



**City of Menifee  
Senior Advisory Committee  
Meeting Agenda  
Tuesday, July 22, 2014**

**City Council Chambers  
29714 Haun Road  
Menifee, CA 92586**

**10:00 a.m. Regular Meeting**

THE PURPOSE OF THE SENIOR ADVISORY COMMITTEE MEETINGS ARE TO CONDUCT THE CITY'S  
BUSINESS

PLEASE SEE OUR DECORUM POLICY NOTES AT THE END OF THIS AGENDA

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AGENDA APPROVAL OR MODIFICATION**
- 4. PRESENTATIONS**

**Kay Cenicerros Programming Overview**

- 5. PUBLIC COMMENTS (non-agenda items only)**
- 6. APPROVAL OF MEETING MINUTES**

**6.1. Minutes of June 24, 2014**

- 7. DISCUSSION ITEMS**

**7.1. VFW Facility Lease Agreement**

- Recommend City Council authorize the City Manager to execute a Facility Lease Agreement with the Veterans of Foreign Wars Post 1956 for use of the Kay Cenicerros Campus "north" building as the organization headquarters

**7.2. FSA Professional Services Agreement**

- Recommend City Council authorize the City Manager to execute a Professional Services Agreement with Family Service Association to provide Senior Nutrition meals at the Kay Cenicerros Senior Center and for homebound Meniffee seniors

### **7.3. Arts Council Meniffee MOU**

- Recommend City Council authorize the City Manager to execute a Memorandum of Understanding with Arts Council Meniffee to utilize the Kay Cenicerros Senior Center for community art showcases, planning and meetings

### **7.4. Committee Strategic Planning Workshop**

- Mission Statement
- Goals and Objectives Brainstorm

## **8. COMMUNITY SERVICES DIRECTOR COMMENTS**

### **8.1. Kay Cenicerros CDBG Improvements**

## **9. COMMITTEE MEMBER COMMENTS**

## **10. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:**

### **Items Scheduled for Future Agendas:**

- Speakers' Forum for Seniors
- Golf Cart Accessibility
- Senior Transportation

## **11. ADJOURNMENT**

### **Decorum Policy Notes**

Please use a speaker request form when you wish to address the Committee

The Committee anticipates and encourages public participation at its Committee meeting, both on agenda items and during the public comments period. Please use respect by not having your cell phones on, refrain from talking in the audience or outbursts that may be disruptive. While we encourage participation, we ask there be a mutual respect for the proceedings.

### **Staff Reports**

Materials related to an item on this Agenda, including those submitted to the Committee after distribution of the agenda packet, and are available for public inspection by contacting Jenn Allen, Deputy City Clerk, at (951) 672-6777 during normal business hours.

**Compliance with the Americans with Disabilities Act**

**If you need special assistance to participate in this meeting, you should contact Jennifer Allen, Deputy City Clerk, at (951) 672-6777. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.**

**City of Menifee Senior Advisory Committee**  
**Meeting Minutes**  
**June 24, 2014**

**1. CALL TO ORDER**

Community Services Director Robert Lennox called the meeting to order at 10:00 a.m.

**2. ROLL CALL**

Present were: Committee member Gloria Sanchez, Committee member Chuck Reutter, Committee member Ken Woytek, Committee member Victoria Arendain, Community Services Director Robert Lennox, City Clerk Kathy Bennett, Deputy City Clerk Jennifer Allen, Senior Administrative Analyst Allen Yun, Management Analyst Margarita Cornejo, and four (4) members of the public.

**3. AGENDA APPROVAL OR MODIFICATION**

As Posted

**4. PRESENTATIONS**

None

**5. Public Comments**

None

**6. APPROVAL OF MEETING MINUTES**

None

**7. DISCUSSION ITEMS**

**7.1 Brown Act Training**

City Clerk Kathy Bennett presented overview of Brown Act requirements.

**7.2 Committee Chair Election**

Committee member Ken Woyek made a motion to nominate Committee member Gloria Sanchez as Committee Chair.

Committee member Victoria Arendain seconded the motion.

Motion was passed unanimously.

**7.3 Committee Vice-Chair Election**

Committee Chair Gloria Sanchez made a motion to nominate Committee member Ken Woyek as Committee Vice-Chair.

Committee member Victoria Arendain seconded the motion.

Motion was passed unanimously.

#### **7.4 Selection of Regular Meeting Date**

Committee Chair Gloria Sanchez opened discussion to committee regarding future meetings dates and times.

Committee member Chuck Reutter made a motion to meet the 3<sup>rd</sup> Tuesday of every month at 10:00 am.

Committee Chair Gloria Sanchez made a substitute motion to meet 4<sup>th</sup> Tuesday of every month at 10:00 am, with next meeting on July 22, 2014.

Committee member Victoria Arendain seconded motion.

Motion was unanimously approved.

### **8. COMMUNITY SERVICES DIRECTOR COMMENTS**

#### **8.1 Facility Overview**

Senior Administrative Analyst Allen Yun provided summary of existing City of Menifee park and recreation facilities, current programs/activities available and special events.

#### **8.2 2013 Senior Needs Assessment Survey Report**

Management Analyst Margarita Cornejo provided brief summary on 2013 Senior Needs Assessment Survey completed by Ad-Hoc Committee.

#### **8.3 Valley-Wide Recreation and Park District Operator Contract Review**

Management Analyst Margarita Cornejo provided update on status of contract with Valley-Wide, final contract expected to be ready for signing on July 1, 2014.

### **9. COMMITTEE MEMBERS COMMENTS**

Committee Chair Gloria Sanchez expressed committee would like to see speaker's forum on on-going basis including things like town hall meetings.

Committee member Chuck Reutter inquired regarding overall purpose of Senior Advisory Committee and also commented on the need to improve golf cart accessibility.

Community Services Director Robert Lennox stated golf cart access is limited to 35 mph streets only.

Committee Chair Gloria Sanchez suggested golf cart accessibility and other transportation options be included as part of future meetings' agenda.

Committee member Victoria Arendain requested some general information on Kay Cenicerros Senior Center activities and operations and Center Director Leslie Covey's duties.

Kay Cenicerros Senior Center Director Leslie Covey explained her role as center's director. Explained center sees average monthly attendance of approximately 3,200 visitors, participating in a diverse range of programs/activities.

Committee Member Victoria Arendain inquired regarding future efforts to reach out for more community feedback input.

Committee Chair Gloria Sanchez discussed including adding establishing a mission statement and brainstorming committee goals and objectives as part of next meeting's agenda.

Community Services Director Robert Lennox indicated this would be included in next meeting's agenda.

#### **10. ADJOURNMENT**

Committee Chair Gloria Sanchez adjourned the meeting at 12:51 pm.

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Margarita Cornejo, Management Analyst

## **CITY OF MENIFEE**

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### **RECOMMEND CITY COUNCIL APPROVAL OF LEASE AGREEMENT WITH VFW POST 1956 FOR KAY CENICEROS: NORTH ANNEX BUILDING**

MEETING DATE: July 22, 2014

TO: Committee Chair and Committee members

PREPARED BY: Robert Lennox, Community Services Director

SUBJECT: Recommend City Council approval of lease agreement  
with VFW Post 1956 for Kay Cenicerros: North Annex  
Building

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### **RECOMMENDED ACTION**

That the Senior Advisory Committee:

1. Recommend City Council authorize the City Manager to execute a Facility Lease Agreement with the Veterans of Foreign Wars Post 1956 for use of the Kay Cenicerros Campus: North Annex Building as the organization's headquarters

### **DISCUSSION**

With the ownership transfer of the Kay Cenicerros campus from the County of Riverside to City on July 1, 2014, the City has the opportunity to explore the future use of North Annex Building (formerly known as the Care Connexus building). At the July 2, 2014 City Council meeting, City Council directed staff to meet with the Meniffee Veterans of Foreign Wars (VFW) Post 1956 regarding the possibility of the VFW using the Kay Cenicerros: North Annex Building as the organization's headquarters. With an existing membership of over 100 members, the VFW Post 1956 operates as a non-profit organization focused on serving the Meniffee community. By operating from the Kay Cenicerros: North Annex Building, the VFW looks to continue to serve the community.

The lease agreement will be for a one (1) year term, commencing August 1, 2014 and ending July 31, 2015, with up to two (2) year optional renewals. The lease agreement would be for \$1 per year. The lease agreement also stipulates all other applicable lease term conditions including insurance/indemnification requirements as well as continued volunteer assistance in various city-wide special events.

### **FISCAL IMPACT**

There is no financial expenditure impact as a result of the actions recommended in this report. Pursuant to the conditions of the lease agreement, VFW Post 1956 agrees to remit payment for all electric, water, and gas utilities (separately metered) on a monthly basis to City of Menifee. Any additional utilities, phone/cable/internet would be sole responsibility of the VFW. As a city owned property, there would be no fiscal impact to the lease of the property.

### **ATTACHMENTS**

1. Lease agreement between City of Menifee and VFW Post 1956 for Kay Cenicerros: North Annex Building



## **CITY OF MENIFEE**

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### **RECOMMEND CITY COUNCIL APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH FAMILY SERVICE ASSOCIATION (FSA)**

MEETING DATE: July 22, 2014

TO: Committee Chair and Committee members

PREPARED BY: Robert Lennox, Community Services Director

SUBJECT: Recommend City Council approval of professional service agreement with Family Service Association (FSA) for Senior Nutrition Program

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#### **RECOMMENDED ACTION**

That the Senior Advisory Committee:

1. Recommend City Council authorize City Manager to execute a Professional Services Agreement with Family Service Association to provide Senior Nutrition meals at the Kay Cenicerros Senior Center and for homebound Meniffee seniors

#### **DISCUSSION**

Family Service Association (FSA)'s Senior Nutrition Program has been part of the existing programs operated within the Kay Cenicerros Senior Center prior to the City assuming ownership and operation of the center as of July 1, 2014. The Senior Nutrition Program provides nutritious meals to seniors throughout Riverside and San Bernardino Counties serving 2,500 seniors a day. Warm and nutritionally balanced meals are provided to seniors in a group setting. Seniors are able to socialize with others and experience nutritional training seminars which assist them with eating a more balanced and healthy diet.

Recognizing the benefits of having the Senior Nutrition Program available to Meniffee residents, City staff recommends the City enter into a Professional Service Agreement with FSA for the operation of the Senior Nutrition Program at the Kay Cenicerros Senior Center.

As the contracted center operator, Valley-Wide Recreation and Park District is included within the Professional Services Agreement, and will coordinate with FSA regarding program logistics such as program delivery times/dates and locations.

**FISCAL IMPACT**

There is no financial expenditure impact as a result of the actions recommended in this report. The Senior Nutrition Program will be provided at no cost to residents of the City of Menifee.

**ATTACHMENTS**

1. Professional Services Agreement between City of Menifee, Family Service Association (FSA) and Valley-Wide Recreation and Park District.

## **CITY OF MENIFEE**

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### **RECOMMEND CITY COUNCIL APPROVAL OF MOU WITH ARTS COUNCIL FOR USE OF KAY CENICEROS SENIOR CENTER**

MEETING DATE: July 22, 2014

TO: Committee Chair and Committee members

PREPARED BY: Robert Lennox, Community Services Director

SUBJECT: Recommend City Council approval of Memorandum of Understanding (MOU) with Arts Council Meniffee for use of Kay Cenicerros Senior Center

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#### **RECOMMENDED ACTION**

That the Senior Advisory Committee:

1. Recommend City Council authorize the City Manager to execute a Memorandum of Understanding with Arts Council Meniffee to utilize the Kay Cenicerros Senior Center for community art showcases, planning and meetings

#### **DISCUSSION**

Effective July 1, 2014, the City of Meniffee has assumed ownership and operation of the Kay Cenicerros Senior Center. The center provides a wide range of services and programs to thousands of Meniffee senior residents.

Arts Council Meniffee, a 501(c)(3) non-profit organization, operates various program/activities available to Meniffee residents, ranging from visual arts showcases and classes to performing arts shows throughout the community. In the past Arts Council Meniffee has used the Kay Cenicerros Senior Center to conduct various programs throughout the year.

Recognizing the benefits of having the Arts Council Meniffee continue to use the Kay Cenicerros Senior Center to operate several of its programs available to Meniffee residents, City staff recommends the City enter into an MOU with Arts Council Meniffee for the continued use by Arts Council of the Kay Cenicerros Senior Center.

As the contracted center operator, Valley-Wide Recreation and Park District is included within the MOU, and will coordinate with Arts Council regarding the use of facilities (specific room use, times, etc).

**FISCAL IMPACT**

There is no financial expenditure impact as a result of the actions recommended in this report.

**ATTACHMENTS**

1. MOU between City of Menifee, Arts Council Menifee, and Valley-Wide Recreation and Park District

## **CITY OF MENIFEE**

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### **SENIOR ADVISORY COMMITTEE STRATEGIC PLANNING WORKSHOP**

MEETING DATE: July 22, 2014

TO: Committee Chair and Committee members

PREPARED BY: Robert Lennox, Community Services Director

SUBJECT: Strategic Planning Workshop

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#### **RECOMMENDED ACTION**

That the Senior Advisory Committee conduct a strategic planning workshop to develop a mission, goals and objects for the future direction and projects of the Committee.

#### **DISCUSSION**

At the initial June 24, 2014 meeting of the Senior Advisory Committee, the Committee Members directed staff to return to a future meeting with a workshop to develop a mission, goals and objectives for the Committee. As a new Committee in the City of Yucaipa tasked with advising City Council on issues and programs affecting seniors, the Committee and staff believe it is important to prioritize projects and identify a general scope of influence.

Staff is available to facilitate a brainstorming workshop to develop a mission statement, potential issues and projects of importance to Meniffee seniors, and establish an action plan to achieve short, medium, and long term goals for the 'working' committee.

#### **FISCAL IMPACT**

There is no financial expenditure impact as a result of the actions recommended in this report.

#### **ATTACHMENTS**

None