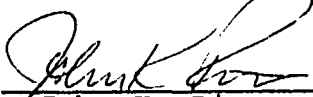
1. That the City Manager be, and he is hereby authorized to assume full responsibility for the successful operation of Project in accordance with the Grant Agreement referred to above in the first recital between The City of San Diego and HUD along with appurtenant regulations and in accordance with the terms and conditions as they may apply as set forth in the Supplementary General Conditions for Contracts with Operating Agencies and Contractors, a copy of which is on file in the office of the City Clerk as Document No. 738536.

2. That the operation of Project and costs incurred thereto shall be no more liberal than policies, procedures and practices applied uniformly to both federally assisted and other activities of the City.

3. That the City shall continue the operation of Project using Community Development Block Grant funds for a period of three months from January 1 through March 31, 1975.

4. That the City shall operate Project in a manner consistent with the Project Work Program Sheet, attached hereto as Exhibit A; Project Work Program, attached hereto as Exhibit B; and the itemized Program Budget, attached hereto as Exhibit C.

APPROVED: JOHN W. WITT, City Attorney

By 
John K. Riess, Deputy

JKR:lc:614
12/16/74
Aud.Cert.#6236

PROJECT WORK PROGRAM COVER SHEET

Senior Citizens

Scope of Services To Be Provided.

The City Recreation Department agrees to maintain a contract with the Senior Citizens Federation for employment of at least eighteen (18) senior aids and the training of staff for a minimum of four (4) hours per month.

- A. Maintain a recreation program for citizens at home - forty-eight (48) senior citizens minimum.
- B. Provide individual and family counseling on an on-going basis - twenty (20) individuals and five (5) families per month.
- C. Provide supportive services to include:
 - 1. Legal referral - five (5) monthly.
 - 2. Transportation by staff - twenty (20).
 - 3. Assist in acquiring medical services - ten (10).
- D. Continue Meals on Wheels with plans to provide three thousand (3,000) meals monthly through the Senior Citizens Federation staff.
- E. Center recreation.
 - 1. Community trips/month - eight (8).
 - 2. Dancing sessions - eight (8)/month.
 - 3. Group quiet and semi-active games - twenty (20)/month.
 - 4. Ceramics classes - eight (8)/month.

EXHIBIT A

212326

- 5. Arts and crafts - eight (8)/month.
- 6. Sewing classes - eight (8)/month.
- F. Speaking engagements - one (1) monthly.
- G. Informational workshop on project activities - one (1)/
month.

Time of Performance.

The time of performance will be between January 1, 1975
and March 31, 1975.

Citizen Advisory Committee.

City shall be required to maintain a project advisory board
composed of at least two-thirds (2/3) Model Neighborhood Area
residents. Projects partially funded by Model Cities will have
a proportionate number of Model Neighborhood Area residents on the
advisory board.

Legend
 ----- Planned
 ----- Actual

PROJECT Senior Citizens
 OPERATING AGENCY City Recreation Department
 PROJECT NO. SDMC-S-1

PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES	Jan	Feb	Mar						
	I. Maintain contract with Senior Citizens Federation for employment for at least eighteen (18) senior aids. A. Part-time staff training.	---	---	---					
II. Maintain home recreation.	---	---	---						
III. Provide counseling. A. Individual. B. Family.	---	---	---						
IV. Supportive services to include: A. Legal referral. B. Transportation by staff. C. Assist in acquiring medical services. D. Telephone reassurance.	---	---	---						
V. Continue Meals on Wheels with plans to provide meals with Senior Citizens staff.	---	---	---						
VI. Center recreation A. Community trips. B. Dancing sessions. C. Group quiet and semi-active games. D. Ceramics classes.	---	---	---						

EXHIBIT B

CDBG/MODEL CITIES - City of San Diego
PROJECT WORK PROGRAM

Legend
 ----- Planned
 Actual
 PROJECT Senior Citizens
 OPERATING AGENCY City Recreation Department
 PROJECT NO. SDMC-S-1

PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES	Jan	Feb	Mar							
VI. (Cont'd).										
E. Art and crafts.	----	----	----							
F. Sewing classes.	----	----	----							
VII. Workshop sessions.										
A. Speaking engagements.	----	----	----							
B. Center Advisory Board Meeting.	----	----	----							
VIII. Termination of Model Cities' role in project.										
A. Terminate project services.			--							
B. Terminate staff except Director and/or one other key person.			--							
C. Utilize all accumulated vacation time.	----	----	----							
D. Institute detailed project closeout procedures outlined in Chapter II, Section 4.06.00 of Operating Agency Manual edited 1973.	----	----	----							
E. Terminate remaining staff.			--							

These procedures are mandatory unless the agency is given official notice before February 15, 1975 by the City that the project will be funded beyond March 31, 1975 or unless the agency furnishes Model Cities by February 15, 1975 with a written certification that other funds will be available to sustain project operations beyond March 31, 1975. In the event that neither of the above events occur, and the project is to be terminated March 31, 1975, there will be no project services during March of 1975.

CDBG/MODEL CITIES - City of San Diego
PERFORMANCE STANDARDS

PROJECT Senior Citizens
OPERATING AGENCY City Recreation Department PROJECT NO. SDMC-S-1

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	MONTHLY PERFORMANCE STANDARDS		
	Jan	Feb	Mar
I. Maintain contract with Senior Citizens Federation for employment for at least eighteen (18) senior aids.	18	18	18
A. Part-time staff training.	4	4	4
1. Hours/month.			
II. Maintain home recreation.			
A. Senior Citizens participating.	48	48	48
III. Provide counseling.			
A. Individual.	20	20	20
B. Family.	5	5	5
IV. Supportive services to include:			
A. Legal referral.	5	5	5
B. Transportation by staff.	20	20	20
C. Assist in acquiring medical services.	10	10	10
D. Telephone reassurance.	50	50	50
V. Continue Meals on Wheels with plans to provide meals with Senior Citizens staff.	3000	3000	3000
VI. Center recreation.			
A. Community trips/month.	8	8	8
B. Dancing sessions.	8	8	8
C. Group quiet and semi-active games daily.	20	20	20
D. Ceramics classes.	8	8	8
E. Art and crafts.	8	8	8

CD-202

PROJECT Senior Citizens
 OPERATING AGENCY City Recreation Department

PROJECT NO. SDMC-S-1

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	MONTHLY PERFORMANCE STANDARDS								
	JAN	FEB	MAR						
VI. (Cont'd.) F. Sewing Classes.	8	8	8						
VII. Workshop.									
A. Sessions/month.	1	1	1						
B. Hours/month.	2	2	2						
C. Persons/session.	20	20	20						
VIII. Speaking engagements.	1	1	1						
A. Advisory Board meetings.	3	3	3						

CDBG/MODEL CITIES - City of San Diego
PROJECT PROGRESS REPORT

PROJECT OPERATING AGENCY Senior Citizens PROJECT NO. SDMC-S-1

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	Unit	Month		%	To Date		REMARKS
		Plan	Actual		Plan	Actual	
I. Maintain contract with Senior Citizen Federation for employment for at least eighteen (18) senior aides.	Indiv.						
II. Part-time staff training.							
A. Hours/month.	Hours						
III. Maintain home recreation.							
A. Senior Citizens participating.	# Participants						
IV. Provide counseling.							
A. Individual.	Indiv.						
B. Family.	Fam.						
V. Supportive services to include:							
A. Legal referral.	Indiv.						
B. Transportation by staff.	Indiv.						
C. Assist in acquiring medical services.	Indiv.						
D. Telephone reassurance.	Calls						
VI. Continue Meals on Wheels with plans to provide meals with Senior Citizen staff.	Meals						
VII. Continue center recreation.							
A. Community trips/month.	Trips						
B. Dancing session.	Classes						

CD-203

CDBG/MODEL CITIES - City of San Diego
PROJECT PROGRESS REPORT

PROJECT Senior Citizens
OPERATING AGENCY City Recreation Department

PROJECT NO. SDMC-S-1

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	Unit	Month		%	To Date		REMARKS
		Plan	Actual		Plan	Actual	
VII. (Cont'd).							
C. Group quiet and semi-active games daily.	Indiv.						
D. Ceramics classes.	Classes						
E. Art and crafts.	Classes						
F. Sewing classes.	Classes and Indiv.						
VIII. Workshop.							
A. Sessions/month.	Sessions						
B. Hours/month.	Hours						
C. Persons/session.	Indiv.						
IX. Speaking engagements.	Engagements						
X. Citizen involvement.							
A. Advisory Board meeting.	Meeting						

CDBG/MODEL CITIES - City of San Diego
 QUARTERLY PARTICIPANT/BENEFICIARY REPORT
 PART I

PROJECT Senior Citizens Program PROJECT NO. SDMC-S-1
 OPERATING AGENCY City Recreation Department Months To

Profile of Clients	Supportive Services	Center Recreation	Counseling	Meals on Wheels
Sex				
Female				
Male				
Age				
Below 50				
50-60				
60-70				
70-80				
80-90				
Over 90				
Ethnic Background				
Black				
Mexican/American				
Caucasian				
American Indian				
Asian				
Filipino				
Other				
Below poverty level				
Above poverty line				
Total By Service				
Total Unduplicated Count				

CDBG/MODEL CITIES - City of San Diego
CITY OF SAN DIEGO

PROJECT NAME Senior Citizens Program
OPERATING AGENCY City Recreation Department

PROJECT NUMBER SDMC-S-1
MONTH _____

RESIDENT EMPLOYMENT AND TRAINING

		Full-time	Part-time			
Total Employees		_____	_____			
number of MNR's		_____	_____			
number of ethnic minorities		_____	_____			
number of women		_____	_____			
number of Viet Nam era veterans		_____	_____			
Total Professionals		_____	_____			
number of MNR's		_____	_____			
number of ethnic minorities		_____	_____			
number of women		_____	_____			
number of Viet Nam era veterans		_____	_____			
Total Clerical		_____	_____			
number of MNR's		_____	_____			
number of ethnic minorities		_____	_____			
number of women		_____	_____			
number of Viet Nam era veterans		_____	_____			
		Total Para-Professionals		Full-time	Part-time	
number of MNR's		_____	_____	_____	_____	
number of ethnic minorities		_____	_____	_____	_____	
number of women		_____	_____	_____	_____	
number of Viet Nam era veterans		_____	_____	_____	_____	
		Training		Professional	Para-Prof	Clerical
number receiving in-service training		_____	_____	_____	_____	_____
number utilizing release time for education		_____	_____	_____	_____	_____

CDBG/MODEL CITIES - City of San Diego
CITY OF SAN DIEGO

PROJECT NAME Senior Citizens Program
OPERATING AGENCY City Recreation Department

PROJECT NUMBER SDMC-S-1
QUARTER _____ To _____

STATUS OF GRANT APPLICATIONS

Please include all grants
that are pending from
previous months

Agency and Program to whom applied	Application or Pre-Application	Amount Requested	Date Submitted	Purpose of Requested Funds	Status (Approval Disapproval Pending)	Amount Received and time period of grant

OPERATING AGENCY City Recreation Department			PROJECT Senior Citizen Program				
C.D.B.G./MODEL CITIES PROJECT BUDGET			PROGRAM CATEGORY Recreation & Culture				
CONTRACT PERIOD FROM: 1/1/75 TO: 3/31/75			<input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> REVISION NO. _____				
	PRIOR YEARS CDBG FUNDS (1)	CURRENT APPROVED BUDGET CDBG FUNDS (2)	CD Block GRANT (3)	REQUESTED FUNDS			TOTAL (Col. 3 & 4) (5)
				FEDERAL (4a)	STATE (4b)	LOCAL (4c)	
PERSONNEL EXPENSE			15,249				15,249
NON-PERS. EXPENSE			22,251				22,251
OUTLAY EQUIPMENT PROPERTY ACQUIS. CONSTRUCTION							
OUTLAY TOTAL							
SUB-TOTAL - NON-PERS. EXP. & OUTLAY			22,251				22,251
GRAND TOTAL			37,500				37,500
TOTAL LOCAL SHARE BREAKDOWN BY:				CASH		X	
				IN-KIND			

NOTES:

EXHIBIT C

REVIEW AND APPROVAL			
<i>[Signature]</i>	12/12/74		
OPERATING AGENCY DIRECTOR	DATE		
<i>[Signature]</i>	12/16/74	<i>[Signature]</i>	12/13/74
C.D.B.G. Coordinator	DATE	MODEL CITIES DIRECTOR	DATE
<i>[Signature]</i>	12/12/74	<i>[Signature]</i>	12/13/74

OPERATING AGENCY City Recreation Department			PROJECT Senior Citizen Program				
BUDGET EXHIBIT FOR OPERATING AGREEMENT			PROGRAM CATEGORY Recreation & Culture				
CONTRACT PERIOD FROM: 1/1/75 TO: 3/31/75			<input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> REVISION NO. _____				
COST CATEGORY	PRIOR YEARS CDBG FUNDS (1)	CURRENT APPROVED BUDGET CDBG FUNDS (2)	REQUESTED FUNDS				TOTAL (Col. 3 & 4) (5)
			CD Block GRANT (3)	NON CDBG FUNDS			
				FEDERAL (4a)	STATE (4b)	LOCAL (4c)	
PERSONNEL EXPENSE			15,249				15,249
NON-PERS. EXP. & OUTLAY			22,251				22,251
GRAND TOTAL			37,500				37,500
TOTAL LOCAL SHARE BREAKDOWN BY:				CASH			
				IN-KIND			

NOTES:

POSITION AND SALARY SCHEDULE

FUND	FUNCTION	DEPT. NO.	DEPARTMENT NAME		DATE	FISCAL YE		
			City Recreation	City Recreation				
2910	Senior Citizen Program				1/1/75	1975		
SALARY RATE	POSITION TITLE	POSITION QUOTA				AVERAGE SALARY FOR POSITION	SALARIES	
		PRIOR YR. BUDGET	CURRENT BUDGET	PROPOSED BUDGET	FINAL BUDGET		CURRENT BUDGET	PROPOSED BUDGET
PROPOSED								
	Social Program Specialist II (1)			.250		17,364	4,341	
	Center Recreation Director (1)			.250		10,104	2,526	
	Intermediate Steno			.250		8,844	2,211	
	Jr. Recreation Leader (2)			.500		7,488	3,744	
	Total			1.250			12,822	

DEPT. DIV. Senior Citizen Program
City Recreation Department

THE CITY OF SAN DIEGO, CALIFORNIA
ANNUAL BUDGET REQUEST
FUND NO. 2910 FISCAL YEAR 1975

DATE 1/1/75

DEPT. ACTIVITY & DESCRIPTION	ACCT. NO.	PRIOR YEARS ACTUAL EXPENSE			CURRENT YEAR BUDGET	TO DATE ACTUAL EXPENDITURES	EST. TOTAL EXPENDITURES	DEPARTMENTAL BUDGET REQUEST	PENDING BUDGET	FINAL BUDGET
Personnel Expense										
Salaries	2151							12,822		
Retirement	2150							1,410		
Social Security	2152							750		
Comp. Ins.	2424							30		
Group Ins.	2425							237		
Total Personnel Exp.								15,249		
Non-Personnel Exp.										
Transportation	3210							480		
Postage	3211							24		
Telephone	3212							225		
Scheduled Travel	3213							-0-		
Spec. Dept. Exp.	3217							-0-		
Xerox	3236							60		
Utilities	3241							105		
Repairs of Equip.	3251							45		
Professional Serv.	3295							-0-		
Misc. Contr. Services	3299							20,847		
Office Supplies	3301							180		
Janitor Supplies	3311							90		
Kitchen Supplies	3315							-0-		
Recreation Supplies	3316							165		
Incl. Materials	3399							30		
Total Non-Personnel								22,251		
Outlay								-0-		
Total Activity								37,500		

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

This account reflects expenditures for the Senior Citizen Federation employees and the Nutritional Meals Program. These expenditures are planned for a 3 month period beginning January 1 thru March 31, 1975.

(1) Senior Citizen Employees	\$12,474
Social Security @ 5.85% of \$12,474	730
State Disability Ins. @ 1% of \$12,474	125
State Unemployment Ins. @ 3.6% of \$12,474	449
Employer's Workmen's Compensation	163
 (2) Transportation	 540
(3) Hot Meals	3,750
Rent @\$130/mo. for 3 months for kitchen facility at 2833 National Ave	390
Rent @\$200/mo. for 3 months for facility at 1846 Logan	600
Product Liability Insurance	126
 (4) Professional Services (Accountant)	 300
Recreational Excursions - 24 trips @\$50/ea.	1,200
 Total 3 months budget	 20,847

Notes:

(1) 19 employees x 15 hrs/wk x 13 weeks @\$2.63/hr	9,744
2 cooks x 35 hrs/wk x 13 weeks @\$3.00/hr	2,730
TOTAL	12,474
 (2) A mileage allowance @ 12¢/mile is allotted for delivery of meals. Previous mileage has averaged 1500/mo. for 3 months	 540
 (3) The meals preparation and food products average \$1,250/mo for 3 months	 3,750
 (4) Accountant's fee @\$100/mo for 3 months	 300

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	Miscellaneous Contractual Services		3299

OBJECT ACCOUNT BUDGET EXPLANATION

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
ESTIMATED MONTHLY EXPENDITURE SCHEDULE

--BLOCK GRANT FUNDS--

PROJECT Senior Citizen Program
OPERATING AGENCY City Recreation Department

DESCRIPTION	Acct. No.	MONTH			TOTAL BUDGET
		1	2	3	
Personnel Expense					
Salaries	1151	4,274	4,274	4,274	12,822
Retirement	2150	470	470	470	1,410
Social Security	2152	250	250	250	750
Comp. Insurance	2424	10	10	10	30
Group Insurance	2425	79	79	79	237
Total Personnel Exp.		5,083	5,083	5,083	15,245
Non-Personnel Exp.					
Transportation	3210	160	160	160	480
Postage	3211	8	8	8	24
Telephone	3212	75	75	75	225
Travel	3213	-0-	-0-	-0-	-0-
Merch	3236	20	20	20	60
Utilities	3241	35	35	35	105
Water Services	3244	-0-	-0-	-0-	-0-
Repairs of Equip.	3251	15	15	15	45
Professional Services	3295	-0-	-0-	-0-	-0-
Slc. Contract. Services	3299	6,949	6,949	6,949	20,847
Office Supplies	3301	60	60	60	180
Janitor Supplies	3311	30	30	30	90
Kitchen Supplies	3315	-0-	-0-	-0-	-0-
Recreation Supplies	3316	55	55	55	165
Inclass. Mat.	3399	10	10	10	30
Total Non-Personnel		7,417	7,417	7,417	22,251
Delay	4540	-0-	-0-	-0-	-0-
Total Activity		12,500	12,500	12,500	37,500

PD 205A (12/74)

CERTIFICATE OF CITY AUDITOR AND COMPTROLLER

CERTIFICATION OF UNALLOTTED BALANCE

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount \$ _____ Fund _____

Purpose _____

Date _____, 19 _____

By _____

Auditor and Comptroller of
The City of San Diego, Calif.

1974 DEC 20 PM 1:44

CERTIFICATION OF UNENCUMBERED BALANCE

I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said moneys now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to exceed \$ 37,500.00

Dated Dec 11, _____, 19 74

W. B. Sagan

Auditor and Comptroller of
The City of San Diego, Calif.

BY *Mate Lupo*

Job Order
Resolution No.

Fund 2910 Dept./Activity _____ Object _____ Project No. _____

Purpose To implement project through Human Resources Dept, Trans Dept, Reception Dept, and Model Cities Dept, Subject to approval of Community Devel. Block Grant.

Vendor Senior Citizens.

CERTIFICATE NO. 6236

Passed and adopted by the Council of The City of San Diego on DEC 26 1974,
 by the following vote:

Councilmen	Yeas	Nays	Excused	Absent
Gil Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maureen F. O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lee Hubbard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Martinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Bates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON
 Mayor of The City of San Diego, California.

(Seal)

EDWARD NIELSEN
 City Clerk of The City of San Diego, California.

By Kathleen Martinez, Deputy.

1974 DEC 20 PM 1:45

Office of the City Clerk, San Diego, California

Resolution Number 212326 Adopted DEC 26 1974
E.h.