

**AGENDA  
ITEM**

**2**



# CITY COUNCIL AGENDA STAFF REPORT

**DATE:** July 2, 2025  
**TO:** Mayor and City Council  
**APPROVED BY:** Armando Orozco, Interim City Manager *AO*  
**PREPARED BY:** Maribel Castro, Human Resources Manager *MC*  
**SUBJECT:** Authorize the Interim City Manager to Sign a One Year Agreement with SER Senior Community Service Employment Program (SCSEP).

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**Recommendation:**

Authorize the City Manager to sign a one-year agreement with SER Senior Community Service Employment Program (SCSEP) for fiscal year 2025-26.

**Background:**

SER Senior Community Service Employment Program (SCSEP) through partnerships with non-profit organizations and public agencies provide on the job training/work experience for individuals 55 years of age and over having an economic need.

The program provides a monetary stipend to the participant with no cost to the City. The partnership with SCSEP program allows the City to provide work experience to the participant while the participant provides assistance to the City.

Training agreements are renewed annually for a one-year period ending June 30 each year.

**Discussion & Analysis:**

In partnering with the SER SCSEP, the City will provide training and supervision to participants in areas such as clerical, customer service, filing, copying, answering telephones, scanning documents, etc.

Participants must be supervised at all times by a full-time City employee and are provided training to learn new skills.

**Fiscal Impact:**

None.

**Coordinated With:**

City Manager's Office.  
Recreation Department.  
Library Department.  
Police Department.

**Attachments:**

- A. SER SCSEP Host Agency Agreement.



# SER SCSEP

(This is a Training Program for SCSEP Participants)

## 61 - HOST AGENCY AGREEMENT

See Sections 10, 11, & 25 of the SOP

Agency/Organization: City of Calexico FEIN: 95-6000684

The Senior Community Service Employment Program (SCSEP) aids unemployed low income individuals, 55 years and older, in re-entering the workforce by providing subsidized community service training assignments with non-profit and government agencies to gain experience. **Thank You** for partnering with SER SCSEP to enhance employment opportunities for the participants that will be assigned with your agency/organization. Your agency will assist participants with meaningful training opportunities to update and/or develop job skills needed to obtain unsubsidized employment.

### SER SCSEP responsibilities:

- ☛ Assessment of the participant's skills;
- ☛ Development of a customize employment plan;
- ☛ Assignment to a suitable training site;
- ☛ Create a list of training activities and appropriate schedule for each participant;
- ☛ Provide compensation (at the federal/state minimum wage) to participants for training;
- ☛ Provide job search guidance through employment referrals and job readiness workshops;
- ☛ Communicate to host agencies any changes in regards to training and/or SCSEP policies and procedures;
- ☛ Make available opportunities for participants to rotate to other host sites for additional training experience;
- ☛ Conduct annual/bi-annual informational Host Agency meetings; and
- ☛ Cover all SER participants under a worker's compensation insurance policy during training hours.

### Agency/Organization responsibilities:

- ☛ Provide supervision, orientation, training, safe training site and adhere to all applicable state laws regarding meal/rest breaks;
- ☛ Abide by agreed-upon training schedule and submit properly prepared and signed timesheets.
- ☛ Adhere to the policies/procedures outlined in the SER SCSEP Handbook;
- ☛ Consider hiring the participant if appropriate openings occur [no special consideration is implied];
- ☛ Cover the cost for background checks, health screenings or drug testing required by the agency;
- ☛ Maintain open communication with the SCSEP staff regarding the participant's training and any issues/situations;
- ☛ Inform SCSEP staff when the participant gets a job.
- ☛ Agree not to use participants as substitutes for permanent employees; to displace currently employed or laid off employee [within 2 years]; or to reduce regular hours, wages or benefits.
- ☛ Agree not to compensate the participant in any form or manner;
- ☛ Attend SER SCSEP host agency meetings; and
- ☛ Provide a copy of the following upon request: General Liability Insurance, IRS 501(c)(3) letter [non-profits], an annual HA Assessment of SCSEP, and supervisor hours for In-kind services provided [if applicable].

***This agreement will be in effect from the date signed until June 30 of following year [one program year]; a renewal of this partnership must be signed each program year [July – June].***

The subsequent representative's signature on this agreement acknowledges that each supervisor will read and adhere to the above requirements. It further signifies your agency accepts and agrees to cooperate with SER SCSEP.

### Please check each appropriate box:

<b>Type of Agency/Organization:</b> <input type="checkbox"/> Non-Profit Organization -- IRS code 501(c)(3)-- documentation attached <input checked="" type="checkbox"/> Public Organization - Government agency Including federal, state, county, or city	<b>Participant Supervisor is Paid From:</b> <input type="checkbox"/> Federal funds <input checked="" type="checkbox"/> Non-federal funds Supervisor Hourly Pay Rate: _____	<b>Additional Sites:</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes -- fill out Form# 62 (HAA- Additional Sites)
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City of Calexico  
 Agency/Organization – Main Office Location  
**608 Heber Ave. Calexico, Ca 92231**  
 Address City, State, ZIP  
 (760) 768-2110 (760) 357-3831  
 Telephone & Fax

Email \_\_\_\_\_

Agency/Organization Representative Name (Print) \_\_\_\_\_

Agency/Organization Representative Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

SER San Joaquin/Oceanside -Imperial  
 SER SCSEP Site  
**145 W Main Street El Centro, Ca 92243**  
 Address City, State, ZIP  
 (760) 592-4281 (760) 592-4345  
 Telephone & Fax

ibobadilla@sercalifornia.org

Email \_\_\_\_\_

Irma Bobadilla

SER SCSEP Staff Name (Print) \_\_\_\_\_

SER SCSEP Staff Signature \_\_\_\_\_ Date Signed \_\_\_\_\_



# SER SCSEP

(This is a Training Program for SCSEP Participants)

## 62 - HOST AGENCY AGREEMENT-ADDITIONAL SITES

Please attach to the Host Agency Agreement  
See Sections 10, 11, & 25 of the SOP

Host Agency Name: City of Calexico

608 Heber Ave. Calexico, Ca 92231  
Mailing Address City State ZIP

608 Heber Ave. Calexico, Ca 92231  
Physical Address City State ZIP

Telephone & Fax (760) 768-2107 Email personnel@calexico.ca.gov

Maricela Torres Human Resources Manager  
Contact Person Name (Print) Title

**Other Host Agency Authorized Sites [each site listed below must have a separate Host Agency File]**

Name: Calexico Community Center Phone No. (760) 768-2176

707 Dool Ave. Calexico, Ca 92231  
Address City State ZIP

Telephone & Fax (760) 768-2194 Email ngerardo@calexico.ca.gov

Norma Gerardo Recreation Manager  
Contact Person Name (Print) Title

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Name: Kiki Camarena Memorail Library Phone No. (760) 768-2170

850 Encinas Ave. Calexico, Ca 92231  
Address City State ZIP

Telephone & Fax (760) 357-0404 Email llegaspi@calexico.ca.gov

Lizeth Legaspi Library Manager  
Contact Person Name (Print) Title

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Name: Calexico Police Department Phone No. (760) 768-4046

420 E 5th Street Calexico, Ca 92231  
Address City State ZIP

Telephone & Fax (760) 357-1241 Email gutierrezm@calexico.ca.gov

Martha Gutierrez Executive Assistant Secretary  
Contact Person Name (Print) Title

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Name: Carmen Durazo Cultural Art Center Phone No. (760) 357-5575

421 Heffernan Ave. Calexico, Ca 92231  
Address City State ZIP

Telephone & Fax (760) 352-2194 Email jquintero@calexico.ca.gov

Eduardo Quintero Cultural Arts Assistant  
Contact Person Name (Print) Title