



**City of Menifee
Senior Advisory Committee
Meeting Agenda
Tuesday, August 23, 2016**

**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. FLAG SALUTE**
- 4. PRESENTATIONS**
- 5. APPROVAL OF MINUTES**
 - 5.1. Minutes of May 24, 2016**
- 6. AGENDA APPROVAL OR MODIFICATION**
- 7. PUBLIC COMMENTS (non-agenda items only)**
- 8. DISCUSSION ITEMS**
 - 8.1. SAC Meeting at Sun City Civic Association**
 - Discuss and identify items to be placed on the October Senior Advisory Committee Meeting (SAC) to be held at the Sun City Civic Association (SCCA)
 - Approve relocation of October 25, 2016 meeting to the Sun City Civic Association
 - 8.2. Transportation Update**

- Review and File staff report on Senior Transportation cost estimates as prepared by staff
- Provide direction to staff on

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1. Department Update

- Senior Active & Fit Enrichment (S.A.F.E) Program Grand Opening, Thursday, September 1, 2016 at 10:00am at Lazy Creek Park
- La Ladera Field Lights Meeting, Tuesday September 13, 2016 at 6:00pm at Kay Cenicerros Senior Center
- LAFCO Detachment Community Information Meeting, Tuesday September 27, 2016 at 6:00pm at Kay Cenicerros Senior Center
- KC Focus updates with LPI

10.COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11.FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

- ADA/Mobility Equipment in ROW and Sidewalks
- Senior Website presentation and updates
- Prepare a resource directory for seniors
- Senior Olympics

12.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 Jen 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
Regular Meeting Minutes
Tuesday, May 24, 2016**

1. CALL TO ORDER

Committee Chair Gloria Sanchez called the meeting to order at 10:02 AM. All in Attention

2. ROLL CALL

Present were: Committee Chair Gloria Sanchez, Committee Vice-Chair Ken Woytek, Committee member Chuck Reutter, Committee member Ruth Goulet, Committee member Victoria Arendain, Community Services Supervisor Jason Hendrix, Community Services Coordinator Aisha Jemmott-Wilson and seven (10) members of the public.

3. FLAG SALUTE

4. PRESENTATIONS

NONE

5 APPROVAL OF MINUTES

5.1. Minutes of April 26, 2016

A motion to approve the minutes of the April 26, 2016 Meeting was made by Committee Member Reutter

Motion was seconded by Committee Vice-Chair Woytek.

Motion was unanimously approved.

6 AGENDA APPROVAL OR MODIFICATION

A motion to approve of agenda of the April 26, 2016 meeting was made by Committee Member Goulet

Motion was seconded by Committee Vice-Chair Woytek

Motion was unanimously approved

7 PUBLIC COMMENTS (non-agenda items only)

Jenny Heimbold outreach volunteer requested an updated list of senior HOA's. She mentioned that it's hard to get a hold of the HOA managers.

Cliff Lans Menifee resident made a statement on how he enjoyed the Senior Health Fair but we should consider a vendor that would provide a healthy lunch portion.

8 DISCUSSION ITEMS

8.1 Senior Resources Directory

- Discuss and identify specific resources, community groups and agencies that would be included in a Senior Resource Guide
- Provide direction to staff on potential funding sources and timeline for completion

Committee Member Arendain would like to see information on local emergency response, local food pantry contact, and transportation information from local health insurance and crime watch information

Committee Member Reutter would like to appeal to the people who don't know about resources on the Civic Association, homeless shelters, animal services and information on the Silver Sneakers programs

Committee Member Goulet would like to see screening process for caregivers, drivers, and handyman so that they could be place in the resource book

Committee Vice-Chair Woytek would like to see the address and contact information on outside of Menifee (county-wide) services, contact info on estate planning, and conservatorship (legal advice)

Committee Chair Sanchez would like the guide to be used as a reference, be in large print and be a quick access for seniors. Everyone in the directory will need to complete a form to be in the guide. We need to look and see what the seniors want.

9 COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1 Department Update

Community Services Supervisor Jason Hendrix provided information on Memorial Day and invited the Senior Advisory Members to attend

9.2 Recap of Senior Health, Wellness, and Fitness Fair

Committee Chair Sanchez Thank staff for a great event, and good time with the event. She like how the passport required the seniors to visit all booths. She stated that the testing for seniors is always good to have.

Committee Member Arendain mentioned that the screening was the best thing at the event.

10 COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

10.1 Member Arendain report on presentation to Parks, Recreation and Trails Commission

Committee Vice-Chair Woytek still contacting RTA people regarding a trolley in Menifee

Committee Member Arendain mention the possibility of providing free coffee at Senior Center

11 FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

- Schedule and Establish 2016/2017 goals and objectives
- PEG – Public Access Channel Programming
- ADA/Mobility Equipment in ROW and Sidewalks
- Review potential amenities for Seniors
- Prepare a resource directory for senior
- Senior Olympics

12 ADJOURNMENT

Committee Chair Sanchez adjourned the meeting at 11:20 am.

Aisha Jemmott-Wilson, Community Services Coordinator

CITY OF MENIFEE

SUBJECT: SUN CITY CIVIC ASSOCIATION MEETING

MEETING DATE: August 23, 2016

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Robert Lennox, Community Services Director

RECOMMENDED ACTION

1. The Senior Advisory Committee will discuss and identify items to be placed on the October Senior Advisory Committee Meeting (SAC) to be held at the Sun City Civic Association (SCCA).

DISCUSSION

At the request of the Senior Advisory Committee, it was decided that meetings should be held at various locations to outreach to seniors and allow them the opportunity to participate and provide feedback on desired senior services, concerns and programs at locations more convenient for them to attend. At the January 26, 2016 meeting, the Committee appointed volunteer Jenny Heimbold to outreach to the local senior specific HOA's to discuss becoming a potential meeting site and to provide a general understanding of the function of the Senior Advisory Committee. Through this outreach an opportunity arose for a meeting to be held at the SSCA on October 25, 2016 in Webb Hall.

Staff will create a marketing plan including: flyers, press release, and social media post to announce the event to SCCA members and senior residents in Menifee.

FISCAL IMPACT

None.

ATTACHMENTS

None.

CITY OF MENIFEE

SUBJECT: SENIOR TRANSPORTATION COST ASSESEMENT

MEETING DATE: August 18, 2016

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Robert Lennox, Community Services Director

RECOMMENDED ACTION

Preview and discuss proposal Senior Transportation program costs as prepared by staff.

DISCUSSION

As requested by Committee Member Woytek and Committee Chair Sanchez, staff has researched estimated costs associated with a City-run Senior Transportation Program. Staff also worked with Riverside Transit Agency (RTA) Director of Planning Rohan Anthony Kruppu to compile information on the vehicle donation list from RTA. During discussions with Mr. Kruppu staff discovered that the donation list currently has fifty requestors on a waiting list, making the City of Menifee number fifty-one. Staff compiled data from RTA regarding the potential vehicle that would be donated (specification list attached)

Staff also compiled information on estimated costs if the city were to lease a Senior Transportation Vehicle and provide program in-house. Staff worked with Enterprise Fleet Management to compile estimated costs. Program and estimated staffing costs are on lease option are listed below:

) **Staffing Costs (based on one person)**

- o Assistant Coordinator (Driver) –
 - **\$58,445.00** per year (includes benefits package, PERS retirement package)
- o Office Worker – 50% (Dispatch, collaborate with RTA on routes, reservations, customer service) –
 - **\$24,681.00** per year (includes benefits package, PERS retirement package)

) **Vehicle Costs: (specifications list attached)**

Estimated mileage:

- *43 miles per day / 5 days per week = 215 miles per week*

- Vehicle Lease - **\$11,611.31** per year (\$967.61 includes maintenance package)
- Estimated fuel costs - **\$5,040.00** per year
-) **Office & Marketing Supplies**
 - Office Supplies - \$2,500.00 per year
 - Uniforms - \$300.00 per year
 - Marketing - \$2,500.00 per year
-) **Training**
 - Class "B" Training & Test - \$1,500.00 per year
 - Industry related training on Senior Transportation - \$150.00 per year
-) **Insurance**
 - \$150.00 per year

Total Estimated Fiscal Impact per year - \$106,877.31

FISCAL IMPACT

The fiscal impact to the City fund is \$106,877.31, which currently is not budgeted.

ATTACHMENTS

1. Enterprise Fleet Management Open-End Lease Rate Quote
2. RTA Fleet Management & Forecasting System Series Information